



Upper Lachlan
the shire of villages

Upper Lachlan Tourist Association

Ph 02 4832 1988 Fax 02 4832 0119

Email secretary@crookwellpotatofestival.com.au

www.crookwellpotatofestival.com.au

STALLHOLDER APPLICATION 2017 – FOOD

We would like to invite you to have a stall at the annual Crookwell Potato Festival markets to be held on Saturday 13th May 2017. The Crookwell Potato Festival markets are located in the Crookwell Showground and are co-located with the entertainment, displays, competitions, fun and games.

The festival as a whole will feature live music, games and competitions, vintage and classic cars, bush poetry, quilt show, mini-trots, potato paddock tours and much more. The 2016 Crookwell Potato Festival attracted over 4000 people from across New South Wales and the ACT.

Stall sites, especially food stall sites are limited so please book early!

Terms & Conditions

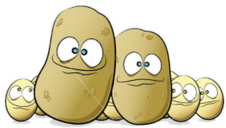
1. Set up time is from 7.00am to 8.30am on the Saturday morning. We ask that you don't pack up before 4.00pm. **We go ahead – rain, hail or shine!**
2. With the exception of the Emporium Marquee, the Festival provides space only therefore all marquees, tables, chairs, umbrellas, wet weather protection etc need to be provided by the stallholder.
3. **Strictly no vehicle movement between the hours of 8.30am and 4pm**
4. All stallholders must keep their site clean and remove all rubbish from the grounds
5. Stallholders will only sell the products listed on this application
6. All site fees must be paid in advance
7. All food vendors must comply with the requirements of NSW Food Authority and Upper Lachlan Shire Council
8. All stallholders must have Public Liability Insurance of at least \$10,000,000
9. All power leads and electrical equipment must be tagged by a licensed electrician
10. All no parking signs and instructions from traffic marshals must be obeyed.
11. Any accident, personal injury or damage to the grounds must be reported to the Festival Manager
12. The Committee reserves the right to accept or refuse any stall or product as deemed necessary or appropriate. Any products that are deemed dangerous in any form or contravene copyright laws will not be accepted.
13. The Festival Management have the right to refuse any stallholder who does not comply with all terms and conditions.

Stalls will be allocated by the Stalls Co-ordinator as they are received and you will be advised in writing. **Please keep record of your stall number and position to avoid confusion during set up.** There will be **no changes** to stall position after allocation.

Stall payment, insurance details and all other required documentation must accompany your booking.

Proudly supported by





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Crookwell Potato Festival Food Stallholder Application Form

Your Details

Please PRINT Information CLEARLY

Business/Trading Name (if applicable)	
Your Name	

Address		Phone	
Suburb		Mobile	
State		Fax	
Postcode		Website	
ABN		Email	

Stall Requirements & Stall Fees

Food Stalls

Type of Stall	Site Fee	Number of stalls
3m x 3m Food Vendor Non Powered Site	\$100.00	
3m x 3m Food Vendor Powered Site	\$125.00	

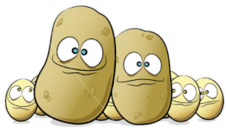
All Food Vendor Powered Sites are allocated 1 x 10A single phase power outlet. If you require more power you **MUST** complete the table below so that we can determine if we can cater to your requirements. Failure to advise that you require more than 1 x 10A power outlet is likely to lead to disappointment.

Additional Power Requirements

Appliance	Power Requirement i.e 10A, 15A, 3 phase

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**** FOOD STALL HOLDERS PLEASE NOTE WELL ****

In addition to this application form you must complete and return the following –

1. Food Vendor Information Sheet (on website under Forms)
2. A completed Upper Lachlan Shire Council Temporary Food Stalls Checklist (on website under Forms)
3. If you are already a notified food business with the NSW Food Authority, a copy of your Notification Confirmation showing your Notification Reference Number
4. Your Food Safety Supervisors Certificate if you are a food business (not a not for profit) and are selling food that is ready to eat, requires temperature control or is unpackaged - please refer to the NSW Food Authority for guidelines if you are unsure
5. A site plan that complies with the ULSC and NSW Food Authority checklists (on website under Forms)
6. A current copy of your Public Liability Insurance

Insurance Details

Please include a copy of your Public Liability Insurance Certificate of Currency indicating coverage of at least \$10,000,000.

Product Details

Please provide a full description of the products you wish to sell:

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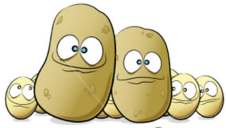
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Payment Details (Payment must be received before an application will be considered)

Cheque - Please make cheques payable to "Crookwell Potato Festival"

Money Order - Please make in favour of "Crookwell Potato Festival"

Direct Debit - BSB 062 530 / Account Number 1009 1650 (please advise of payment by email)

Credit Card - MasterCard or Visa please complete details below

Name on Card _____

Card Number _____

Card Expiry _____

Amount due \$ _____

Declaration

I have read and accept the Crookwell Potato Festival Terms & Conditions

Signed : _____

Print Name : _____

Date: _____

Once complete please return your form and the necessary attachments to

Crookwell Potato Festival
PO Box 303 Crookwell NSW 2583
Crookwell, 2583

Ph: 4837 3270 - for all stall enquiries

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