



CREATE + GROW MARKET

2018 Stall Application

"The best of the Midcoast in one location"

Lone Pine Memorial Park, Tuncurry Sat 3rd November 2018 between 8:00am to 1:00pm.

The market will focus on locally self-produced/handmade, locally produced or home grown. Also, community information, displays and demonstrations. The Create & Grow Market is part of the Lakeside Festival Event which also includes the Art Prize Exhibition in Tuncurry Memorial Hall and the Music Festival in John Wright Park.

For full event details please visit: www.lakesidefestival.com.au

Please read the Terms & Condition before completing the form (retain a copy for your records)

Fields marked with * are required

Business Name *				
First Name *		Last Name *		
Email *				
Name *		Name *		
Mobile *		Mobile *		
Please provide 2 mobile phone contact numbers that will be on site during the event				
Postal Address *				
Website/ Facebook				
Stall Size* Please select a size option	SINGLE (3x3m) Market site \$25 <input type="checkbox"/>	DOUBLE (3x6m) Market site \$50 <input type="checkbox"/>	SPONSOR Please specify size <input type="text"/>	*Power is <u>very</u> limited Do you require power? Yes / No
	Your stall set-up must fully fit within the size you selected. You also will be asked for accurate stall dimensions. Site fee payments will be invoiced upon notification of acceptance of your application and must be paid prior to the event.			
Product Description * Please provide a summary description of your stall and products / services. This will be used in online promotions if your application is successful.				
Please attach up to 4 Photo's *	Stall's frontage with signage and a close up of your products. This will be used in online promotion if your application is successful. Priority will be given to stalls originating in the Midcoast and surrounds.			

- While all consideration will be given to the needs of the applicants, in some cases we are limited by what is available on-site and by Workplace Health & Safety regulations.

Workplace Health & Safety*

Are there any safety risks to the public, yourself or possible damage to the venue from your stall that we should be aware of, and how are you going to address those hazards?

- All stallholders are required to provide their own shelter and equipment (tables & chairs).
- Please do not intentionally obstruct or interfere with other stalls around you. Questions or grievances may be directed to the Site manager on the day.
- Please note that all stall holders will have to **park their vehicles off the park grounds** after setting up.

YOU MUST HAVE PUBLIC LIABILITY INSURANCE

Please attach a copy of Certificate of Currency of your insurance policy. Applications will not be considered if you do not have insurance.

IF YOU SELL FOOD PRODUCTS, YOU MUST COMPLETE A Notification to Council for Temporary Food Stall V2 form.

DOWNLOAD A COPY – Click or copy and paste the link below into your browser.

<http://www.midcoast.nsw.gov.au/files/assets/public/document-resources/forms-library/public-health/notification-to-council-for-temporary-food-stall-v2.pdf>

For more information on food authority visit <http://www.foodauthority.nsw.gov.au/retail/markets-and-temporary-events>

Terms and conditions:

- All prospective applicants must complete the “Create and Grow Market 2018 Stall Application” form
- All applications will be considered
- All applicants must provide a copy of their Public Liability Insurance Certificate of Currency
- Successful applications will be notified as soon as practical after decision has been made
- The Lakeside Festival Management Committee reserves the right to refuse any application
- All sites in this section of the festival must come under the category of a display or exhibition or demonstration, all stalls must be comprised of self-produced/handmade, locally produced or home grown.
- No exhibitor, vendor or display will be accepted if their products are in direct competition to local surrounding business, purchased and directly re-sold or second hand (excluding upcycled)
- Full list of site rules will be supplied with acceptance of your application.
- Site fees are invoiced upon notification of acceptance & must be paid immediately to confirm your site booking
- **Setup time 6am onwards – Market trading hours from 8am - 1pm.**
- No vehicles will be allowed on site and will have to relocate by 7.30am to Recreation Lane across the road from the Park
- During the event, market participants must ensure that:
 - No obstructions are to be placed in access or exit areas
 - All garbage from their stall is bagged up and removed properly from the premises
 - Use of Council garbage bins on the footpath **is not permitted**
 - All tents/ umbrellas and display stands are to be secured to the ground or weighted to minimize hazards
 - Please retain a copy of this form for your records
- **The Lakeside Festival Inc is not responsible for any damage, injury, loss or theft as a result, either by direct or indirect participation in the Lakeside festival**

Statement of indemnity

I _____
 (Insert name)

of _____
 (Insert business name or address)

Hereby agree to indemnify and keep indemnified the MidCoast Council, its servants, agents, and Lakeside Festival Incorporated from and against all actions, claims, charges, expenses whatsoever, which may have brought or made against them arising out of or in connection with the activity, except to the extent that MidCoast Council, its servants, agents and Lakeside Festival Incorporated contributed to the loss or liability.

*I understand that there are no refunds on cancellation after payment has been accepted.

Signed _____

Dated ____ / ____ / ____

Check List

Please ensure the following is attached to your application prior to sending and all fields are filled in marked with and Asterix *.

- Attached up to 4 photo's**
- Attached Public Liability**
- Completed a Notification to Council Temp Food Stall Form (if applicable)**
 Please send through a copy via post or to createandgrowlakeside@gmail.com

Please post or email this application along with any required attachments to:

Email: createandgrowlakeside@gmail.com

Or post to: **Lakeside Festival Inc.**
PO BOX 4220, FORSTER 2428

Office use	
Received	
Insurance	
Accepted	

