

## Stallholder Site Application Form (for 8<sup>th</sup> June 2024)

Business name	<input type="text"/>
Trading name	<input type="text"/>
Business address	<input type="text"/>
	Suburb <input type="text"/> State <input type="text"/> P/code <input type="text"/>
Contact Name	<input type="text"/>
Contact number	<input type="text"/>
Email	<input type="text"/>
Type of stall	<i>Please describe what will you be selling or promoting. For food stalls, specify the range and type of food sold, whether it is packaged, or unpackaged, hot or cold, etc.</i> <input type="text"/>
Site requirement	<p>What size site do you require?</p> <p><input type="checkbox"/> Single site 3m x 4m \$60</p> <p><input type="checkbox"/> Double site 3m x 8m \$100</p> <p><input type="checkbox"/> Triple site 3m x 12m \$130</p> <p><b>Please read <i>MINIMUM REQUIREMENTS</i> on the right and <i>Stall Site Conditions</i> on pages 2 and 3.</b></p>
Will you be using a generator?	No <input type="checkbox"/> Yes <input type="checkbox"/> Your generator <b>must</b> meet Australian standards (AS2790). Please check your generator's compliance.
Site location	If you attended last year's festival, would you like us to try and place you at the same site where you were located last year? We will try to accommodate any request to be at/near the same site but cannot guarantee exact placement. Yes, the same site <b>if possible</b> <input type="checkbox"/> It doesn't matter <input type="checkbox"/>
Declaration and signature	<i>I have read and agree to be bound by the terms and conditions set out in the <b>Stall Site Conditions</b> on pages 2 and 3.</i> <input type="text"/>
<b>Payment</b>	<b>WE MUST BE ABLE TO IDENTIFY YOUR PAYMENT</b> Payment reference: Use <b>SH</b> (for stallholder) and <b>your business name</b> (e.g. <u>SHCoffeeShop</u> ). Bank: Regional Australia Bank Account Name: Merriwa Festival of the Fleeces BSB: 932 000 Account Number: 100496682



### MINIMUM REQUIREMENTS

The items below must be read in conjunction with the Stall Site Conditions.

#### Applications close

Applications close

**19 APRIL 2024.**

Sites may be exhausted before the closing date.

#### Cancellations

Payment is non-refundable for any cancellations after Thursday 30<sup>th</sup> May.

#### Payment and insurances

To secure your application, payment **must** be made and public liability insurance certificate (minimum \$20 million) provided by 19/4/24.

#### Food stalls certificates and registrations

- 1) Food stalls must comply with the NSW Food Act 2003, the Food Regulation 2015 (NSW) and the Food Standards Code.
- 2) Your outlet must be operating under a Food Safety Supervisor's Certificate.
- 3) You must register your food business with your own Council.
- 4) Inform Upper Hunter Shire Council of your intent to operate a food stall (<https://www.upperhunter.nsw.gov.au/Application-Forms/Food-Premises-Notification-Form>).

#### Bump-in and Bump-out

Bump in 6.30am -8.00am.  
Bump out 3.00pm-4.00pm.

#### Level Sites

Sites may not be level. You may need to bring something to level your gazebo.

## Stall Site Conditions

Merriwa's annual Festival of the Fleeces is the premier event on the town's calendar. As such we ask that all stallholders put their "best foot forward" while at the festival.

### Securing Your Booking

Stallholders **MUST** ensure the following are provided by 19 April 2024 in order to secure your booking:

- the Stallholder Site Application Form (page 1 of this document)
- Public liability insurance certificate (minimum \$20 million).
- Payment (please ensure a reference is used so we can identify your payment - use **SH** (for stallholder) and **your business name** (e.g. SHCoffeeShop)).

### Waiting List for Stallholders

The Festival of the Fleeces will retain a waiting list for stallholders once sites are fully allocated. If you have been unable to secure a site and would like to go on a waiting list, please let us know via the email at the top of this form.

### Cancellations and Refunds

Payment is non-refundable for any cancellations after Thursday 30<sup>th</sup> May.

### Compliance and Regulations (and Right of Refusal)

Merriwa Festival of the Fleeces reserves the right to refuse any stallholders at its discretion.

- All stallholders must comply with regulations covered by Federal, State and Local Government and any other legislation, guidelines or regulations of any other statutory body under which the nature of the stallholder may be required to be covered.
- All equipment is to be in a safe operating condition and have been subject to any inspection which may be required under law for that particular type of equipment.
- Stalls located on Bettington Street are limited to maximum of three sites per insurance policy. Any stall larger than three sites are to be positioned off Bettington Street (in Bow St or Vennacher St).
- Food stalls are also subject to:
  - Compliance with the NSW Food Act 2003, the Food Regulation 2015 (NSW) and the Food Standards Code.
  - Operating under a valid Food Safety Supervisor's Certificate.
  - Registration of your food business with your own local Council.
  - Registration of your intent to operate your food stall in the Upper Hunter Shire Council (<https://www.upperhunter.nsw.gov.au/Application-Forms/Food-Premises-Notification-Form>).

### Bump-in and Bump-out and Parking for Vehicles

- Bump in is between 6.30am -8.00am.
- Bump out is between 3.00pm-4.00pm for ALL stalls. You **MUST** be fully packed down and out of Bettington St by 4.00pm.
- Pack up is from 3.00pm onwards (please do not start packing down your stand until after this time).

- Vehicles cannot be parked next to or near the stallholder's site (excluding food and coffee vans). All vehicles **MUST be removed** from inside the festival barriers by 8am at the very latest.
- Bump-in and bump-out instructions will be available on the website in early to mid May.

#### Site Cleanliness and Waste management

- This year additional waste facilities have been provided to assist you to better sort and manage your waste.
- Skip bins for general waste, mixed recycling and cardboard and paper are situated in Vennacher St near the corner with Bettington St and in Bow St near the corner with Bettington St. We ask that all vendors use these skip bins for the disposal of waste and not the "wheelie" bins provided in Bettington St for the visitors attending the Festival.
- Sulo bins will be available and clearly marked along Bettington Street.

#### Site (Level Sites, Power, etc.)

- You will need to supply all your own tables, chairs, wet weather provisions and other necessary equipment including weights to keep down gazebos.
- The stall should be set up in such a way as to not constitute a hazard.
- Gas fired appliances not to have a gas bottle capacity of greater than 9kg.
- Stalls (particularly those on the north side of Bettington Street) need something to level out the gazebo due to a slope in the street. Please bring relevant items with you to accommodate this.
- No powered sites are available. Generator use is allowable provided the generator meets meet Australian standards (AS2790).

**YOU MUST LET US KNOW WHEN COMPLETING THE STALLHOLDER SITE APPLICATION FORM IF YOU INTEND USING A GENERATOR.**