



STALLHOLDER APPLICATION FORM

This is your invitation to apply for a stall at the **2010 Warragamba Dam Fest** being held on **Sunday 17 October 2010** from **10am – 4pm**.

Stallholder Information

Commercial Stall fees:

- \$50** for a 4m x 4m market stall space
- \$80** for a 8m x 4m market stall space
- \$110** for a 12m x 4m market stall space
- \$100** for a 4m x 4m **commercial food** vendor

Not-for-profit/Community and Sporting Groups:

- \$30** for a 4m x 4m market or food stall space
- \$50** for a 8m x 4m market or food stall space

IMPORTANT STALLHOLDER INFORMATION

- There will be NO powered sites. You receive an empty allocated space for your hire fee.
- Your space is not secured until we receive your application form, site plan indicating your preferred site(s), proof of current public liability insurance (minimum \$10M public liability) and payment via cheque or money order in full for the appropriate stall fee.
- Sites will be allocated on a first booked, first served basis. No spaces will be held.
- Cheques or money orders should be made out to **WSNC – Dam Fest**.
- **No insurance = No stall.**
- On receipt of your application, an email confirming your booking and stall space number will be sent to you.
- **NO REFUNDS.** If you do not turn up for whatever reason, or if you don't stay, we will not be refunding your fee.
- Be prepared for the possibility of rain – the Festival is **ON, rail, hail or shine**.
- On the day, please **set up and remove your vehicle by 8.45am at the latest**. If there is a genuine problem with your site, please find **Melissa** at the **Information Office** and she will do her best to sort it out.
- Your stallholder fee contributes to media and publicity, attractions, postage and insurance etc.
- The event finishes at **4pm**. Please be considerate of other stallholders and **leave a clean site**.
- **Stallholders and Show bag vendors MUST take their own rubbish home.**

Please complete the details below and return to Melissa Park Events:

Melissa Park Events
Attn: Melissa Park
Event: Warragamba Dam Fest 2010
PO Box 323, Bondi NSW 2026.

Company: _____ Contact person: _____

Onsite phone No.: _____ Email: _____

Address: _____ Postcode: _____

Type of stall/product description: _____

- I enclose my cheque/money order made out to **WSNC – Dam Fest**.
- I enclose my proof of current public liability insurance
- I enclose my NSW Food Authority Temporary Event Notification (food stalls only)
- I enclose the site plan indicating my preferred position(s)
- I have read the terms and conditions and I am aware that my signature below indicates that I agree to adhere to all terms and conditions outlined in this document.

Signed: _____ Date: _____

Please direct any queries to: Melissa Park via phone 0412 880 125 or melissa@melissaparkevents.com.au.



STALLHOLDER TERMS & CONDITIONS

To assist us and ensure we have a successful festival, we ask you to adhere to the following:	
HOURS	The Festival begins at 10am and ends at 4pm . We ask that all stalls are set up and ready to serve by 9.30am .
SET UP	From 6.30am to 9.30am - Please do not arrive before 6.30am .
VEHICLE ACCESS	Vehicles must be removed from the stall area by 8.45am . If you have not arrived by 8.45am, you WILL NOT be able to drive your car into the event grounds.
PARKING	Suggested parking areas will be emailed to you prior to the festival.
PACK UP	The Festival officially concludes at 4pm . We ask that you DO NOT pack up until this time. All stall sites MUST be vacated and cleared completely by 5.30pm at the latest.
EMERGENCIES	If a personal emergency arises, and you have to leave early, you must inform Melissa Park, who will assist you in moving your vehicle safely through the site. You must comply with this requirement for safety and insurance purposes.
FEE & APPLICATION ACCEPTANCE	Your space is not secured until we receive your application form, site plan indicating your preferred site(s), proof of current public liability insurance (minimum \$10M public liability), NSW Food Authority Temporary Event Notification (food stalls only) and payment via cheque or money order in full for the appropriate stall fee. No stalls will be held. Please note that this is an APPLICATION ONLY and some applications may not be successful. All cheques and money orders will be returned if your application is not approved. Upon successful registration, you will be sent an email to confirm your stall number for the event. Your receipt will be handed out at the event.
CANCELLATION	The Festival is on, rain, hail or shine, and will not be abandoned.
NO REFUNDS	If you do not turn up for whatever reason, or if you don't stay, the stall fee will not be refunded.
INABILITY TO ATTEND	In the case of an emergency, which prevents you from coming, you must notify Melissa Park immediately, so that she can allocate your site to another stallholder.
STALL SITE	The site fee covers a standard site 4m x 4m, 8m x 4m, 12m x 4m market stall space.
SIZE	You may only set up in your designated area. You may not encroach upon your neighbours. All tent guide ropes and tables must be within your designated area. An additional fee will be charged for stalls that use more than the allocated space.
ADDITIONAL SPACE	If you require additional space, discuss your needs with Melissa Park. This may require relocating your stall and payment of an additional site fee.
SAFETY	Please ensure that visitors cannot injure themselves at your stall. ALL electrical equipment and leads must have been inspected and tagged by a licensed electrical contractor, with an expiry date clearly labeled. Leads that have surpassed the expiry date will not be allowed to be used. Stallholders will not be permitted to operate and no refund will be given. Report any safety related incidents to Melissa Park.
PRODUCT LIABILITY	Stallholders are responsible for their own products. You need to carry your own Product Liability Insurance.
INSURANCE	Stallholders MUST have their own Public Liability Insurance. You must provide evidence of your current policy (Certificate of Currency), or you will not be allocated a stall.
FOOD REGULATIONS	The current Food Safety Standards require food businesses involved in temporary events to notify the NSW Food Authority of their business details, nature of food business and location of temporary premises. You must provide your NSW Food Authority Temporary Food Event Notification Reference Number below. Community and not-for-profit groups may be exempt from this requirement. If you have not notified the NSW Food Authority you can do so on-line at www.foodnotify.nsw.gov.au or contact the help desk at the NSW Food Authority on 1300 650 124.
ONE DAY FOOD OPERATORS	General: A one-day food stall should have a roof and three sides designed to maintain adequate ventilation and protection of food. If the stall is completely open, it may only sell certain foods. Please read the section on Open Food Stalls for more details. If a one-day food stall is erected on unsealed ground, a durable dust and moisture cover must be laid over the entire floor area of the stall. Protection of Food: People who are sick, suffering from a cold or who have sores on their hands must NOT work in a food stall. People preparing, cooking and serving food must have clean hands. Any cuts and abrasions must be covered with a clean waterproof dressing. Please read the section on Washing Facilities for more details.

	<p>Smoking is not permitted inside a food stall. The food preparation area must be kept free of dust borne contamination and droplet infection from the public coughing and sneezing. All food must be stored inside the stall at 300mm above the ground. It must be kept wrapped, packaged, or in closed containers and protected from damage and direct sunlight. All food on display must be wrapped or packaged in appropriate material or completely enclosed in a suitable food display cabinet. All condiments such as sauce, mustard etc, must be kept in squeeze type dispensers or in individual sealed packs. Only disposable eating and drinking utensils can be used. All eating utensils must be pre-wrapped in a paper napkin, cellophane bag or similar material before they are given to the public. Drinking straws, paper cups, spoons etc must be kept in an enclosed dispenser or other suitable container. Tea, coffee, cordial and other drinks must be served from an enclosed or lidded container with a tap or spout.</p> <p>Food Temperature Control: Correct temperature means that - Hot food must be kept above 60°C, Cold food must be kept below 5°C, Frozen food must be kept below minus 18°C. All takeaway food prepared at the food stall must be sold immediately unless there is suitable food warmer or food display cabinet which will keep the food either hot or cold and at the correct temperature. Pre-prepared food products or pre-cooked foods which contain fresh cream, custard, trifle or any similar food that promotes bacterial growth must not be sold from a food stall unless they are stored or displayed in a refrigerated unit at the correct temperature. All raw and perishable food such as steaks, hamburger patties, frankfurts, must be kept in a refrigerated unit at the correct temperature. Small amounts of these foods can be stored in a portable cooler together with an adequate supply of ice or a cooling medium.</p> <p>Cooking: Heating and cooking equipment should be located within the food stall. Open flame barbecue cooking plates, char grill and cookers that use hot coals can be located externally and adjacent to the food stall and must be barricaded to prevent public access. The food stall must be of adequate size and height to provide a safe and comfortable work area. Appliances that produce heat and flame must be located away from the walls and lower roof area. A fire extinguisher of adequate size must be provided in a convenient and accessible position in every food stall.</p> <p>Washing Facilities: Separate washing facilities must be provided within your food stall. For example, two large plastic containers (one for cleaning hands and one for utensils), and an adequate supply of hot and cold water must be immediately available at the stall. Disposable hand towels, soap and detergent must be provided in each food stall. Disposing of wastewater into a watercourse, rainwater drain or the street gutter is not permitted.</p> <p>Rubbish Disposal: Adequate arrangements must be made to store and remove any garbage generated inside and outside the food stall.</p> <p>Open Food Stalls: Open food stalls consisting of tables and trestles, can only be used to sell food that is sealed in airtight containers, packages or cans. Open food stalls must not sell perishable food except for packaged milk, packaged milk products and pre-wrapped ice cream. These must be kept in a refrigerator or freezer unit at the correct temperature. Open food stalls must be screened or shielded to protect perishable food from direct sunlight. All pre-packaged food must have a label that shows the name and address of the organisation that packed the food, what food is commonly called, the ingredients in the food and the date the food was packed.</p>
PRODUCTS	Please sell only the quality products that were originally agreed upon with Melissa Park. If you wish to add to your product range, please discuss this with Melissa prior to adding those products to your stall. Melissa reserves the right to have you remove all products that are not listed on your application form.
COPYRIGHT & BANNED ITEMS	<p>Products that infringe copyright laws are not acceptable at the Festival. Fines for copyright infringement can be very substantial. This is YOUR responsibility.</p> <p>Weapons of any kind, including, but not limited to: Replica guns (including plastic guns, pellet guns, water pistols, cap guns), ornamental copies (e.g. Ninja swords), knives and swords (including pen knives), martial art supplies, products displaying explicit and hardcore images or language, fake cigarettes, fuel type fire lighters (e.g. Zippo), horns and trumpets, pressure pack fart gas & stink bombs, drug related goods (including cocaine kits, bong, hemp etc), water bombs, silly string, fireworks – crackers, laser pointers, any form of shooting projectile toys (e.g. bow and arrows) are NOT to be sold at the Festival. This list of banned items extends to items sold in show bags.</p> <p>The organisers reserve the right to order the removal of any item from a stall, which is considered comparable to any of the banned items. Stallholders selling any items detailed above will be asked to leave the festival.</p>
RUBBISH REMOVAL	<p>The rubbish bins provided are for the use of visitors to the festival and are NOT for the use of stallholders. Stallholders are responsible for the removal of ALL rubbish from their site. Food vendors MUST take their food scraps with them.</p> <p>If this rule is not observed, any additional bin hire will be charged out to the responsible stallholders.</p>
YOUR FEES CONTRIBUTE TO	General event expenses, promotional collateral, production and logistical expenses.
CONDUCT	Please remember that we are operating in front of the general public and you should present yourself in

	a courteous and respectful manner at all times. Rude, abusive or other disruptive or offensive conduct is not acceptable. Do not enter into any debate or argument with any visitor or stallholder. If any stallholder creates or finds themselves in a situation that is liable to cause embarrassment, a dispute or any kind of problem to others, you must contact Melissa Park immediately. Stallholders are responsible for the actions of their representatives, employees or agents.
MISCONDUCT	If stallholders do not comply or conform to the regulations stated above, permission for stallholders to operate will be withdrawn.

For further information, please contact:



Melissa at Melissa Park Events
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