

ChromeFest
Stall Application Form Friday 27th, Saturday 28th &
Sunday 29th October 2017

BUSINESS NAME:	
CONTACT NAME:	
POSTAL ADDRESS:	
MOBILE NUMBER:	
EMAIL ADDRESS:	

Applications close Friday 8th September 2017

Name of your stall _____

Business Description: (What are you selling?)

Total size of site required – including towbars, trailers etc....
 Please supply accurate measurements:

Total site area required _____

Do you require power (please circle) YES/NO

**If power is required you must supply your own current tagged
 power leads for your total requirements.**

Special requirements:

Fees:

3 x 3 metres	\$260 (+ GST)
3 x 4 metres	\$300 (+ GST)
3 x 5 metres	\$320 (+ GST)
3 x 6 metres	\$380 (+ GST)
4 x 5 metres	\$420 (+ GST)
6 x 5 metres	\$500 (+ GST)
6 x 6 metres	\$560 (+ GST)

Signed _____ **Date** _____

Stall Holder Application Terms and conditions

1. Central Coast Council (CCC) reserves the right to reject any Stall Application it deems inappropriate
2. Stallholders will be given a set up time and must arrive on site by this time
3. Stallholders will be given a pack up time stallholders are to remain onsite until this time. No early dismantling of stalls is permitted
4. Stallholders must *not* bring their vehicles into Memorial Park at any time other than set-up and dismantle times
5. Site position and size will be determined by the CCC staff based on your application. Stallholders must conduct their business within the confines of their allocated site and must not move from their allocated site unless given permission or directed by CCC staff
6. All food stalls must attach a copy of their Temporary Food License (if selling food) to the application form
7. All food handling is to be conducted in accordance with the NSW food Act 2003, Food Regulation 2004, Australia New Zealand Food Standards Code Standard 3.22 Food Safety Practices and General Requirements
8. All Food Stalls *must* provide tarpaulins, drip trays or oil mats to provide protection to the ground of venue
9. Any Stallholder selling products that are *not* on their Application or without previous approval by CCC may be asked to cease trading and evicted from the event at any time
10. Any food, liquid waste or rubbish of any description *must* be removed from the site by the Stallholder. Stall holders must not use Public Bins to dispose of commercial rubbish
11. All stallholders must have Public Liability insurance certificate to a value of \$20m and attach to the application
12. *Only* Site Applications that have requested electricity will be supplied power. All Electrical extension cords must be 20metres minimum length, tagged as safe by an accredited electrician and comply with
13. Central Coast Council Standard Electrical Specification (E12B)
14. The Stallholder releases CCC and its officers, employees and agents from any liability for loss, damage, injury or death occurring at or in connection with the stall holder at any event
15. All Stallholders should comply with the regulations of the Occupational Health & Safety Act 2000, to ensure the health and safety of all visitors, suppliers and stallholders to the event
16. Dangerous or harmful goods including Silly String, toy guns or throw downs are banned from sale at the event. Any Stallholder not complying with this condition will be removed from the event
17. In the event of wet weather the event may be cancelled. This is at the discretion of CCC & Stallholders will be notified in advance where possible.
18. Stallholders are liable for any damage to any property owned by CCC, its partners, associates, staff, plus participants and visitors to the event caused by the stallholder
19. Stallholders agree to comply with any reasonable requests by the CCC
20. Submitting a stall application form does not constitute approval to commence operations. Trading at any event can only commence once written approval has been issued by CCC

21. All marquees, table & chairs are the stallholder's responsibility. Stallholders must ensure that all structures are tied down, secure and presented professionally
22. CCC encourages all stallholders minimise the environment impact of their stalls and to implement strategies to improve the environment. Please use recyclable materials where at all possible. Please note balloons are not permitted and stall infrastructure is not permitted to be attached to trees.
23. CCC reserves the right to cancel any stalls or market for any reason. No compensation for loss of business, stock purchased or any other financial liability suffered by the stallholder will be made by CCC.

Agreement

I have read and understood the terms and conditions and retained a copy for my records. I agree to comply with all terms and conditions.

Stallholder Name

Trading name

Date

Signature

ChromeFest 2017

Stall Holders

Once all the above is completed send your application to CCC without payment. If your application is approved you will be notified by email and sent an invoice from Central Coast Council with all payment details on the invoice. **All invoices must be paid at least 14 days prior to the event.** If you have any questions regarding your application, please do not hesitate to contact either

Donna Judge donna.judge@centralcoast.nsw.gov.au or

Kellie Purcell Kellie.purcell@centralcoast.nsw.gov.au or phone 02 4350 5455

Application Checklist: If these items listed below are not received with your application, your application will not be processed.

- Stall Holder Application Form (Food or Merchandise), all details on the appropriate form to be completed and signed
- Terms and conditions for Stall Holders signed
- Copy of Current Public & Product Liability Insurance Certificate supplied
- Current Food Act certificate supplied (for Food Vendors)
- Exact size of stall required including: Towbar/trailer/cool room/Marquee etc...

If power is required – you must supply your own current tagged power cords for your total requirements. An electrician will be on site to check your leads if your leads if they do not comply you will not be able to use them.

In completing this application, you acknowledge you have sent with your application all the above requirements and that you understand without this paperwork your application will not move onto the approval process?

Signed and Agreed: _____

Date: _____

Applications must be returned to:

E: donna.judge@centralcoast.nsw.gov.au

Or

M: Central Coast Council
ChromeFest Applications
Events
PO BOX 20
WYONG NSW 2259

Office use only:

Approved: Declined:

Signed _____

Dated: _____

Invoice sent: Date sent: _____