

2009 Cabramatta Moon Festival Stall Application

Sunday 27 September 2009 11.00am – 8.00pm
John Street, Park Road, Railway Parade and Arthur Street Cabramatta

Completed application, supporting documents and payment must be received by Friday 31 July 2009



1 BUSINESS/ORGANISATION DETAILS

Name of Business/Organisation: _____

Are you a sole trader Commercial/Government Community/Charity Organisation

Description of your business/organisation: _____

Street Address: _____

_____ Post Code: _____

2 CONTACT DETAILS

Title (Mr/Mrs/Ms/Miss): _____ Last Name: _____

First Name: _____ Fax No: _____

Telephone No: _____ Mobile No: _____

Email Address: _____

Contact at the festival – Name: _____ Mobile No: _____

3 STALL DETAILS

Did you have a stall at last year's Festival? (Yes / No): _____

Will you be selling a product? (Yes / No) _____

If yes, list below all the items you will be selling.

**All food stalls must comply with the list of requirements set out on page 3.
A food stall is one from which goods for human consumption are sold and includes groceries, packaged sweets and cakes, cooked and uncooked food etc.**

4 STALLHOLDERS REQUIREMENTS AND FEES

	FEE*	Number of stalls	TOTAL
Commercial / Government (with stall)	\$352.00		
Commercial / Government (space only - 3m x 3m) (Non-food) <i>Photo of stall must be attached to application</i>	\$275.00		
Community / Charity (Non-food) (with stall) <i>Proof of Incorporation / Charitable status must be attached to application</i>	\$188.00		
Community / Charity (Food stall) freshly prepared food, groceries, fruit and vegetables or pre-packaged food	\$269.00 *		
Food stall – freshly prepared food, groceries, fruit and vegetables or pre-packaged food (with stall)	\$420.00 *		
Food stall – freshly prepared food, groceries, fruit and vegetables or pre-packaged food (space only 3m x 3m) <i>Photo of stall/van must be attached to application</i>	\$313.00 *		
Cabramatta Town Centre Business (with stall)	\$188.00		
Cabramatta Town Centre Business Food stall (with stall)	\$226.00 *		
Cabramatta Town Centre Business (space only – 3m x 3m)	\$188.00		
Cabramatta Town Centre Business Food stall (space only)	\$188.00		
Sneeze guard/side walls for food preparation stall **	\$30.00		
Flooring for food preparation stall (per stall)**	\$55.00		
	Grand Total		

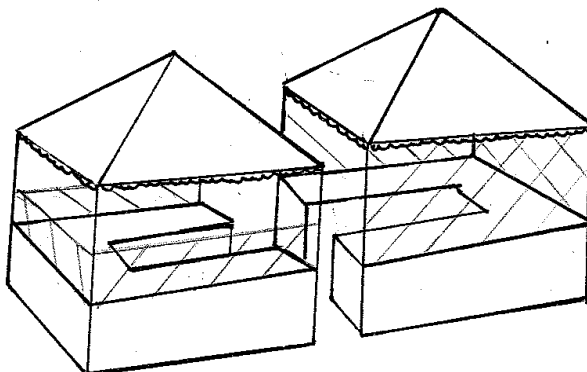
* Fee includes GST and Food Inspection Fee, if applicable

5 PLEASE NOTE THAT ELECTRICITY WILL NOT BE PROVIDED TO STALLHOLDERS

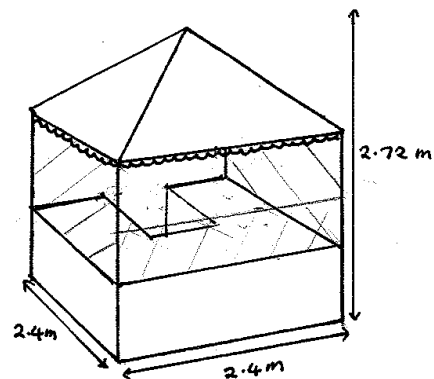
6 STALL SPECIFICATIONS

Stall dimensions are 2.4m (wide) x 2.4m (deep) x 2.72m (high)

Food stall setups:



Separate cooking and serving setup with screening



Cooking within stall setup with screening

7 UNSUCCESSFUL APPLICATIONS

The Event Director reserves the right to reject any proposal on whatever grounds deemed acceptable at their discretion. In the event of refusal, a full refund will be made.

8 FOOD STALLS

Under the provisions of the NSW Food Act 2003 all food stall operators are required to sell safe and suitable food. Failure to comply with the Act can result in the issue of fines by Council's Health Inspectors.

Food stallholders are also required to attend a Food Regulation Seminar to be held on Wednesday 9 September at Fairfield City Council. (See the attached Getting Fresh registration form for further details). Food stallholders who hold a current Getting Fresh Certificate or attended the 2008 Getting Fresh Seminar are not required to attend the course again this year.

This page must be completed by all food stall holders who will be preparing and / or heating food and must be forwarded with the stall application and payment.

- (a) Will all food preparation take place within the stall? Yes No
- (b) If you have ticked no, please phone the 9724 7811 to discuss your stall requirements
- (c) If you have ticked yes, a screen / wall is required on both sides of the stall together with a smaller sneeze guard at the front serving area. Do you require us to supply this screening?
- (d) Food on display must be covered or protected by a sneeze guard. Do you require us to supply a sneeze guard (3 small clear acrylic screens covering half the serving area) Yes No
- (e) The floor of the stall is to be covered with non slip rubber or plastic covering. Do you require us to supply this flooring Yes No

Any loss or damage to screening and flooring will be payable by the stallholder.

9 STALLHOLDER CONDITIONS

- a) A 50% administration fee will apply to all refunds. No refunds will be made after Friday 14 August 2009.
- b) A refund will not be issued as a result of cancellation or bad weather
- c) Each trader must have a current Public Liability Insurance policy providing coverage of no less than \$10,000,000 for each and every claim. A copy of proof of this insurance (Currency Certificate must be attached to the stall application and be received by Friday 31 July 2009).
- d) Stallholders to indemnify the organiser for any liability or loss arising from, and any costs, charges and expenses incurred in connection with damages to the stall, space or surroundings or loss of or damages to anything in or near the stall, space or surroundings and injury to or the death of any person caused by the act, negligence or default of the stallholder or the stallholder's employee(s) and agent(s).
- e) Stallholders will be allocated a position on the site, prior to the event. However Council reserves the right to rearrange the location of sites up until 9.00am on the morning of the event.
- f) - Stallholders must present their entry pass to gain entry to the site to set up a stall
- Stallholders, on the day, will be introduced to a festival worker who will provide assistance during the day.
- Stalls may operate between 9.00am and 8.00pm. Unauthorised vehicle movement within the Festival site is prohibited during these hours.

- Stallholders are not to vacate their stall before 8.00pm.
- Stallholders will be advised of set up times prior to the date of the festival
- On completion of the festival, stallholders should ensure that all their goods are packed and ready to transport before bringing vehicles to the stall site for loading.
- g) In exceptional circumstances or bad weather the Festival Event Manager, may authorise stallholders to pack up early.
- h) **Stallholders failing to turn up before 11.00am on the day may be deemed to have relinquished the use of the site and as such the site may be reallocated to another use at the discretion of the organiser. No refunds will be made to those stallholders.**
- i) Each stallholder is responsible for observing the Federal and State legislation and other by laws in effect at the time regarding the merchandise/food items he/she offers for sale.
- j) During the Festival, stallholders must not display in public view or allow to be displayed on or in their stall any material which is defamatory or insults or makes personal reflections on or imputes improper motives to any other person.
- k) Fairfield City Council is committed to its obligations under the Occupational Health and Safety Act and Regulation to provide, as far as is reasonably practical, a safe and healthy working environment for staff, or others at risk. Fairfield City Council requires that any stallholders will at all times work in a safe manner, use safe equipment and not put themselves, Fairfield City Council or others at risk. The stallholder will complete a Fairfield City Council Occupational and Health and Safety Induction and familiarise themselves with the work area and any potential hazards prior to commencing work.
- l) The contractor and or the subcontractor will at all times adhere to relevant occupational health and safety legislative requirements, standards and relevant codes of practice, as well as any safety rules specified by Fairfield City Council.
- m) Each stallholder/trader is required to keep their effects within the defined area allocated to them.
- n) Stallholders are required to keep their site clean at all times and must remove all waste and garbage, including oils, fats, food scraps, from their site throughout the day.
- o) **The sale of silly string is prohibited and must not be offered for sale by any stallholder.**
- p) Food stallholders are required to sell food items in accordance with the food list submitted in their application.
- q) Fairfield City Council health officers will inspect all food stalls during the event.
- r) Food stallholders who haven't previously attended the Getting Fresh program are required to attend the seminar organised for the Festival food stallholders. Failure to do so will result in their participation in the festival being declined.

10 SIGNATURE OF APPLICANT

I have read and accept this application and I accept the conditions set out and agree to abide by them.

Signature: _____ Date: _____

11 LODGEMENT OF APPLICATION

Forward, by **no later than Friday 31 July 2009**:

- Stall Application, completed and signed
- Indemnity Form, completed and signed
- Currency Certificate of Public Liability Insurance providing coverage of no less than \$10,000,000 for each and every claim.
- Cheque made payable to 'Fairfield City Council'
- Proof of Incorporation / Charitable status (Community / Charity organisations only)
- Photo of stall / van (Food stallholders providing their own stalls only)
- Fairfield City 'Getting Fresh Program' registration form. (Food stallholders who have not previously attended this program).

Applications to be addressed to:

**Ms Jo Reid
Event Manager -Cabramatta Moon Festival
Fairfield City Council
PO Box 21
Fairfield NSW 1860**