

2015 CHRISTMAS FESTIVAL & PAGEANT

STALLHOLDER
REGISTRATION
FORM



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FOOD MARKETS
SATURDAY DECEMBER 5
ALBANY TOWN SQUARE 3-8PM

STALLHOLDER REGISTRATION FORM

The City of Albany invites you to place an expression of interest to be a stallholder / food vendor at the **2015 Christmas Festival**. All entries and payments must be received by **Monday 16 November 2015**.

Priority will be given to stallholders complying with the following requirements:

- Regional produce
- Healthy food focus
- Gourmet food

The following goods and stallholder requests will be excluded:

- Retail chains or franchises
- Mass produced and imported goods
- Alcoholic beverages

APPLICANT'S DETAILS	
ABN:	Phone:
Postal address:	Mobile:
Contact person:	Email:

FOOD VENDORS	
Business name:	
Is your food business currently registered with the City of Albany?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your food business currently registered outside the City of Albany?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If this answer is YES – in which local government area?	
What type of food will you be selling?	
How will produce (meat, dairy etc.) be kept cold on site?	
What hand washing facility will be provided within the food stall?	
What method will you use to dispose of your waste/rubbish?	

STALLHOLDERS
Description of goods to be sold:

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INSURANCE

Each market stallholder MUST have public liability insurance and an up-to-date certificate of currency, which must be produced when booking stall.

Insurance company name:

Policy cover number:

COST

3m x 3m	BUSINESS (no power)	\$100	<input type="checkbox"/>	COMMUNITY (no power)	\$60	<input type="checkbox"/>
3m x 3m	BUSINESS (power)	\$150	<input type="checkbox"/>	COMMUNITY (power)	\$80	<input type="checkbox"/>
7m x 5m	BUSINESS (no power)	\$200	<input type="checkbox"/>	COMMUNITY (no power)	\$120	<input type="checkbox"/>
7m x 5m	BUSINESS (power)	\$300	<input type="checkbox"/>	COMMUNITY (power)	\$160	<input type="checkbox"/>

Please note:

- Stallholders will be supplied with a 3m x 3m marquee.
- Stallholders must provide own water and rubbish removal.

PAYMENT

Cash/paid in person Credit card Cheque

Amount:

Name:

Credit card number:

Expiry date:

Signature:

ALL BOOKING AND PAYMENTS MUST BE RECEIVED BY MONDAY 16 NOVEMBER 2015

Please return entries and payment to:

City of Albany
Attention: Events Coordinator

By Post: PO Box 484, Albany WA 6331
In Person: 102 North Road, Albany WA 6330
By Email: events@albany.wa.gov.au
By Fax: 9841 4099

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TERMS & CONDITIONS

GENERAL RULES

- The Event Coordinator is responsible for the allocation of stalls and will provide each stallholder with a map showing their position prior to the event.
- The City of Albany has the right to accept/reject stallholders or food vendors who do not meet the event priorities. The Festival will focus on healthy food options and a select variety of local fresh produce.
- Market stall holders must adopt a smart casual dress standard.
- All electrical appliances, cords and cables must be tested and tagged prior to event by a registered electrical contractor.
- All cords and cables must be to commercial standards.
- All gas bottles must be secured.
- Market stall holders are required to follow safe food handling practices and follow Health Regulation Guidelines (information packs are available by request). An inspection will occur prior to commencement of event and the City has the right to refuse activity based on OHS standards.
- Market stall holders must ensure they are responsible for the cleaning and rubbish removal within a 1 metre area surrounding their stall.
- Market stall holders must ensure they provide hand washing facilities within stall.
- Each market stall holder **MUST** have public liability insurance and an up-to-date certificate of currency.
- This is an alcohol-free event.

STALL OUTLINES

- You will be notified with a sitemap and stallholder bump in time on the 26 November.
- Stall holders must be in position and setup completed ready to trade by 2.30pm on Saturday 5 December 2015
- Market stall holders are required to stay open and trade for the duration of the event; they may not pack down until 9.00pm on conclusion of Festival.

PLEASE NOTE

A City of Albany Health Inspector and Electrical Contractor will inspect all stallholder sites and vans prior to Festival start. The City has the right to refuse stallholders that do not abide by the Terms and Conditions.