



Gove Peninsular Festival Assoc Inc

Po Box 1167 Nhulunbuy NT 0881 ABN 54 633 790 330

STALL HOLDER INFORMATION & CONDITIONS



SATURDAY AUGUST 1, 2009

HINDLE OVAL, NHULUNBUY



Gove Peninsular Festival Assoc Inc

Po Box 1167 Nhulunbuy NT 0881 ABN 54 633 790 330

Application Details

- Please thoroughly read the following pack before completing the separate application form
- By signing the separate application form, you confirm that you have read and agree these terms and conditions
- Complete the Stall Application & Agreement form
- Return to Kendell Kenway or by 4 pm June 1 2009

*Please note that submission of an application DOES NOT guarantee a stall at the event. Stall applications will be determined by event organisers & you will be notified by June 30, 2009 if your application has been approved or declined.

Event Details

Saturday August 1, 2009
Hindle Oval 1
Nhulunbuy
10.30am – 11pm

Event Set-Up Times

Oval Opens for Set up 6:30am
Festival Starts 10:00am
Day Stall Holders operate from 10.00am – 5pm
Night Stall Holders operate from 5pm – 11pm
Festival Finishes 11:00pm with entertainment continuing until late

Further Enquiries / Details for Submission

Post:

'CONFIDENTIAL'
Kendell Kenway
Stalls Coordinator
The Gove Peninsula Festival Association Inc
PO Box 1167
Nhulunbuy NT 0881

Or

CDU- Nhulunbuy
Chesterfield Circuit

In Person:

**Nhulunbuy Corporation Office or
Arafura Times**
Endeavour Square
Nhulunbuy
8am – 4:30pm Monday – Friday

Phone:
Kendell Kenway 0439 849 943 or 8939 2204
Fax:
(08) 8987 2451
E-mail:
kkenway@ncl.net.au
Web:
www.govefestival.org.au

Please note: If paying with cash, you are required to leave the correct amount of money required, with the application form in a sealed envelope.



Information about the Application Process

1. FULL payment must be included with this application. No applications and stalls will be Allocated without accompanying payment for the FULL AMOUNT.
2. Payment methods are:
 - a. Cheque or Money Order
 - b. Cash - in person with correct money in a sealed envelope only.
3. Once your application has been received, you will receive confirmation via post or e-mail. If your application is successful, your payment will be processed and you will be notified In writing by June 30, 2009. If your application is unsuccessful, you will be notified and your Payment will be refunded (if you paid in cash) or returned unprocessed.
4. The closing date for applications is June 1, 2009.

Information for ALL Stallholders

1. NO products or services other than those detailed on your application are to be sold or Provided through trading at the Festival. Festival organisers reserve the right to close trading of your stall and request you leave the site.
2. Priority is NOT given on a 'first in first served' basis. Festival organisers apply criteria when selecting stalls to ensure variety & high quality of products and services. Festival organisers reserve the right to decline applications, regardless of the date the application was received.
3. Festival organisers reserve the right to withdraw any approval given at any stage, even on the day if deemed necessary.
4. Please note that handouts etc. may only be distributed directly from your stall. No walkabouts are permitted. Be sure to provide paper weights to keep them from flying away throughout the day.
5. Stallholders must ensure that their stalls are constructed and decorated to a high standard. Signage, banners and visuals are encouraged as long as you do not invade the space of your fellow exhibitors. Stallholders are responsible for supplying all of their own tablecloths, signage, equipment required to run the stall other than power. If you require power, this MUST be noted on your application.
6. Stall position allocations will be made by Festival organisers unless applicant has previously discussed preferences/requirements.
7. All stallholders must be ready for operation no later than 10 am SHARP.
8. There is absolutely NO PARKING on site unless you have been allocated a site as a mobile food vendor.

Information for FOOD Stallholders / Mobile Food Vendors

1. This section applies to stallholders operating a food stall and is in addition to the other terms and conditions set out in this kit.
2. Please complete ALL the details in the Food Stallholder Food Handling Questionnaire and/or the Mobile Food Vending Vehicle Details Questionnaire included in the separate Application Form.
3. Council health inspectors may be present and may inspect your food stall on the day to ensure that the appropriate hygiene practices are in operation. Inspectors reserve the right to close your stall / mobile food van down if you do not comply with Food Safety regulations.
4. You must supply containers for carrying water between water points and stalls. Direct hose connections are not available.



5. When possible please use only RECYCLABLE PACKAGING & BIODEGRADABLE containers and lessen the use of plastic or polystyrene. No glass (bottles or otherwise) are to be sold.

6. If providing an additional Food Prep Tent, you must indicate so on the application form providing EXACT measurements of total space required. There WILL NOT be sufficient space to accommodate any additional structures or space required that were not submitted with this application.

Under the NT Food Act 2003, all food handling businesses in NT are required to “notify” their details to the NT Food Authority.

You are required to visit:

www.health.nt.gov.au/Environmental_Health/Food_Safety/index.aspx#FoodSafetyStandards

Food Safety Standards

The *NT Food Act* adopts the national Food Safety Standards, which set down the rules for how food must be handled and how premises and equipment must be maintained to uphold food safety. The following standards are available at the above mentioned website or roll your mouse over for direct web address:

[Standard 3.1.1 Interpretation and Application](#)

[Standard 3.2.1 Food Safety Programs](#)

[Standard 3.2.2 Food Safety Practices and General Requirements](#)

[Standard 3.2.3 Premises and Equipment](#)

[Standard 3.3.1 Food Safety Programs for Food Service to Vulnerable Persons](#)

Please check with your Environmental Health Office for information regarding the implementation of Standard 3.3.1.

More Food Safety Standards can be found at [Food Standards Australia New Zealand](#) website.

If you have any questions regarding the food safety legislation, please contact either your local Environmental Health Officer or e-mail the program at envirohealth@nt.gov.au

Cancellation & Refunds

1. Stall fees will NOT be refunded or transferred if the event is cancelled due to inclement weather conditions or stallholders' inability to attend on the day.

2. All cancellations must be received in writing. If you cancel prior to June 30 2009, 50% of your stall fee will be returned. No refunds will occur for cancellations after this date.

Step 2 – Stall Details & Pricing

1. Community prices are only for nonprofit organisations - NOT trading individuals. A community organisation is one that has the welfare of the community as its core purpose and reflected in the nature of its activities.

2. Please complete the stall details section, ensuring to provide the relevant following information in either the Community or Private Column:

A/ EXACT number of stalls and/or spaces needed (if purchasing a space, please include exact measurements)



- B/ All power requirements including what power will be used for (See 'Use of Power' section below)
- C/ The total amount payable.

3. The stall configuration for those who request a stall structure is as follows:

- A covered 2.4m x 2.4m fete stall including 3 tables. (Please note stall holders are responsible for providing additional tables, table cloths, signage & and chairs if required.) All stall holders will be provided with a table and two chairs free of charge.

4. Please advise the purpose of your stall, and any products you will be giving away or selling on the day. If you have a specific request regarding your stall location, please note this in your stall description. Event organisers will try to assist with specific location requests, but no guarantees can be made.

5. It is a condition that you wipe down the table and chairs provided and leave them in a clean and neat manner.

6. All rubbish is to be removed and placed in the bins provided.

Use of Power

1. All power leads must be supplied by the stallholder. All leads must be 20metres in length and must be tagged and tested in accordance to AS3760.
2. Stallholders must provide accurate information including:
 - a. What power will be used for? E.g. Laptop, radio, coffee machine, fridge, etc.
 - b. The current draw is in Watts. E.g. 2400 watts. This information can be found on the tag of the appliance.
 - c. If the power plug is 10amp, 15amp or 20 amps.
3. ALL stallholders requiring electricity may be grouped together to facilitate the set up of the electrical infrastructure and ensure consistency and availability of the service. Therefore event organisers may be unable to accommodate stallholder's requests to be separated from other competing stalls or in a different location.
4. All equipment used at the Festival may be subject to testing and inspection on the day.
5. If you have any queries or changes in your request please call Kendell Kenway 0439 849 943.

Step 3 – Payment

1. FULL payment and/or payment details must accompany this application. If your application is successful, your payment will be processed and you will be notified in writing by 30 June 2009. If your application is unsuccessful, you will be notified and your payment will be refunded (if you paid in cash) or returned unprocessed.
2. Payment for the FULL AMOUNT may be made by:
 - a. Cheque or Money Order
 - b. Cash – in person at NCL Office/Arafura Times Office or CDU OfficeSelect the method you wish to choose and fill out the appropriate sections.



3. CHEQUE or MONEY ORDER: For Cheque or Money Order make payable to The Gove Peninsula Festival Association Inc Festival. Please mark all postage payments as 'CONFIDENTIAL' and address to the attention of Kendell Kenway.

CASH: If paying in cash you are to provide the completed application form, along with the correct/exact amount of money required, in a sealed (non see through) envelope to NCL Office/Arafura Times/CDU. You MUST mark payments as 'CONFIDENTIAL' and address to the attention of Kendell Kenway – Gove Peninsula Festival

Step 4 – Agreement

TERMS & CONDITIONS

To accept the following Terms & Conditions of being part of The Gove Peninsula Festival Association Inc's Festival by the sea, please sign your name in the space provided in your separate Application Form.

1. Applications that are incomplete, unsigned, or have no payment details will not be accepted.
2. I understand that the submission of an application does not guarantee me a stall site at the Festival and that my application must first be approved by The Gove Peninsula Festival Association Inc
3. Organisers reserve the right to withdraw any approval at any stage.
4. There is NO ALTERNATE DATE if the event is cancelled due to inclement weather conditions. There will be NO REFUNDS if the event is cancelled due to inclement weather.
5. If the weather is looking uncertain, a decision to cancel will be made by organisers on July 15, 2009 & you will be notified.
6. The space hire fees includes: provision of garbage facilities, general advertising of the event and admission costs.
7. Only non-profit organisations may apply for the community rate. Trading individuals are not eligible. Proof of non-profit status may be requested and if not satisfactory, the community rate will be refused.
8. Event organisers reserve the right to refuse any application without explanation. Late applications may also be refused.
9. Late requests made on the Festival day, E. g. Power supply, specific stall location, may be refused.
10. Stallholders are not permitted to distribute material outside of their stall area.
11. The stallholder is liable for damage to the park caused by them or their sub-contractors and vehicles.
12. Oils etc., from cooking appliances must be contained, removed from the Hindle Oval grounds and not be poured into park drains or onto grass.
13. Stallholders must only sell or distribute items specified in their stall application. Stall holders MUST NOT sell or distribute items previously prohibited by event organisers.
14. It is the responsibility of the stallholder to clear garbage from their stall space and surrounds otherwise a cleaning fee of \$100.00 will be invoiced to you should sites be left untidy on departure.
15. Policies of Insurance
The stallholder MUST provide a copy of the following current policies of insurance for the event:
 1. Certificate of Currency (Public and Product Liability and Professional Indemnity) for an amount not less than ten million dollars (\$10,000,000.00)
 2. The stallholder indemnifies The Gove Peninsula Festival Association Inc against any claim, proceeding, demand or liability (of whatever nature) made in respect of personal injury or death or damage to property arising from the stallholder's presence / activity at the event.



Please Note: If you are an individual/group without Public and Product Liability and Professional Indemnity Insurance, you MUST disclose this information on the separate application form.

Check List

Before sending your application, please check that you have completed the following items. Incomplete applications will not be processed.

ALL Applicants Have You:

Filled out ALL the items on the application form including:

- Your details and contact information
- Exact stall requirements / space measurements
- ALL power information (if required)
- A detailed list, description and photos of products or services
- Advised any stall location requirements (if applicable)
- A copy of your Public Liability Insurance or disclosed information as to why you do not have this

SIGNED the Payment Details & Agreement form after reading the Terms & Conditions

- Enclosed ALL payments for the TOTAL AMOUNT PAYABLE
- Included a copy of your Certificate of Currency of Public & Product Liability Insurance & Professional Indemnity

FOOD STALLHOLDERS, have you ALSO:

- Read The Gove Peninsula Festival Association Inc's Temporary Food Stalls Code (following) and if applicable to you the Mobile Food Vendors Code (following)
- Completed the Food Stallholders Food Handling Questionnaire, including NT Temporary Food Event Notification Number and checked that your food stall meets all the criteria
- If applicable, filled in the Mobile Food Vending Vehicle Details form and attached a copy of the RTA registration slip as proof of registration.

Applications Close EOB June 1, 2009

Once you are certain you have included all of the required information, Applications forms can be submitted by:

Mail: "Confidential"

The Gove Peninsula Festival Association Inc

Attn: Kendell Kenway

PO Box 1167

Nhulunbuy NT 0881

Email:

kkenway@ncl.net.au

or in person

Nhulunbuy Corporation Limited

Arafura Times



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CDU

- When paying in person you are required to have the payment and application form in a (non see through) sealed envelope marked "Confidential" Attention: Kendell Kenway Gove Peninsula Festival Inc.