



NATIONAL CHERRY FESTIVAL MARKETS

Saturday 1st December 2018

8:00am – 4:00pm

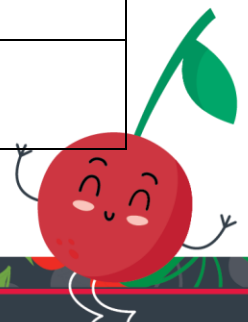
STALLHOLDER BOOKING FORM

Section 1 – Business details (Please print clearly and complete all sections)

I wish to book a Stall at the National Cherry Festival on **Saturday 1 December 2018** in Anderson Park Lovell Street Young, NSW.

Note: Please ensure you read **ALL sections** carefully prior to completing this application form.

Business Name (Please also provide ABN if applicable):
Description of goods to be sold:
Contact Name:
Address:
Mailing Address:
Phone Number (Contact number during daytime hours):
Fax Number:
Mobile:
Email address:
Website/Facebook:
Number of Stall sites required – sites are 3 x 3metres (Maximum of 2 per stallholder):
Do you have your own Marquee/Gazebo? If so what size (3m x 3m)? Can it be secured by weights?





Section 2 – Insurance

Stallholders must hold a current Public and Product Liability Policy. Hilltops Council requires participants to hold a minimum public liability insurance for 20 million.

The Certificate of Currency must;

- Include a provision that notes Hilltops Council as an interested party for the National Cherry Festival.
- Provide confirmation that the policy covers public liability (for \$20 million) and product liability.

Note: Quotes, schedules or invoices will not be accepted.

PLEASE CHECK THAT YOU HAVE APPROPRIATE COVER WITH YOUR INSURER

Please note stalls will not be reserved without full payment and proof of insurance.

Section 3 – Risk Assessment Form

Stallholders are required to complete a Risk Assessment form.

See attached as a separate document. There is a guide on the back of the form for your reference.

Section 4 – Power

Powered Sites are VERY LIMITED. If you require power, please contact the office before submitting your application form to Young Visitor Information Centre on 02 6382 3394.

Power leads are not supplied. Stallholders are asked to provide their own extension leads. All leads must be tested and tagged by an Electrician and suitable for external use. Leads must be taped and covered.





Section 5 – Food Stall

You will need to comply with the NSW Food Authority “Guidelines for Food Businesses at Temporary Events”. To obtain the guidelines for temporary events refer to the NSW Food Authority website. (www.foodauthority.nsw.gov.au), and follow the prompts: click on “Retail” at the top and then click on “Markets & Temporary Events” and then click on “Food Safety Controls” and open the document “Guidelines for Food Business and Temporary Events”. See attached illustration for your reference.

You will also need to determine if your stall requires a Food Safety Supervisor (FSS) Certificate, and if so, a copy of your Food Safety Supervisors Certificate will need to be provided with your application prior to the day of the National Cherry Festival. For example, your stall will need a FSS if you are processing and selling food that is ready to eat (ie, making and selling ham and salad sandwiches); plus if the food is potentially hazardous (ie requires temperature control), and the food is not sold in the suppliers original packaging.

Note: that at present coffee vendors who only heat milk and not-for-profit community and charity causes do not need a FSS Certificate.

For any queries please contact:

Hilltops Council’s Environmental Health Officer – PH: 02 6380 1200

Section 6 – Terms and Conditions

As a Stallholder, I understand that:

1. New stallholders are required to provide samples of products and display for consideration.
Not all stallholder applications are accepted.
Note: Stallholders may be precluded from selling certain items.
2. Council reserves the right to determine the location of your stall or display.
3. The Festival will go ahead regardless of weather conditions on the day. No refunds will be offered.
4. Stallholders are responsible for ensuring structures and displays are firmly secured in the event of wind/inclement weather.





5. All Stallholders must hold a current public and product liability insurance policy of a minimum of \$20 million. The Certificate of Currency (COC) must identify Hilltops Council as an interested party.
Note: If the COC expires prior to the event then the stallholder is required to provide Council with an updated copy. Otherwise the stall will be automatically excluded on the day.
6. All stallholders are required to provide their own tables, chairs and whatever equipment they require for the day. It is the stallholder's responsibility that setup complies with Work Health and Safety (WH&S) requirements and return a completed Risk Assessment.
7. Photographs/film may be taken to be used by the Hilltops Tourism team for media and promotional purposes.
8. Your stall must comply with the current "Guidelines for Food Business at Temporary Events" published by the NSW Food Authority. Attached is an illustration for your reference.
Note: If your Food Safety Supervisors Certificate (FSS) expires prior to the event then the stallholder is required to provide Council with an updated copy. Otherwise the stall will be automatically excluded on the day.
9. Stallholders cooking food on the pavement area of the street are required to provide protection underneath to avoid splatter of substances.
10. Standard Stall sites are 3 metres x 3 metres
11. Power leads are not supplied. Stallholders are asked to provide their own extension leads. All leads must be tested and tagged in accordance with WH&S legislation and suitable for external use. Leads must be taped and covered.
12. Access to site for set up from **6:30am** and completed by **8:00am** on Saturday morning. Stallholders must relocate vehicles outside festival area by 8:00am. Stallholders must exhibit until **6:00pm**.
13. Stallholders should be considerate of other stallholders during setting up/dismantling and activities throughout the course of the day.
14. All insurance is the responsibility of the stallholder and shall indemnify Hilltops Council for all fines, penalties, claims, suits, demands, actions and proceedings against Hilltops Council, its employees or agents, in respect of injury, loss or damage arising out of the actions of the stallholder and/or their agent. This insurance will also cover you for any damage caused to Council assets during the event.
15. Council reserves the right to reject any stallholder application, or any stallholder on the day of the event if these terms and conditions are not being met.





Section 7 – Stallholder Checklist

Stall application must be received by **NO LATER** than Friday 2 November 2018.

Business name: (Please print clearly)	
Mailing Address: (Please print clearly)	

I have completed/attached the following: (Please tick)

- Application Form (Section1);
- A Risk Assessment for Stall (Separate document);
- Certificate of Currency nominating Hilltops Council as an interested party for this event.

I am a Stallholder who would like the following stall

- Standard non- powered site - \$50.00
- Standard powered site - \$55.00 AMPS required _____

Note: Powered sites are very limited – please contact the Young Visitor Information Centre on T: 02 6382 3394 before submitting your application.

My Certificate of Currency for Public (\$20 million) and Product Liability insurance:

- Enclosed (note: Quotes, schedules or invoices will not be accepted)

My Food Safety Supervisor Certificate:

- Enclosed
- Not applicable





Payment Details (Please Circle)

<p>Cheque Payable to Hilltops Council – NCF \$ _____ inc GST</p>	<p>Direct Deposit Please contact the Young Visitor Information Centre for details Reference: NCF and your Business Name \$ _____ inc GST</p>	<p>Cash Enclosed \$ _____ inc GST</p> <p>Deposited At the Young Visitor Information Centre \$ _____ inc GST</p>
---	--	---

I have read and agreed to comply with **ALL** the Terms and Conditions for Saturday 1 December 2018.

Contact: _____ Signature: _____ Date: ____/____/2018

Please return you Stall application to: Hilltops Tourism at the Young Visitor Information Centre
 Locked Bag 5, Young NSW 2594
 Email: vic@hilltops.nsw.gov.au
 For enquiries please phone: 02 6382 3394

