



Lions Club of Narellan Inc Lions Spring Fair

Saturday 10th September 2011
Camden Showground - 10am till 3pm
STALLHOLDER APPLICATION FORM



I wish to be considered for allocation of a stall area for the 2011 Lions Spring Fair.

Failure to complete this section may result in the return of the application.

I have read and I agree to all terms and conditions as set out in the

'Terms and Conditions for Stallholders' set out for the hire of a site. (Tick Response) YES NO

If asked, do we have your permission to forward your contact details to other

'Festival Organisations' (Tick Response) YES NO

Signed: Please Print Name:

Please fill in the following details (Please Print Clearly)

1. Stall Name:

2. **If a community group:** Name of group

3. Full Name of Person making application:

4. Contact Address:

5. Email Address: Ph: No:

6. Main Product/service to be sold:

7: **If a food line, please provide Full Product Details: All Food providers must comply with Camden Council's guidelines for food Stallholders and complete and forward to Camden Council, the Temporary Food Stall Application.**

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e or Nationality of Food: Please indicate preferred site Numbers (max 5):

STALLHOLDER SITE REQUIREMENTS

Item	No Reqd	Unit Cost	Sub-total	TOTAL
Standard Site – 5m x 4m – Community Group	@ \$40.00	\$.....	
Standard Site – 5m x 4m	@ \$70.00	\$.....	
Food Stall – 5m x 4m	@ \$100.00	\$.....	\$.....

Applications (**together with full payment**) must reach Narellan Lions Club no later than **1 Sept 2011**, and **All Cheques or Money Orders** are to be made payable to the **Lions Club of Narellan** and forwarded to **19 Brigalow Ave, Camden 2570**. Late requests for stall sites may not be considered.

A receipt will be issued as proof of payment & acceptance of application.

Narellan Lions Club use only:
 Date Received:/...../ 11 Receipt mailed:/...../ 11
 Stall Site No: Receipt Number:



Lions Club of Narellan Inc

Lions Spring Fair

Saturday 10th September 2011

Camden Showground – 10am till 3pm

TERMS AND CONDITIONS FOR ALL STALLHOLDERS



General: This Notice must be read, understood and complied with by all stallholders

1. **All Applications, with payment** must be completed in full and received by **no later than 1st September, 2011**. **No site will be allocated until both Application Form, a copy of your Public Liability form and full payment is received.** The address for postage of application Forms is **19 Brigalow Ave Camden 2570**. A receipt will be issued as proof of payment & acceptance of application.
2. You may request a specific site, but your request cannot be guaranteed. Sites will be allocated on a first come first go basis by the Committee. Stall sites are 5 metres long x 4 metres deep.
3. You must supply your own tables, chairs and shade covering. **NO** equipment will be supplied by the organisers.
4. All stallholders must hold current Public and Products Liability insurance cover. Please provide a copy of this attached to your application form. It is the responsibility of all stallholders to arrange public liability insurance to cover any claim arising out of their activities as stallholders.
5. **Stall fees** will be \$70 non-refundable. For **Macarthur Charities & Macarthur Not for Profit Organisations**, the site fees are \$40. **Food Stall Site Fees** are \$100.
6. No monies will be collected on the day, all payments to be made prior to the event.
7. **All cheques and Money Orders** are to be made payable to the **Lions Club of Narellan** and forwarded to **19 Brigalow Ave Camden 2570**.
8. **Powered Sites are not available.** Generators are permissible. Stallholders are responsible for supplying sufficient power to their site. No electrical leads are to be placed on the ground.
9. **Goods to be sold:** Stallholders must supply full details of major items to be sold. Details are to include all food items, so appropriate stall placement can be achieved. The Festival Committee reserves the right to deny the sale of food or goods it considers not to be in the public interest: (e.g. penknives, stink bombs, water bombs, silly strings, etc. will NOT be allowed)
10. **Safety:** The Club has a designated Safety Officer who will check sites and report any potential issues. Stallholders must comply with any safety request and must comply with Occupation Health and Safety legislation.

Food Items

1. **Food must comply with guidelines for food stallholders.** Information regarding this guide may be obtained by contacting Camden Council's Environment & Health Branch on 4654 7777, or on their webpage at www.camden.nsw.gov.au/page/mobile_food_vending_and_food_premises_code.html Health Inspectors have the **authority to close down any stallholder** who does not comply with the health regulations. Food Stall Inspections will be carried out by Council Inspectors. There is a charge by Camden Council for this inspection. **NO refunds will be given** if a food stall is closed down.

On the Day

1. Hours of operation are 10.00 am to 3.00 pm
2. Entry to the Showground will commence at approximately 7:00AM **Entry is via the side of the Camden Sports Club. All sites must be vacated by 4.45pm.**
3. All stallholders are to drop off their equipment at their site number and move ALL vehicles to be parked in the specified stallholder parking areas. **ALL VEHICLES MUST BE REMOVED BY 9.15 am. No vehicle will be permitted to enter the site after 8.45am until the close of the event— emergency vehicles exempt.**
4. **All participants agree to abide by the instructions and directions of the members of the Narellan Lions Club, Camden Festival Committee, Police, SES, and designated volunteers.**
5. All sites will be numbered.
6. **Stallholders are responsible for the removal of all rubbish from their site.**
7. **FESTIVAL CANCELLATION:** The Festival will go ahead regardless of weather, unless the Showground is closed by Camden Council.

For further information please phone: Trish or Syd: (H) 4655 8578 (M) 0429 919 327 or (M) 0408 086 668 or log onto www.narellan.nsw.lions.org. Email: lionspringfair@bigpond.com