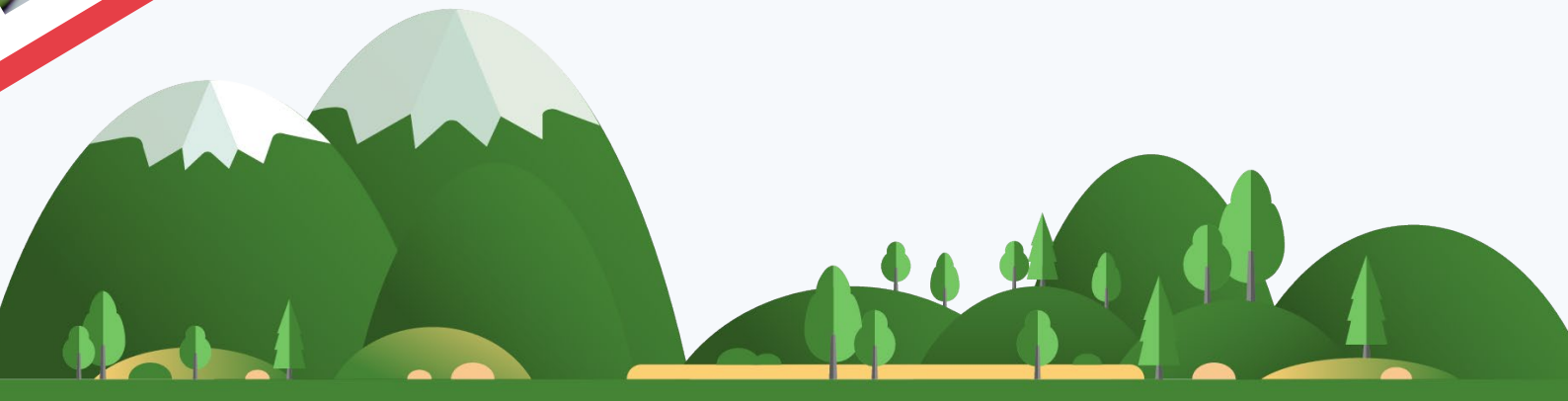




FOOD STALLHOLDER APPLICATION FORM 2019



FESTIVAL INFORMATION

Date	Saturday 23 rd and Sunday 24 th February 2019
Website	www.tumbafest.com.au
Times	Saturday 23 rd February 10am – 7pm Sunday 24 th February 9am – 6pm
Venue	Tumbarumba Creekscape, Hammonds Lane, Tumbarumba NSW

BUMP-IN / BUMP-OUT

Activity	Date	Start Time	Finish Time
Set-up/bump in	Friday 22 nd February	Midday	6pm
	Saturday 23 rd February	7am	9am
	Sunday 24 th February (for Sunday only market stalls)	7am	9am
Cars off the site	Saturday 23 rd February	9am	-
	Sunday 24 th February	9am	-
Pack up/bump out	Sunday 24 th February	5pm	7pm

On arrival, ALL stallholders MUST report to the registration stand. Here, you will be given your stall location and wrist band that must be worn at all times.

Bump-in (including all deliveries of food and cool rooms) is from:

- Friday 22nd February, Midday - 6pm
- Saturday 23rd February, 7am – 9am

Once in the festival grounds, vehicles must unload and vacate as soon as possible and obey all instructions given by festival organisers. A parking area will be provided for all stall holders close the festival grounds. Please indicate, in the application form, if your stall includes a vehicle.

Bump-out is from:

- Sunday 24th February 5pm – 7pm

Stallholders can pack-up early at their own discretion however due to OHS regulations, vehicles are STRICTLY PROHIBITED on the festival grounds before 5pm Sunday 24th February.

TRADING TIMES

Stallholders are expected to operate throughout the entire Festival, with exception to Sunday only market stallholders. The hours of operation are:

- Saturday 23rd February 10am – 7pm
- Sunday 24th February 10am – 6pm

STALL SITES

When deciding what stall site size you require, please take into account your entire stall including ropes and awnings. If you arrive at Tumbafest and your stall is bigger than your allocated space – you won't fit. This causes both stallholders and organisers major headaches. All stalls are to be set up within their allotted area with nothing protruding out of the space.

If you require more than the allocated space for one stall site, you will need to pay the additional stall fees for the space that you occupy.

One stall site space: 3 Metres x 3 Metres

Optional additional space: 3 Metres x 3 Metres

ELECTRICITY

Electricity is available for food and beverage stalls. Please note there is only limited electricity available for market stallholders.

You must indicate on your application form if you require electricity for your stall site. Food stalls are situated with ready access to power.

It is very important that you provide accurate information as to what type and how much electricity you require. **No extra power will be available if not requested on your application form UNDER ANY CIRCUMSTANCES.**

Power supply is generally restricted to one or two 15amp outlets.

Stallholders are asked to supply all required leads and adaptors to connect to the power supply. Leads must be tested and tagged prior to use or a \$15 charge per lead will occur. Leads are not to be run along the ground. It is recommended that vendors bring leads of up to 30m in length. It is also recommended that only 15amp power boards be used.

Failure to advise of the correct quantity of power required on your application form could result in being denied entry into the festival and the application fee will not be refunded.

Cool rooms:

If you are bringing along a cool room, please indicate on the application form should you require access to power. This will be a separate additional cost. Please be aware that all cool rooms will be placed in a designated area behind the pharmacy.

For public safety reasons, leads are not to be left rolled up as they generate heat and pose the risk of an electrical fire hazard.

Tumbafest accepts no responsibility for vendors overdrawing on their power supply and tripping out their appliances.

If you are bringing a generator, you must provide the silent type of no louder than 54DB's at 2.5 metres under full load. This ensures that they cannot be heard by adjacent stalls.

BOOKING APPLICATION

Company/Agency	
Contact Person	
Mailing Address	
Town	
State	
Postcode	
Phone	
Mobile	
Fax	
Email	
ABN	

Please answer the following questions:

Have you been involved in Tumbafest before? If so, which years?	
Will you be providing your own cool room? If so, do you require power and what amp you require?	
Is your vehicle part of your stall? If so, please explain.	

Power

In order to ensure there is a safe and continuous supply of power at the festival site, please advise your power requirements. It is very important that you provide accurate information as to what type and how much electricity you require. **No extra power will be available if not requested on your application form UNDER ANY CIRCUMSTANCES.**

Do you require power? Yes No

How many power outlets do you require? Please specify the number of 15amp outlets. Please note power is charged at \$25 per outlet.

1 2 3 4 Other _____

Will you be supplying your own portable generator? Yes No

Description of Products

Applicants must list an accurate description of ALL PRODUCTS to be sold on their stall. They will be required to sell only those items that have been accepted in their application to avoid duplication on the weekend. Please list all products and services or demonstrations.

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Please complete your requirements below (all fees exclude GST and are for both days, unless otherwise stated).

Stall Type	Fee	Quantity	Total
Space (3m x 3m), includes 2 weekend tickets (\$60 each full price 2018), food stall inspection fee and option for 2 additional weekend tickets at 50% cost*	\$185.00		
Electricity (15amp point)	\$25.00 ea		
Optional – additional 3m x 3m adjoining space	\$75.00		
<i>Additional (optional)</i>			
Trestle table hire	\$24.00		
Lightweight shade gazebo	\$90.00		

PAYMENT INFORMATION

Please provide your payment information below:

Card Type	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express
Cardholder Name:	
Card Number:	
Expiry Date:	
CVV:	

If your application is successful, you will be advised, and your provided credit card will be charged based on the requirements you have selected above. If your application is not successful you will be advised, and your credit card will not be charged.

I understand the following:

- The closing date for applications is **5pm, Monday 17th December 2018**
- Full payment must be made at time of application approval.
- Any cancellations received after **5pm, Friday 1st February 2019** will not be refunded

DECLARATION

I have attached copies of the following documentation (please tick all relevant):

- Public Liability Insurance Policy
- Workers Compensation Policy/Personal Accident Insurance
- Food Safety Supervisor Policy (food stalls only)
- A photograph of my stall and/or products I will be selling

Applications will be accepted according to the products to be offered, in order to achieve variation amongst stalls.

I have read and understand the terms and conditions as detailed in the Stallholders Information Kit. By signing this agreement, I agree to be bound by the terms and conditions of the 2019 Tumbafest Stallholders Guidelines.

Stallholders signature _____ Date _____

Once you have completed all sections of the application form, please save the file and then email it along with the required documentation listed above and email it to the below.

Please direct all applications and enquiries to:

Karly Fynn
Tumbafest Event Coordinator
E: tumbafest@gmail.com
P: 0406 382 534