



Application Form

Saturday 11th October 2014

IMPORTANT:

- Public Liability Insurance is compulsory for all Stall Holders and must be current at the date of the Festival and meet all Occupational Health and Safety Standards.
- Please send a copy of your Insurance Certificate of Currency, a copy of your Driver's licence and Payment with your completed Application Form.
- You must agree to these Terms & Conditions set by Croydon Park Business Chamber (CPBC) and sign this form. Unsigned or incomplete forms will not be processed.

Name	Business Name
Address	
Phone	Mobile
Email	Website
No of Spaces required:	

Cost per Stall (Security Deposit of \$100 must be paid at time of booking): nb: CPBC is not registered for GST.

- A. \$70.00 Site Only (2.4m x 2.4m area. Stall or table and cover must be sturdy and secure)
- B. \$200.00 per 2.4m x 2.4m covered space for non-financial Croydon Park Business Chamber (CPBC) Members and non-CPBC Members
- B. \$150.00 per 2.4m x 2.4m covered space for CPBC Members (must be financial from date of application onwards.)
- C. \$320.00 per covered space for hot food and 'eat on site' stalls for non-financial CPBC Members and non-CPBC Members (includes Food Inspection Fee)
- C. \$270.00 per covered space for hot food and 'eat on site' stalls for CPBC Members (includes Food Inspection Fee)
- D. Free for local schools and community groups (Food Inspection fee exempted, if applicable)*
- E. Note: an additional charge of \$50 (per 10 amp) / \$60 (per 15 amp) applies per stall for power use.

Types of Goods to be sold or Activity to be conducted: (include a detailed description and photo)

NB: Artists have the option to (tick one):

- Display works within a shop front on Georges River Rd (subject to mutual agreement between the artist and the shop owner)

OR

- Stall hire as per above

Should you wish to take both options, please contact us for availability.

* Community Groups will need to provide documentation to establish that they are a legitimate community group, eg. copy of certificate of incorporation.

METHOD OF PAYMENT

I would like to book one of the following: NB: Security Deposit of \$100 must be paid at time of booking.

- \$70.00 Site Only (2.4m x 2.4m area. Stall or table and cover must be sturdy and secure)
- \$200.00 per 2.4m x 2.4m covered space for non-financial CPBC Members and non-CPBC Members
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- \$320.00 per covered space for hot food and 'eat on site' stalls for non-financial CPBC Members and non-CPBC Members (includes Food Inspection Fee)
- \$270.00 per covered space for hot food and 'eat on site' stalls for CPBC Members (includes Food Inspection Fee)
- Free for local schools and community groups (Food Inspection fee exempted, if applicable)*
- \$100 Security Deposit Fee must be paid. See Terms & Conditions for refund of this fee.

I am paying by cheque (can be mailed to Croydon Park Business Chamber Inc PO Box 376 Croydon Park NSW 2133)

OR

- by direct transfer to Croydon Park Chamber of Commerce, CBA account No. 062 128 – 103 356 59.
Please clearly mark your payment or send us a confirmation or remittance receipt either via fax or email.
NB: Croydon Park Business Chamber has the bank account name of Croydon Park Chamber of Commerce.

Please indicate your preferable method for the security deposit to be refunded:

Direct Deposit:

BSB: _____ Account No: _____

Account Name: _____

Post a cheque to my address: _____

Please list every electrical item you will need to plug in and what amount of power is required to run each item:			
No.	Description of Equipment/item	Qty	10/15 amps
1			
2			
3			
4			
5			

Due to the limited number of spaces, power will be allocated on a first-in / best-dressed basis.

THIS FESTIVAL WILL PROCEED REGARDLESS OF WEATHER CONDITIONS

Note: It is the responsibility of all Stall Holders to read this carefully before sending an application. Submitting an application implies that you have read and accepted all Terms & Conditions.

If you wish to participate in the Festival, please complete the Application Form and return it by Monday 11th August 2014, together with your insurance documents and photo ID to:

Croydon Park Business Chamber Inc., PO Box 376 Croydon Park NSW 2133

CONTACT: Michelle Baldock: 0433 122 189 / Silvana Franze: 0414 654 904

Fax: 9705 7254

I agree to accept and abide by all the TERMS & CONDITIONS related to the Experience Croydon Park! Festival and to accept full responsibility for the goods sold and services provided and the manner in which the stall is conducted by myself and all persons assisting at the stall including ensuring the safety and well being of other participants and members of the public.

Applicant's Signature: _____ Date: _____

TERMS & CONDITIONS

TIME

- Seymour Street closure from 6.00am until 6.00pm Saturday.
- Trading is strictly from 10.00am until 4.00pm on Saturday.

STALLS & ALLOCATION

- There is no provision of power at stall spaces. There are a very limited number of spaces that can be linked to power. Please specify your requirements at time of booking. A \$50 (per 10 amp) / \$60 (per 15 amp) charge will apply.
- Stalls will be hired by CPBC and set up in place for you on arrival.
- Location requests will be met where possible, however suitability and stall allocation decisions rest solely with CPBC.
- Stall Holders must be set up by 9.00am on Saturday. Stall Holders who are running late or are unable to attend must contact the Festival Co-ordinator by 8.00am on Festival day.
- Stall Holders may not swap stall locations or set up outside the stall areas.
- Stall allocations and an accompanying map of stall locations will be issued closer to the Festival date.
- Public access ways must be kept clear and unobstructed at all times.
- Allocation is for stall space only and Stall Holders should arrange for their own fixtures and fittings.
- All site areas must be left clean and clear of all rubbish including packaging material, food containers and other items at the end of the Festival. Failure to meet this requirement will result in loss of your security deposit.

FOOD STALLS

- All food stalls must comply with NSW Health Department regulations. All food Stall Holders must be registered with NSW Food Authority and authorised documentation must be presented to Croydon Park Business Chamber with the Application Form.
- All food Stall Holders must comply with Food Standards Australia/New Zealand.
- The current (Canterbury/Burwood) Council fee for Food Stall Inspection is applicable. This fee has been included in the Application Fee. Please note that this fee does not apply to food vendors which are non-profit community organisations.

POWER

- Limited spaces are available so please specify requirements accurately as per Table on Application Form. An additional charge of \$50 (per 10 amp) / \$60 (per 15 amp) applies for power use.

BOOKINGS & PAYMENT

- Stall Holders must read all Terms & Conditions and complete the Application Form, which must be submitted to the Croydon Park Business Chamber.
- There is a GST component in the stall fee. Tax invoices will be issued and will serve to confirm Croydon Park Business Chamber's acceptance of your application.

CANCELLATION POLICY

- If you cancel your booking before the 9th of September 2014, a partial reimbursement minus a \$50 administration fee will apply. Cancellations after the 9th of September will not be reimbursed.
- Subject to the first bullet point above, your application fee is generally non-refundable unless the Experience Croydon Park! Festival does not proceed due to the relevant authorities not issuing the necessary approvals in time.

INSURANCE

- Public Liability Insurance is compulsory for all Stall Holders and must be current at the date of the Festival.
- Stall Holders must provide a current Insurance Policy Certificate showing the insurer, limit of liability of no less than \$10 million and expiry date.
- Photo ID must be provided from all Applicants along with insurance Certificate.
- If insurance details are not received 14 days prior to the event, the booking will be cancelled and no refund will be given.

TRAFFIC REGULATIONS

- The safety of visitors to the Experience Croydon Park! Festival is paramount. Stall Holders are expected to conform to traffic procedures which ensure safety and access for emergency vehicles.
- Seymour Street will be closed between Georges River Road and Dart Thru Lane on Saturday from 6.00am to 6.00pm.
- The traffic marshals have absolute authority in directing vehicles. The unloading and loading of vehicles is to be carried out swiftly and the marshals may direct drivers of large vehicles to fall back behind smaller vehicles if it is considered that this will facilitate a more efficient set-up and close-down of the event.
- To facilitate movement at the end of the event, the organisers will give notice of one half hour to remaining visitors that the event is closing. Stall Holders should cease trading at the end of that half-hour period. A further half hour will pass before any movement of vehicles in Seymour Street takes place, in order to allow late visitors to leave and Stall Holders to dismantle stands.
- In the event of adverse weather conditions necessitating early closure, the organisers will proceed in the same manner as above but at a designated time.
- Stall Holders wishing to vacate their space prior to official closing of the event should inform the Festival Co-ordinator, and be aware that they will not be able to bring a vehicle within the area of the event. Removal of goods and equipment will have to be accomplished by other means.
- *STALL HOLDERS ARE REQUIRED TO PARK AS FAR AWAY FROM THE EVENT AS POSSIBLE TO ALLOW MAXIMUM PARKING SPACE CLOSE TO THE FESTIVAL FOR VISITORS AND THE DISABLED.*

PRODUCTS

- The Croydon Park Business Chamber is keen to maintain themes of 'individually crafted' and 'artisan products'. Stall Holders who offer merchandise complying with these descriptions will be given preference for allocation of stalls.
- At the Festival, Croydon Park Business Chamber will be holding a competition for the Best Product/Service in a particular category. The winner of each category which will be judged by members of the public on that day and monetary prizes given. The winners will be announced in the weeks following the Festival once the votes have been counted. The winners will be contacted by email or phone to collect their prize by a certain date. Prizes not collected by that date will be put back into the Chamber's pool of prizes for a future event.
- The Croydon Park Business Chamber reserves the right to prohibit the sale of any item.

COMPLIANCE WITH REASONABLE DIRECTIONS

- The stallholders must comply with all reasonable directions made/given by the CPBC and its officers on the day of the Festival for the safety of the participants and the efficient running of the Festival.

DISCLAIMER

- Information, conditions and traffic regulations contained herein form part of the Application for participation by Stall Holders and signature on the Application Form implies acceptance of these details.
- Croydon Park Business Chamber Inc., its officers and members do not accept responsibility for any damage, loss or injury that is caused to any person or property by reason of any activity of the Festival. The CPBC requires Stall Holders to arrange their own Public Liability Insurance.
- Each Stall Holder agrees to release the Croydon Park Business Chamber Inc., its officers and its members from any right, claim or remedy which they have or may have by reason of any connection with the conduct of, or involvement with the Festival.
- Each Stall Holder agrees that no representations have been made to them by any person on behalf of the CPBC concerning the type of activities at the Festival, potential financial return or benefit to their business, the number of persons attending the Festival, the occupants of any other stall or business, or any other matter in relation to the conduct of the Festival.

YOUR ASSISTANCE IS ESSENTIAL TO ENSURE A SMOOTH-RUNNING & ENJOYABLE FESTIVAL.

THANK YOU FOR YOUR CO-OPERATION.