

Stallholder Expression of Interest Form

Surry Hills Festival
Saturday 10th April, 2010
Shannon Reserve (Crown Street)
and Ward Park (Devonshire Street)

Expressions of Interest close 31 January, 2010.

Successful stallholders will be forwarded a full application form and payment details by mid February 2010.

Please forward all Expressions of Interest to:

Email: festival@shnc.org

or

Fax: 02 9318 0098

Or

Attention: Stall Coordinator - Surry Hills Festival
Surry Hills Neighbourhood Centre
405 Crown Street
Surry Hills, NSW, 2010

Enquiries to:

Stalls Enquiries: (02) 9310 2888
Festival General Enquiries: (02) 9318 0087

Email: festival@shnc.org Website www.shnc.org/festival

ABN 65943080838

Stallholder Expression of Interest Form

Surry Hills Festival - Saturday 10th April, 2010

NOTE: Please ensure all fields are filled in:

Contact Details:

Stallholders Name _____

Business/Organisation Name _____

Mailing Address _____

_____ Postcode _____

Phone _____ Mobile _____

Fax _____ Email _____

Stall Details: (please provide a photo, weblink or scanned image of your goods)

Description of Goods Sold _____

Origin of Good Sold (made in Australia, hand made, imported, etc) _____

Stall area is ONLY 3m x 3m. Please indicate the EXACT measurement of stall area needed, including tow bar or structures

Were you a Surry Hills Festival Stallholder in 2009? YES NO

Expressions of Interest close 31 January, 2010.

Successful stallholders will be forwarded a full application form and payment details by mid February 2010.

Please read the following Stallholder Terms & Conditions prior to submitting your Stallholder Expression of Interest:

Stall Site & Hire Details

Type of Stall (3x3m space)	Cost (excl GST)
Food: Stalls selling food and drink cooked and prepared on site. The City of Sydney Temporary Food Stall Application form must be completed. This form requires payment of \$75 fee. Note additional charges below for cool room space, and electric power.	\$650+GST+\$75
General Merchandise: Stalls selling goods that are not handmade by you or are lower in artistic quality. This includes all imported goods.	\$220+GST
Eco and Fairtrade: Fairtrade stalls will need to submit fair-trade certification of their product.	\$220+GST
Artisans: Goods sold must be handmade by you or a close associate and must be high quality. You will need to supply us with evidence that your products are not made by someone else, and that they are not made from imported materials.	\$220+GST
Extras	Cost (excl GST)
Covered fete stall (2.4x2.4m)	\$150+GST
Trestle Table (1.8x1.0m)	\$35+GST
Electric Power	\$130+GST for 10amp
Extra Electric Power	\$130+GST / 10amp

NB Food Stallholders – City of Sydney now requires all food stallholders to store food in a cool room if stalls are operating for more than 3 hours. You will need to bring your own cool room or organise to share one with another stallholder. Please be aware that you will need to order and pay for power to run your cool room.

Surry Hills Festival 2010

MARKET STALL Terms & Conditions

Please Read the Terms And Conditions carefully.

1. GOODS FOR SALE

Surry Hills Festival reserves the right at its absolute discretion to allow vendors to sell goods at the event.

2. TRADING HOURS

The market stalls are expected to trade from 10am to 6pm.

3. PARKING & ACCESS

Festival Day Bump in procedures will be provided with your acceptance letters and these must be adhered to. Contact Market Coordinator prior to the event if for some reason you have not received this information. Please note that there is no free parking available on the festival site, and only extremely limited metred parking around the site. Please ensure that you check conditions prior to parking anywhere in the proximity of the festival site. We recommend that you investigate local parking stations, which offer \$10 per day flat rates, eg Goulbourn St/Elizabeth St.

4. STALL SIZE AND LOCATION

Each Stall area is allocated in **3m X 3m site spaces**. If you need more space you will have to order and pay for a double site. Stallholders are required to provide market stall structures, tents, tables and any other equipment needed for the stall unless otherwise ordered in writing. You are required to set up the stall in the most attractive way possible. You are welcome to purchase more than one 3m x 3m site, but please be aware that if you have only ordered one site (3m x 3m) and arrive at the festival site with a fixed structure larger than 3m x 3m there is every possibility that you may be turned away forfeiting your payment. The location of each stall shall be at festivals absolute discretion. ALL STUCTURES ARE REQUIRED TO BE WEIGHTED (NOT PEGGED) – PLEASE MAKE SURE THAT YOU COME WITH SANDBAGS

6. INSURANCE

All stalls must have their own public liability insurance and Workcover if you are employing people. Copies of your current Public Liability Insurance **MUST** be submitted with your application. No access to the site will be permitted unless a current policy has been submitted to us before the due date. Please Note: Any stallholder not providing a copy of valid public liability insurance by the closing date for applications will be charged a \$100 administration fee unless prior arrangement has been made.

7. SAFETY – FOOD AND FIRE

All food stalls are required to have an appropriate fire extinguisher, recently tested and in good working order (available inexpensively at auto shops). It is also a requirement of the City of Sydney that ALL food stallholders store their food in a cool room this year. That also means that you will need to add power to your application and include payment for this. If you do not need a whole cool room, you may wish to share one with another food stallholder and share the cost of the cool room and power.

8. POWER

Access to power for food stalls will be provided if noted and paid for with a stallholder application. However stall holders are responsible for all equipment needed to bring power to their stall. It is a requirement in NSW that all electrical leads MUST be tested and tagged within the month prior to the event. Out of date or untagged leads will **NOT** be permitted access to the generator. There will be an electrician connecting stallholders leads to the generator on festival day, if your lead/s are not tagged, they will be checked by the electrician and an on the spot charge of \$50 will be incurred by the stallholder. Any stallholder that disputes this at the festival will not be connected to power. The electrician will ONLY give the power that you have ordered and paid for. Please note that on the festival day it may not be possible to provide you with extra power. If for some reason it is possible to provide you with extra power on the day it will be charged out at \$150 per 10amps (\$20 more than if you ordered with this application).

9. CANCELLATIONS AND REFUND POLICY

The festival will go ahead regardless of weather conditions. No refunds will be given after 16 February,2010. All refunds prior to this date, regardless of circumstances, will incur a \$80 administration fee.