

**Healthy Living, Leisure & Lifestyle Fair**  
**Sunday 12th September 2010**  
**10am - 3pm**  
**Argyle Street, Camden**



**STALLHOLDER APPLICATION FORM**

This is your invitation to apply for a stall at the **2010 Healthy Living, Leisure & Lifestyle Fair** being held to celebrate the end of the Goulburn to Sydney Bike Race on **Sunday 12 September 2010** from **10am – 3pm** at **Argyle Street, Camden**.

**Stallholder Information**

**Commercial Stall fees:**

**\$65** for a 3m x 2.5m market stall space

**Not-for-profit & Community Group fees:**

**\$60** for a 3m x 2.5m market 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 **Macarthur Collegians Cycling Club Inc.**
- **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 Fair is **ON, rail, hail or shine.**
- On the day, please **set up and remove your vehicle by 9am at the latest.** If there is a genuine problem with your site, please find **Melissa** and she will do her best to sort it out.
- Your stallholder fee contributes to media and publicity, logistics, attractions, postage and insurance etc.
- The event finishes at **3pm**. Please be considerate of other stallholders and **leave a clean site.**
- **All stallholders MUST take their own rubbish home.**

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

Melissa Park Events  
Attn: Melissa Park  
Event: 2010 Healthy Living, Leisure & Lifestyle Fair  
PO Box 323, Bondi NSW 2026.

Company: \_\_\_\_\_ Contact person: \_\_\_\_\_

Onsite phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Type of stall/product description: \_\_\_\_\_

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- I enclose my cheque/money order made out to **Macarthur Collegians Cycling Club Inc.**
  - I enclose my proof of current public liability insurance
  - 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](mailto:melissa@melissaparkevents.com.au).**

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**STALLHOLDER TERMS & CONDITIONS**

To assist us and ensure we have a successful Fair, we ask you to adhere to the following:	
<b>HOURS</b>	The Fair begins at <b>10am</b> and ends at <b>3pm</b> . We ask that all stalls are set up and ready to serve by <b>9.30am</b> .
<b>SET UP</b>	From <b>7am</b> to <b>9.30am</b> - Please do not arrive before <b>7am</b> . Please note: Road closures do not begin until <b>7am</b> so you <b>WILL NOT</b> be able to block Argyle Street with your vehicle before <b>7am</b> .
<b>VEHICLE ACCESS</b>	Vehicles must be removed from the stall area by <b>9am</b> . If you have not arrived by <b>9am</b> , you <b>WILL NOT</b> be able to drive your car into the event grounds.
<b>PARKING</b>	Suggested parking areas will be emailed to you prior to the Fair.
<b>PACK UP</b>	The Fair officially concludes at <b>3pm</b> . We ask that you <b>DO NOT</b> pack up until this time. All stall sites <b>MUST</b> be vacated and cleared completely by <b>5pm</b> at the latest.
<b>EMERGENCIES</b>	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.
<b>FEE &amp; APPLICATION ACCEPTANCE</b>	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. 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.
<b>CANCELLATION</b>	The Fair is on, rain, hail or shine, and will not be abandoned.
<b>NO REFUNDS</b>	If you do not turn up for whatever reason, or if you don't stay, the stall fee will not be refunded.
<b>INABILITY TO ATTEND</b>	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.
<b>STALL SITE</b>	The site fee covers a standard site 3m x 2.5m market stall space.
<b>SIZE</b>	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.
<b>ADDITIONAL SPACE</b>	If you require additional space, discuss your needs with Melissa Park. This may require relocating your stall and payment of an additional site fee.
<b>SAFETY</b>	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.
<b>PRODUCT LIABILITY</b>	Stallholders are responsible for their own products. You need to carry your own Product Liability Insurance.
<b>INSURANCE</b>	Stallholders <b>MUST</b> 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.

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<b>PRODUCTS</b>	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.
<b>COPYRIGHT &amp; BANNED ITEMS</b>	Products that infringe copyright laws are not acceptable at the Fair. Fines for copyright infringement can be very substantial. This is YOUR responsibility. 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, bongos, 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 Fair. This list of banned items extends to items sold in show bags. 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 Fair.
<b>RUBBISH REMOVAL</b>	The rubbish bins provided are for the use of visitors to the Fair and are NOT for the use of stallholders. Stallholders are responsible for the removal of ALL rubbish from their site. If this rule is not observed, any additional bin hire will be charged out to the responsible stallholders.
<b>YOUR FEES CONTRIBUTE TO</b>	General event expenses, promotional collateral, production and logistical expenses.
<b>CONDUCT</b>	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.
<b>MISCONDUCT</b>	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  
 Phone: 0412 880 125  
 Fax: 02 8572 9430  
 Email: [melissa@melissaparkevents.com.au](mailto:melissa@melissaparkevents.com.au)  
 Website: [www.melissaparkevents.com.au](http://www.melissaparkevents.com.au)  
 Address: PO Box 323, Bondi NSW 2026