



Stallholder Application Form

GyMEA Village Fair

26th October 2008

Business Name: _____ **ABN/ACN:** _____

Contact Persons Name: _____

Address: _____

_____ **Postcode:** _____

Phone: _____ **Mobile:** _____ **Fax:** _____

Email address: _____

Please Provide Full Product/Service Description: _____

Stall Site Costs	Cost per site	Qty required	Sub-Total
Commercial Stall Site (3m x 3m)	\$200.00	_____	\$ _____
	TOTAL		\$ _____

Please make Cheques/Money Order payable to: **GyMEA Chamber of Commerce**

Post completed application WITH copies of insurance and cheque to:

GyMEA Chamber of Commerce
PO Box 427, GyMEA NSW 2227

APPLICATIONS CLOSE FRIDAY 12TH SEPTEMBER, 2008

If you require any further information please contact:
Kim Simpson
Mobile: 0425 253 110

- Application Check List: Have you included your;**
- Notice of Confirmation from NSW Food Authority? (food stalls only)
 - Signed Terms & Conditions?
 - Cheque?
 - Insurance?
 - Description of goods to be sold (use extra paper for description if required)

General Information

PO Box 427 GyMEA NSW 2227

To participate in the 2007 Gymea Village Fair you need to agree to the following terms & conditions. Please read this document thoroughly to ensure your full understanding of the event, our requirements and your participation.

Closing date for stall site applications is Friday 12th September, 2008. No refunds will be given due to cancellation of event caused by circumstances beyond the control of the organising committee, eg. wet weather.

Please Note: You must fill out the attached application form and return with all signed documents and a copy of our Public and Products Liability Insurance and, if you are a food vendor, Notice of Confirmation from the NSW Food Authority before your application can be assessed. Once approval is granted an information pack will be sent prior to the Fair advising of stall location and other relevant details.

Terms & Conditions

APPLICATIONS: Applications will not be accepted without a completed application form, payment and acceptable insurance paperwork. Gymea Chamber of Commerce reserves the right to accept or reject any application. You can only sell what you have listed on the application form in "description of goods to be sold". You must agree to all terms & conditions to apply for a stall at the Fair. Failure to comply with all terms & conditions will result in a forfeit of the application fee and your stall removed from site.

FEE: Stallholders must pay their Application Fee with the lodgement of this form.

ALLOCATED AREA: The stallholder must only trade within the site allocated, and site locations will not be amended on the day.

RUBBISH REMOVAL: Stallholders must remove all rubbish relevant to their site and leave their space tidy.

SITE SET UP: stallholders must set up their display/stall in a safe workmanlike manner, and comply with safety standards.

FOOD VENDORS: Proprietors of temporary food businesses must comply with the Food Standards Code, specifically the Food Handling Guidelines for Temporary Events, for the duration of their businesses operation. A copy of the NSW Food Authority Food Handling Guidelines for Temporary Events will be forwarded to accepted food vendors with their event confirmation letter.

NSW TEMPORARY EVENT NOTIFICATION FORM: Food Vendors must supply a copy of Notice of Confirmation from the NSW Food Authority. Notification via the NSW Food Authority web site is free and provides you with an instant Notice of Confirmation. To notify on line please go to www.foodnotify.nsw.gov.au

PRODUCTS BANNED FROM THE FAIR: Under no circumstances are any of the following to be sold at Gymea Village Fair – Cap guns & caps, Throw downs, Knives, pen knives of any description, Items that make loud, shrill or piercing sounds, water pistols, tricky string/silly string or aerosols. **Any breach will result in a forfeiture of your fee and closure of your stall.**

RISK ASSESSMENT: Each stallholder shall be responsible for managing all risks occurring from their activity. Stallholders must abide by any direction given by the Gymea Chamber of Commerce Committee Members in relation to risk management.

INDEMNITY: The stallholder agrees to indemnify the Gymea Chamber of Commerce against all liability, claims, demands, expenses, fees, fines, penalties, suits, proceedings and actions of any kind.

LIABILITY: Stallholders occupy and utilise the site at their own risk, and release the Gymea Chamber of Commerce from any liability for any damage to the display/stall or any other property of any description; or for loss of income due to event cancellation or eviction due to non-coherence to safety regulations or terms of this agreement.

POWER ACCESS: If required, stallholders must provide their own power.

I agree to the above Terms and Conditions of this Application (please tick box)

Name (Please print)

Signature

Date