



2020

Stallholder Information

Saturday 2nd May 2020

General Event Information

Date: 2nd May 2020

Website: www.fallingleaffestival.com.au

Times: Gala Day 10am-4pm

Venue: Bila Park Tumut NSW

Stallholder Enquiries:

Please direct all stallholder enquiries to

Tracy Martin 0417 251 035 or

Doris Crain 0488 037 344

festivalofthefallingleaf@gmail.com

Important information for stallholders:

1. Thoroughly read the information contained in this pack.
2. Complete the agreement form and include all relevant documentation.
3. By signing your form, you agree to the terms and conditions contained in this document
4. Submitting this application does not guarantee acceptance. You will be notified if your application has been accepted by email. A full refund will be returned to you if your application is not accepted.
5. **Return all documentation and payment by 5pm Friday 28th February 2020.**
6. Full payment must be included with the application by cheque or money order. This year, payment can also be made by DIRECT DEPOSIT.
7. Initial applications may be lodged by email BUT full payment of site fees must be remitted within 7 days or your application will lapse.

Schedule of Fees

All fees are inclusive of GST

Market/Produce Stalls (Site Only)

Standard site 3.5m x 3.5m	\$75
Van site 5m x 3.5m	\$100

Please note – there is no power available for general stalls, however you are welcome to supply your own by way of approved Generator

Food Stalls

Standard site 3.5m x 3.5m (includes 1 x 10amp power outlet)	\$100
Van site 5m x 3.5m	\$150 (includes 2 x 10amp power outlets)
Power (per 15amp outlet)	\$20

Suitable stallholder parking areas will be recommended.

No stallholder vehicles will be permitted in the festival area after 8:30 am Saturday morning

Wet Weather

Stallholders must be prepared and equipped to trade in all weather conditions – the event will not be cancelled due to mild inclement weather such as rain showers.

The event may, however, be cancelled due to extreme weather or natural disaster, in which case, stallholders will be entitled to a full refund.

If there is a cancellation, stallholders will be notified in the first instance by a SMS message sent to your mobile number listed on your application form.

Please note – stallholders are responsible for ensuring that they have adequate protection for their goods, including foods, from the weather extremes. This includes sun exposure.

It is important that you have appropriate weather contingency plans (heat, cold and rain) for your stall and your stock.

Coolrooms

If you are bringing a coolroom, you must allow for the space that it occupies in your application form and pay for the space accordingly, including any power requirements.

The festival takes no responsibility for stallholders overdrawing on their power supply and tripping out their appliances.

Generators

If you are bringing a generator, it must have an Earth Leakage Circuit Breaker and be of the silent type of no louder than 54 DBs at 2.5m under full load.

Workplace Health and Safety

Every stall will undertake a safety risk assessment prior to trading by a festival or Council representative.

Stallholders are expected to ensure that their stall meets the required safety standards or you may not be permitted to trade.

Public Liability Insurance

Stallholders must show evidence of their Public Liability Insurance with their application form. A minimum insured amount is \$20, 000, 000.

Public Liability Insurance is **COMPULSORY** for all stallholders.

Please note that the Certificate of Currency **MUST** state the business name, expiry date and the coverage either 'Anywhere in Australia', 'Anywhere in NSW' or specifically 'Tumut's Festival of the Falling Leaf'.

Failure to supply a valid insurance certificate will constitute an incomplete application and will be rejected.

Power

Power is only available to food stalls. There is no power available for general stalls.

If power is required please be specific about your requirements as the number of power outlets available is limited.

If power is not requested or paid for at the time of booking it will **NOT** be available on the festival day.

Food sites will be allocated **ONE** 10 amp power outlet per site, or two 10amp outlets for a van site. Please advise if more are required at the time of booking. You will need to pay for additional power on your application form if this is the case.

Stall Sites

When deciding what stall site size you require you must take into account your entire stall including ropes, awnings, coolrooms etc. Everything you bring must fit inside the space you purchase.

Housekeeping

Stallholders are responsible for keeping their stall sites and the immediate surrounds (front, rear and sides) tidy and clear of rubbish. Stallholders are required to leave their allocated site in the same condition in which it was found. Breaches of this condition will result in penalty fees for rubbish clearing and denial of future stallholder applications.

The distribution of handouts and brochures is allowed from within the stallholder's sites only.

Stall Presentation

It is of the utmost importance that every effort is made to create a colourful and festive atmosphere. Stallholders are encouraged to present their stalls in an appealing and imaginative manner to attract festival patrons.

No sale, marketing or sampling of product or food away from your stall is permitted.

Food Stalls

Temporary food stalls are an important aspect of our event. However, temporary food stalls can pose a higher risk to the consumer than regular food shops due to their temporary nature and restricted ability to provide permanent hand washing, storage, food preparation and cleaning facilities.

We encourage all food vendors to access the Australian and New Zealand Food Authority Food Safety standards at www.anzfa.gov.au and familiarise themselves with the requirements.

Similarly, a checklist is included in this Stallholder Guide to help you understand what is

required to operate a temporary food stall – that way, you can be sure that you are providing your customers with safe food.

All enquiries relating to food stalls can be directed to Council's Public Safety Officer on 02 6941 2555.

Prohibited Products

The following items are prohibited:

- Pornographic material of all form
- Items that infringe third party intellectual rights (copyright/trademarks)
- Weapons (real or replica)
- Dangerous or illegal substances
- Fireworks
- Second hand items
- Raffle tickets of any type

Terms and Conditions

1. Incomplete or unsigned applications will not be accepted.
2. The submission of an application for a stall site does not guarantee you a place – all applications are considered after the application deadline and stallholders will be contacted in due course after that date.
3. Festival organisers reserve the right to refuse any application. Local community groups are reminded that they are not privy to any special treatment in relation to the conditions or expectations contained in this Stallholder Guide
4. Any event cancellations due to extreme weather will be notified by SMS or email to the mobile phone number or email address listed on the stallholders form.
5. The festival will not be held responsible for loss or lack of income generated on the weekend, or if any presumed expectations are not met.
6. Stallholders will be held responsible and liable for damage to the festival area caused by them.
7. All Council regulations and requirements must be adhered to.
8. Stallholders at the festival are required to conduct themselves in a manner suitable to a family event.
9. Offensive language will not be tolerated.
10. Stallholders are required to cooperate with the festival organisers and other stallholders.
11. Late requests for power, additional space or relocation will be refused.

12. Stallholders are only permitted to sell those items that they specifically listed in their application.

Indemnity

Stallholders agree to indemnify Snowy Valleys Council and the festival committee against all liability, claims, demands, expenses, fees, fines, penalties, suits, proceedings and all associated actions.

Submitting your Application

Post to:

Festival of the Falling Leaf Stallholder Coordinators
PO Box 765
TUMUT NSW 2720

Email to: festivalofthefallingleaf@gmail.com

(payment must follow within 7 days)

2020 STALLHOLDER APPLICATION FORM

The closing date for applications is **Friday 28th February 2020**.

Payment may be made by:

1. Cheque or money order payable to Festival of the Falling Leaf;

2. Direct deposit (emailed applications):

BSB: 032766 Account: 261470

STALLHOLDER CONTACT INFORMATION:

***Primary Contact Name:** _____

Secondary Contact Name: _____

***Postal Address:** _____

***Primary Mobile No.:** _____

Secondary Mobile No.: _____

***Primary Email Address:** _____

Secondary Email Address: _____

**Those fields marked with * are MANDATORY.*

In the space below, please provide a detailed list of the products you would like to sell:

FESTIVAL OF THE FALLING LEAF – STALLHOLDER EXPRESSION OF INTEREST 2020

Please complete the following stall site requirements – all fees include GST:

General Stalls (site only)	Size	Cost	Quantity	Total Due
Standard site	3.5m x 3.5m	\$75		
Van site	5m x 3.5m	\$100		

Food Stalls	Size	Cost	Quantity	Total Due
Standard site	3.5m x 3.5m	\$100 includes 1 x 10amp power		
Van site	5m x 3.5m	\$150 Includes 2 x 10amp power		
Power – 15amp		\$20		

Other	Size	Cost	Quantity	Total Due
Snowy Valleys Non Profit Organisations	3.5m x 3.5m	Free - No power		
Totals				

DECLARATION

I/we have read, understood and agree to abide by the requirements, terms and conditions as detailed in the Festival of the Falling Leaf Stallholder Guide.

Signed:

Date:

I have enclosed the following:

- Completed and signed application form
- Payment of fees or remittance advice (Direct Deposit)
- Certificate of Currency – Public Liability Insurance - \$20 million
- Food handling certificates (food stalls only)

Submit your application by:

Post:

Festival of the Falling Leaf Stallholder Coordinators
PO Box 765
TUMUT NSW 2720

Email (DIRECT DEPOSIT PAYMENT ONLY): festivalofthefallingleaf@gmail.com