

OFFICE USE ONLY

Date Received: _____

Site Numbers: _____

Power Requirements: _____

Food Documentation: _____

Number of Sites: _____

Trestles: _____

Insurance C of C: _____

Own Gazebo: ___ Size: _____

Chairs: _____

Amount \$ _____

EFT / CHQ / BD / CASH / MO

Covid Safe Plan: _____

Stall Holder Application

FIRST ROUND APPLICATIONS

CLOSE 28 February 2022**Please print clearly and complete ALL sections indicated**

Contact Name: _____

Business Name: _____ ABN: _____

Postal Address: _____

Suburb: _____ Postcode: _____

Home PH: _____ Mobile PH: _____

Email: _____

Website: _____

Vehicle Make: _____ Vehicle Registration: _____

Due to COVID Management Plan we require each stall to have at least 1 (one) COVID Marshal present at your allocated stall at all times and for you to provide their own hand sanitizer and sanitization supplies for your stall area.

Copies of COVID Marshal certificates Attached YES NO

Stall holders that provide their own gazebo will be given priority. Please contact the secretary (Anna – 0458 532 732 or secretary@laurafolkfair.com.au) to discuss if you are unable to supply your own gazebo and plan to be an outside Stall we will try to accommodate you.

By submitting your application, you agree that you have read, understood and agree to uphold and abide by The Laura Fair Committee Stall and Van Site Holder Applicant Terms and Conditions. By submitting your application, you also consent to your business details being placed onto The Laura Fair website.

Signed: _____

Date: _____

Business & Product Description: _____

Are your products: Handmade Australian Made

Categories:

- Jewellery Hats / Bags / Belts Adult Clothes Children's Clothes
 Children's Toys Educational Metal Work Homewares
 Leather Goods Wood Work Skincare / Makeup Craft Supplies
 Plants / Garden Handicrafts Other _____
 Food – full menu must be supplied

PHOTOS OF STOCK MUST BE SUPPLIED WITH APPLICATION

No. of Sites Required: (Subject to availability) 1 2 **Promotional Site:** Yes No

Position Preferred: (nominate two – PREFERENCE NOT GUARANTEED)

- North Side - Own Gazebo South Side - Own Gazebo West Terrace - Own Gazebo
 Civic Centre - Inside Civic Centre - Outside Own Gazebo Outside – No Gazebo

Size of Gazebo: 3 x 3 6 x 3 Other: _____

Food Product Sales Applicants: Complete & Attach "Temporary Food Premises Application for Exemption from Food Safety Standards"

Insurance Provider's Name: _____

Attached Public Liability Insurance Certificate of Currency: Yes No

Power Requirements: Yes No Points: _____ Amps: _____ Reason: _____

Trestles: (\$20 each) 0 1 2 3 _____ **Chairs:** (\$5 each) 0 1 2 3 _____

Breakfast: (\$7 each - Sunday Morning) 0 1 2 3 4 5 6 _____

Comments:

THE LAURA FAIR

VAN & STALL SITE HOLDER APPLICANT TERMS AND CONDITIONS

APPLICATIONS

- All applications will be considered, and selections will be based on originality and variety.
- The Laura Fair Committee reserves the right to refuse any application and will not enter into reason for decline of application.
- A site plan is provided with site allocation/s made at the Committee's discretion.
- Site preference will be taken into consideration, however preferred site is **NOT GUARANTEED**. Due to the nature of the new stall set up it is not guaranteed that the site number will be in the same spot as previous years.
- Stalls shall remain open between 10am & 5pm on Saturday and between 10am & 4:00pm on Sunday.
- Food stalls and vans are encouraged to remain open Saturday evening to cater for the patrons attending the evening entertainment.
- Food Vans must be on site by 7:00pm Friday evening.
- Motor vehicles **WILL NOT leave, nor enter** the fair site to remove stock before 5:00pm on Saturday or before 4:00pm on Sunday (if not adhered to Applicants may not be considered for future Fair events). Motor vehicles will travel at walking pace while on the fair site.
- Stallholders are expected to leave their site clean & tidy. Removing all containers, litter and waste including cooking oils.
- All sites are encouraged to be cleared before 5:00pm Sunday to facilitate knock-down.

PAYMENT & REFUNDS

- Full payment is due within 21 days upon receipt of your acceptance/remittance letter.
- Payment not received within terms, may result in site forfeit, reallocation or placement onto a waiting list.

The Committee have the right to approve or deny any refund requests, please note that any requests that come within 2 weeks prior to the event will most likely be denied.

INSURANCE

- ALL stall and site holders must submit a Certificate of Currency for product & public liability insurance, a copy of same must be attached to the application form.
- If you cannot supply your own insurance The Laura Fair can offer insurance at an added fee. Enquire if you need this service as price varies with stall product.
- **NO INSURANCE** will equal **NO SITE**.
- The Laura Fair Committee shall take **NO** responsibility for damage, loss, or theft of products or monies.

SECURITY

- Security Personnel are engaged and responsible for the safety of all fair participants and patrons during trading hours.

POWER

- Stall and site holders requesting power access will supply their own 15amp 20 Meter extension cord and Residual Current Device (RCD Box)
- Stall & Site holders electrical equipment must be checked & tagged prior to the event.
- Stall & Site holders will not connect to power outlets until an electrical equipment check has been completed at The Laura Fair stall – site 90.

STALL SITE

- Stall site will not extend further than 1 metre in front of the stall.
- Corner stalls will not extend further than 1 metre wide of the stall site.
- To be within the sides of gazebo – can only be extended front and back (keeping the appropriate distances for COVID Requirements)

FOOD & DRINK

- **Food Vans must be on site by 7:00pm Friday evening.**
- All food stalls **MUST** complete a Temporary Food Premises Exemption Form, which will be submitted with your application. (available at www.laurafolkfair.com.au)
- All food and drink stallholders must comply with state and local government legislation regarding outdoor food handling and preparation.

- Food Vans and Stalls may not sell soft drinks. The Laura Fair drinks van is one of our major fundraisers.
- Basic requirements for food labelling can be found at <https://www.sa.gov.au/topics/rights-and-law/consumer-rights/legal-matters/labelling>

VEHICLE & PARKING PERMITS

- Each stall is allocated one Vehicle Parking Permit only.
- Vehicle Parking Permit allows you to bring your vehicles onto the fair-ground **ONLY** between the hours of: - 6:30am to 9:30am Saturday Morning
 - 5:00pm to 9:30pm Saturday Night
 - 6:30am to 9:30am Sunday Morning
 - 4:00pm to 5:00pm Sunday Afternoon
- Permitted Parking area is limited and The Laura Fair cannot guarantee a parking site.
- Parking spaces are only available behind limited North side stalls. Committee cannot guarantee parking near stall.
- Parking is **NOT PERMITTED** within the Laura Memorial Civic Centre Car Park. (*Emergency, Service and Maintenance vehicles exempt*)
- Please park the front of your vehicle facing the gutter to maximise space within designated areas.
- Do not block driveways.
- Stall and Site Holders are encouraged to display their vehicle parking permits in the windscreen.

TRESTLE TABLES & CHAIRS

- Trestles, tables and chairs can be ordered through the application document.
- Stall and Site Holders will not remove equipment from the street for personal use.

GENERAL WASTE & RECYCLABLE MATERIALS INCLUDING CARDBOARD & BEVERAGE CONTAINERS

- The Laura Fair would like to discourage the use of plastics in packaging and food distribution.
- The Laura Fair Committee encourages and appreciates that you will support and assist in the recycle of all suitable materials.
- Rubbish bins will be situated at strategic places throughout the fair site and at the rear of the Laura Memorial Civic Centre.
- Cardboard is **NOT** to be placed into the rubbish bins.
- Trailers for cardboard will be available for use
- All cardboard **MUST** be flattened prior to placing into the trailer.
- Recycle Beverage Bins - will be placed around the fair site into which beverage containers may be placed for recycling.

SMOKING – NOT PERMITTED – The Laura Fair is a Smoke Free Event

THE LAURA FAIR

VAN & STALL SITE HOLDER INFORMATION

PLEASE READ CAREFULLY the information below before commencing your application. This document may answer some frequently asked questions.

APPLICATION DATES: Due to the Committee having to delay preparation of the Fair due to COVID there is only one round of Stallholder applications. All applications will need to be submitted by 28 February 2022

APPLICATION PROCESS: Applications go through a selection process and are chosen based on originality and relevance to The Laura Fair event. Stall applications in the same category will be kept to a minimum, as the need for variety is important. Our aim is to give our customers an array of shopping choices, also giving stall holders the opportunity to be unique and thereby stand out.

The acceptances will be despatched as soon as we can after the 28 February 2022. Successful applicants have 21 days in which to pay the site fee, confirming their attendance. Non-payment within the payment period may result in the forfeit, reallocation or placement onto the waiting list.

PAYMENT: An acceptance letter with an attached Remittance Advice will be dispatched after successful notification. Payment is required in FULL, within 21 days of receipt of acceptance notification. Payment may be made via Cheque/Money Order/EFT. Payment via bank deposit is not encouraged as no applicant details are documented. Should payment not be received within the payment period, your site may be allocated to a waiting list applicant.

The Committee have the right to approve or deny any refund requests, please note that any requests that come within 2 weeks prior to the event will be denied.

INSURANCE: It is the responsibility of applicants to provide their own product and public liability insurance. A copy of your Certificate of Currency insurance policy must be submitted with your application (*unless arrangements have been made with Stallholder team*). If you do not carry current insurance your application **WILL NOT** be accepted. If you cannot supply your own insurance The Laura Fair can offer insurance at an added fee. Enquire if you need this service as price varies with stall product.

FOOD STALL HOLDERS AND VANS: State and Local Government legislation require ALL food stalls/vans to complete a Temporary Food Premises Exemption Form, which is to be submitted with your application, the document is available on the website. For Food Safety Tips for Outdoor Events, please visit www.nacouncil.sa.gov.au

SUNDAY BREAKFAST: The Laura Fair Committee hold a Sunday morning BBQ breakfast for a small fee. The breakfast gives us the opportunity to socialise with our fellow Fair team members. Stall and Site holders, Entertainers and Volunteers. ALL WELCOME

ATM FACILITIES: The Laura Fair have mobile ATM Facilities available at the event. The North Laura Hotel and local IGA store both have limited ATM facilities.

STALL PRICES AND HIRE FEES:

STALLS AND VANS		
Van Site	<i>Footprint to be provided (3x3)</i>	\$300.00 per site
Inside Stall	<i>2.8m X 3 m</i>	\$190.00 per stall
Outside Hessian North / South Side	<i>2.5m X 2.5 m</i>	\$170.00 per stall
Outside own Gazebo south side	<i>3m x 3m</i>	\$180.00 per stall
	<i>3m x 6m</i>	\$360.00 per stall
Promotional Stall (<i>no sales</i>)	<i>Own Gazebo (3m x 3m) or Hessian Stall</i>	\$100.00 per stall

EXTRAS		
Van Power	<i>Maximum of 2500W per point</i>	\$80.00 per point
Stall Power		\$60.00 per point
Trestle		\$20.00 each
Chair		\$5.00 each
Sunday Breakfast		\$7.00 per person

QUESTIONS AND ENQUIRIES:

Secretary

Phone: 0458 532 732

Email: secretary@laurafolkfair.com.au