Mirboo North Italian Festa



485 Trafalgar South Road

Thorpdale Vic 3835

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MARKET STALL HOLDER APPLICATION FORM

Applications for Market stalls are open on 4th September and close on 1st December 2017.

Successful applicants will be notified by email after this date

Please return forms to Maxine Kiel - maxinekiel@hotmail.com 0490 884 265

Signed terms and conditions and a copy of a valid Public Liability certificate of currency must also accompany this form

**CLOSING DATE: FRIDAY 1st DECEMBER 2017**

**NB: all fields will need to be completed.**

**Market stalls are for NEW items only- arts, crafts, fresh produce, other**

**Lodgement of application and relevant paperwork does not mean automatic acceptance.**

|  |  |
| --- | --- |
| Organisation/Business Name: |  |
| Contact Name/ Phone number |  |
| Address (Postal): |  |
| Email Address: |  |
| Contact person 2/ Phone number |  |

**STALL area required- please tick appropriate**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **STALL TYPE** | **STALL SIZE** | **COST** | **Quantity** | **Comment** |
| Market stall | 4x4 | $50 |  |  |
| Market stall/ truck/ van | 4 x8 | $100 |  |  |
| Community Group |  | To be negotiated |  |  |

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| **PLEASE LIST ALL ITEMS FOR SALE :**  |

**MIRBOO NORTH ITALIAN FESTA**

**MARKET STALLHOLDER TERMS & CONDITIONS**

**STALLS ARE UNPOWERED. ALL STALLS ARE OUTSIDE.**

**STALLHOLDERS MUST PROVIDE OWN MARQUEES, TABLES, AND POWER SUPPLY IF REQUIRED.**

**Under no conditions will a stallholder be allowed to set up if fees have not been paid in full**

**Public Liability Insurance:** All stallholders are required to have their own Public Liability Insurance cover and proof must be provided upon application and on the day of the Festa.

**Occupational Health & Safety Requirements:** stallholders and exhibitors have a responsibility under current OHS regulations to ensure the health, safety and wellbeing of all and “duty of care” to avoid exposing themselves or other people to situations that could lead to injury. **Anyone who does not comply with OHS requirements may be closed down and site fees forfeited.**

**ALL power leads and electrical cords** MUST be tested and tagged with a current date. Power leads are not permitted to lie unprotected across public thoroughfares and points are not to be stacked up with excess leads. Under no circumstances are power outlets to be interfered with or modified in any way.

**STALL SITES: FOOD stall** allocation is 4 x 4 metres. Stallholders requiring larger stall sites will need to negotiate this with the committee and site fees will be adjusted accordingly. **Bump in between 7.00 -9.00am**

**STALLS** are to be run from 10.30 am until 4.00pm Departure must be undertaken by 5.00pm.

**SMALL Vehicles** may be parked behind your allocated site with **prior arrangements**. Large vehicles to be parked OFF site **No vehicles are permitted to be driven on the park between 10.00am and 5.00pm.**

**Food Vendors:**  Stalls involving food must provide evidence of registration with Streatrader, by providing either certificate or registration number.

* **Alcohol Traders** must provide evidence of correct liquor licenses.
* **Food Vendors** must have their prices clearly on display for the public to see.
* **No Dogs are permitted at food stall sites**

**Additional equipment,** including tables, chairs, cooking equipment, cold food and storage units or preparation room, must be kept inside the site boundary and is the responsibility of the group allocated to the stall.

**Stallholders** are responsible for **maintaining the stall in a clean condition** for the duration of the Festa. Waste water, rubbish and food waste are to be removed from the site by the stallholder.

**Sale or display of offensive or nuisance items:** The committee reserves the right to ban the display of or sale of any items that are considered to be offensive or a nuisance to festival patrons. Any stallholder found to be displaying or selling items not acceptable to the committee will be closed down or instructed to remove the items from display or sale. It is essential therefore that full details of the items you intend to sell are listed on this application form and that merchandise is not changed.

**Security of Displays:** Festa cannot accept any liability for loss or damage to exhibits or equipment on the grounds during the festa. Please ensure displays are secured appropriately.

**TERMS & CONDITIONS**

The applicant named hereunder, hereby applies to rent space and conduct a stand at the 2018 Mirboo North Italian Festa held at Baromi Park on Sunday 11th February 2017 from 10.30 am – 4.00 pm. It is further agreed that the amount paid is a non- refundable payment. In the event of the Festa being cancelled, money will be fully refunded.

Successful applicants will receive confirmation and payment details in December 2017.

**PLEASE DO NOT SEND PAYMENT** until your site is confirmed

 Full payment will be required to secure sites by Friday 15th January. If payment is not received by this date- the site will be reallocated to another vendor

**PLEASE ENSURE THE FOLLOWING ARE ATTACHED WITH THE APPLICATION**

**Checklist:**

1. I hold my own Public Liability Insurance (please attach Public Liability documents with application)
2. For food vendors, evidence of registration with StreatTraders - Documentation MUST be provided

(Either certificate or number)

1. Streatrader registration (in your own council)

<https://streatrader.health.vic.gov.au/public_site>

1. Application for Streatrader SOT (Statement of Trade) in South Gippsland council – to trade at Festa

<http://www.southgippsland.vic.gov.au/info/20003/business/159/markets_and_street_stalls>

**3**. CFA application and approval: FOR FOOD STALLS ONLY (Council requirement for summer trading)

a. Can I or can’t I brochure <http://www.cfa.vic.gov.au/fm_files/attachments/warnings_and_restrictions/cfa_can_I_cant_I_brochure.pdf>

b. Application forms:



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| --- |
| **Declaration: I/ We\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Co. name)**hereby agree to the Mirboo North Italian Festa Terms and Conditions for Stallholders and have attached all required documentation and information. Signature of applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: |

For further information please contact us on our website www.italianfesta.net and one of our stalls committee will reply