

**Richmond Village Fair
2020 Stallholder Expression of Interest Form**

APPLICATIONS OPEN: SUNDAY 14 December 2019

APPLICATIONS CLOSE: FRIDAY 7 February 2020

SUCCESSFUL APPLICANTS WILL BE NOTIFIED BY: MONDAY 24 February 2020

ALL INVOICES TO BE PAID BY: MONDAY 23 March 2020

(Please note: payments are required by this date unless agreed beforehand in writing.
Anyone who has not paid may be refused entry)

APPLICATIONS MUST BE COMPLETED IN FULL AND RETURNED TO:

Richmond Village Fair Inc.
PO Box 258
RICHMOND TAS 7025

Or via email: info@richmondvillagefair.com.au

APPLICANT DETAILS

Name of business/ Trading Name (this is the name that will appear on the program)			
Contact Name/s			
Postal Address			
Suburb		Postcode	
Mobile Phone			
Email address			
Website			
Description of stall / goods			
Please tick this box if you do not wish Richmond Village Fair Inc. to use your stall details for promotional purposes <input type="checkbox"/>			

FOOD BUSINESS REGISTRATION

I have a Mobile Food Business Registration (specifically for food vans) with another Tasmanian Council. Copy included
I have a current Food Business Event Registration with Clarence City Council. Please specify Registration Number:

NB: Please note that Council will be in contact once the stallholder list is finalised. For further information, please contact:

Tracey Wright, Environmental Health Officer

Clarence City Council

P: (03) 62179574

E: twright@ccc.tas.gov.au

W: www.ccc.tas.gov.au

LIQUOR LICENCE (if applicable)

Yes, I have the required licence under the *Liquor Licensing Act 1990*

(please provide a copy)

PUBLIC AND PRODUCT LIABILITY**

Public (min \$20M) and Product (min \$20M) liability insurance cover for the event is essential

** If only displaying (no selling at all) in the Hall, insurance is not required

I have included a copy of my insurance coverage:

SITE OPTIONS AND REQUIREMENTS

Village Green: Stallholders - standard 3m x 3m site - enter number of sites:

3m x 3m \$110 GST incl	3m x larger sites (up to 6m) \$165 GST incl
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Village Green: Richmond Clubs and Societies - enter number of sites:

3m x 3m \$55	3m x larger sites (up to 6m) \$100
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Richmond Village Fair Inc. reserves the right to increase the stall fee for an extra large site.

If using a van, please provide the dimensions below, ensuring length includes tow bars:

WIDTH (metres)	DEPTH (metres)
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Remember marquees must be weighed down appropriately (min 25kg/leg) **no stakes/pegs allowed**

Hall sites : \$60 per (selling) \$10 per site (display only)

No of tables :

If the tables are booked for demonstration / display only (as agreed with the Committee), you **may not sell any product on the day.**

If there are any special requirements, please provide details. The Committee will endeavour to meet any reasonable requests:

PLEASE DO NOT PAY YET - an invoice will be issued to you if your application is accepted

ELECTRICAL REQUIREMENTS

POWER COST: \$10 per single phase connection.

All equipment must be tagged and tested prior to the event (there will be someone available on the day to test and tag for \$5 per piece of equipment

If 3 phase is needed, please note on form below. Cost is \$20 per outlet

Please note that no changes can be made to the electrical requirements 14 days before the Festival

<p>Do you require power to your site / table?</p>	<p>YES Number</p>
<p>Will you be using gas?</p> <p>Please check regulations at:</p> <p>http://worksafe.tas.gov.au/data/assets/pdf_file/0010/317494/GN039_Storage_LP_Gas.pdf</p>	<p>YES</p>

PLEASE INDICATE YOUR EQUIPMENT SCHEDULE IN THE TABLE BELOW: **NB: Loading must not exceed 15 AMP on each socket.**

TYPE OF EQUIPMENT	WATTS/AMPS

AGREEMENT

If this application is accepted by Richmond Village Fair Inc., I/we agree to abide by the rules and regulations of Richmond Village Fair Inc. including the following:

1. I / we will provide public (\$20m) and product (\$20m) liability insurance cover for our stall and workers compensation insurance for our employees (if appropriate). I/we understand that Richmond Village Fair Inc. is not bound to indemnify us in relation to any losses arising from an action against us.
2. I/we will provide such other insurance for our own benefit, including insurance in respect to loss, spoilage or theft of product and equipment, and loss of profits as we may require. I/we understand that Richmond Village Fair Inc. shall not be liable to us for any such losses.
3. I/we will provide my/our own tent, caravan or stall. I/we are aware that there may be requirements to comply with current building regulations, and I/we agree to comply with any such regulations. All structures are to be of sound construction and presentation, including attached signage and Richmond Village Fair Inc. reserves the right to inspect and where not satisfied request alteration, modification or removal.
4. I/we will comply with all relevant Council, Liquor Licensing requirements, Fire and Workplace Safety Standards including electrical and gas safety. I/we understand that site inspections will be undertaken, and I/we understand it is our responsibility to ensure that the appropriate regulations are followed.
5. I/we shall not invite, allow or permit other persons or groups, other than those included on this application form to share or use my/our site.
6. I/we acknowledge that Richmond Village Fair Inc. shall not be liable to us in respect to any damage, harm, loss or consequential loss arising from any damage, deterioration, spoilage or loss by way of theft, power loss, or otherwise of any product or ingredient belonging to us, and that we are and shall remain solely responsible for the safe keeping and storage of such products.
7. While Richmond Village Fair Inc. provide power to sites and every endeavour is made to provide continuity of supply, I/we acknowledge that Richmond Village Fair Inc. is not responsible for items outside of their direct control e.g. general Aurora power failure and stallholder equipment tripping out the common earth leakage.
8. That Richmond Village Fair Inc. may, for reasons including public safety and inclement weather, cancel the event, or part of, and I/we agree that no subsequent claim of compensation or of any nature can be made against Richmond Village Fair Inc. as a result of this.
9. I/we agree to be bound by the following rules of Richmond Village Fair Inc. including:
 - a. No advertising material (such as banners) or obstruction of any form is allowed outside the designated stall area including between the sites
 - b. Excessive noise such that it inconveniences other stallholders of the fair will not be allowed.

- c. While businesses are encouraged to pursue novel and interactive methods of attracting interest in their stall, practices disadvantaging others or endangering patrons will be discouraged.

10. Withdrawal of your Application:

Withdrawal on or after 16 March - you will forfeit 100% of your site fee.

- 11. I/We hereby indemnify Richmond Village Fair against all claims and demands by the Clarence City Council, Commissioner for Licencing, public member or Stall owner relating to my/ our operation of the stall.
- 12. If application is unsuccessful, I agree to abide by the Committee's decision and will not enter into any form of correspondence with the Committee or Fair Manager.
- 13. If your application is unsuccessful, please advise whether you want to be placed on a waiting list. If so, you will be contacted if a site becomes vacant.

I agree to all of the terms and conditions outlined within this Agreement

Signed: **Date:**

Name (please print):

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Please ensure you attach a copy of your:

Certificate of Currency Product and Public Insurance;

Food Registration

Liquor License with this application form.

Comments / Special information if required:

Marquee:		Cost Summary and checklist
Stallholder	3m x 3m	\$110 each
	3m x 3+m (up to 6m)	\$165 each
Richmond clubs etc	3m x 3m	\$60 each
	3m x 3+m (up to 6m)	\$100 each
Hall	Hall site (selling)	
	Hall site (display)	
Power	Single phase	\$10 each
	3 phase	\$20 each

Included details of:

- Insurance cover (min \$20m public liability and \$20m product liability)
- Food and / or liquor license if required
- Power requirements