

2009 Ficifolia Festival

Party in the Park Market Stall Application Form

I / we wish to submit the following application for a site at the 2009 Ficifolia Festival Party in the Park on **Saturday 14th February 2009**. I / we understand that unless otherwise negotiated with the Festival Committee, this is an expression of interest only and does not guarantee a site at the 2009 Ficifolia Festival Party in the Park.

Return your application to **PO Box 5 Drouin 3818** or by fax to 03 8677 6529. Any queries to Paul McGrath 0417 092 826

Name of Business / Group: _____

ABN/ACN : _____

Contact Name: _____

Postal Address: _____

Suburb: _____ **Postcode:** _____

Telephone: _____ **Facsimile:** _____

Mobile: _____ **Email:** _____

List the main product / service / business type including retail prices (attach separate sheet if required):

Site Requirements

NB No Power is available

Other specific requirements

Trestle tables (maximum two per site)

Gazebo (maximum one per site - limited number available)

I/we agree to ensure stall is operational by start times and all vehicles are parked away from the event site.

I/we understand that submitting this application does not guarantee me a space at the markets, and that if my application is not accepted for reasons determined by the Festival Committee, any payment will be returned.

I/we will be responsible for ensuring the safety of the public visiting the stall and that stall site is left clean and tidy.

I/we have attached a copy of current public liability insurance to cover our stall operations The Committee has scope to extend its cover for some community groups – please advise if required.

I/we have attached copies of relevant permits or authorities, including handling and selling food products.

I/we agree that stalls cannot be dismantled or removed until after 4.30 pm on 14th February 2009.

Signature of Applicant: Date:

PROOF OF YOUR CURRENT PUBLIC LIABILITY INSURANCE IS REQUIRED FOR YOUR APPLICATION TO BE CONSIDERED.

Signage

All signage eg: menus must be provided by the exhibitor.

Site Fees

The Site Fee is inclusive of:

- Site within event / market / food court area
- Site fees are \$30 for business and \$30 for Not For Profit Community Groups
- Sites must be **paid in full prior to occupancy**

Exhibitor Requirements

Exhibitors should hold a current certificate for Public Liability Insurance to the value of \$10 million (see details below).

Exhibitor Agreement

The Agreement outlines the responsibilities of the Ficifolia Festival Committee and the exhibitor.

This includes but is not limited to:

- Site access (prior, during and after the event)
- Site set up and dismantling procedures
- Occupational Health & Safety and Public Liability Insurance requirements
- Other general information

Site Attendance

- The allocation of sites will occur on Saturday 14th February commencing at 7am
- The annual Street Parade commences at 12noon – after the Street Parade, the crowd traditionally heads to Civic Park. A program of musical entertainment and other activities are planned to entertain the crowd throughout the afternoon.
- All sites will be unsecured for the duration of the event so please make suitable arrangements for the security of your site.
- To ensure public safety, vehicular access to the some sites will be limited.

Insurance

All commercial stall exhibitors at the Ficifolia Festival are required to have for the duration of the set up, event and site dismantling periods, a current certificate of Public Liability Insurance \$10 million. A copy must be provided to the Festival Committee no later than four weeks prior to the Festival opening. The Committee has scope to extend its cover for some not for profit community groups arranging stalls – please advise if this is required.