|  |  |
| --- | --- |
| **APPLICANT’S NAME:** | |
| **BUSINESS/GROUP:** | |
| **PHONE:** | **MOBILE:** |
| **EMAIL:** | |
| **BANK ACCOUNT NAME:** | |
| **BANK BSB: ACCOUNT NO.:** | |

**STALL DETAILS & PRICING**

Each stall site is 4 metres deep. The stall frontage is limited to a maximum of 6 metres. Ordinary site without power = $20.00 per metre frontageand a site with power provided = $20/m + $20.00 per site

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| **WHAT WILL YOU BE SELLING?** |
| **WHAT IS YOUR REQUIRED FRONTAGE?** metres (max 6m) |
| **DO YOU REQUIRE POWER?** YES NO (tick appropriate box) (If Yes refer to “Powered Sites” on next page) |
| **IF YES, DO YOU REQUIRE:** ONE 10 amp **OR** ONE 15 amp (tick appropriate box) |
| Please note: T*he number of power outlets is limited, no stall holder can be assigned more than* ***one 10 amp*** *outlet except for coffee stalls which will be assigned* ***one 15 amp*** *outlet. All cords and electrical equipment used at the Fair will need to have been tested and tagged by an authorised electrician and carry a current date. All equipment will be checked and any without the appropriate tagged will be banned from use.* |

**INSURANCE**

Insurance is the stall holder’s responsibility. A copy of a valid certificate of insurance currency **must** accompany your application. **Disclaimer**: It is the stallholder’s responsibility to hold all necessary documents relevant to their line of business.

**BOOKING CHECKLIST**

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| --- | --- |
| Please complete the following: | |
| ☐ | I have read “Information for Stall Holders” and accept the conditions. |
| ☐ | I have completed a direct credit payment to Orara Valley Fair BSB:533000 Account 100664519 for $\_\_\_\_\_\_ |
| ☐ | I have enclosed a valid Certificate of Insurance which expires on or after 9th June 2020 ***OR*** my insurance expires prior to 8th June 2020 and I will forward a valid Certificate of Insurance upon renewal which expires on or after 9th June 2020. |
| ☐ | I have read “Information for Stall Holders” and accept the conditions . |
| ☐ | I will comply with all requirements of the OVF Committee. |
| ☐ | I will not hold the OVF Committee liable for any decision. |

**AUTHORITY**

**SIGNED: DATE:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EOI DEADLINE**

In order for your EOI to be considered, we require that this form is complete and accurate, with all required attachments emailed to [oraravalleyfair@gmail.com](mailto:oraravalleyfair@gmail.com). In addition, ensure your EOI is received **no later than 1 May 2020.** **Incomplete applications will not be considered.** Insurance certificates (Certificates of Currency) must show that they will be valid for 8 June 2020.

**PAYMENT**

The payment which must accompany the EOI must be made by direct credit to:

Account Name: Orara Valley Fair Inc. BSB: 533000 ACC #: 100664519

Please include in the reference area: the applicant’s BSB, Account Number and Applicant Name e.g.

123000 987654321 Billy’s Cart (This is essential for the refund of the Applicant’s payment if the application is

unsuccessful or if the Fair is cancelled.

**EOI ASSESSMENT PROCESS**

The OVF Committee will review all EOI Forms at a specific ‘Stall Holder’ meeting soon after the 3 May 2019. At this meeting the committee will review each application on an individual basis in reference to the OVF Stall Holder Policy. Successful and unsuccessful EOI’s will be advised by email.

**POWERED SITES**

In order to minimise the risks of overloading circuits and power outages for stall holders we require you to list below for **each appliance or piece of equipment** you will be bringing to the Fair, a description of the item and its rated power in watts (W) or current draw amps (A). A specification plate attached to the item should provide this information. In addition, if an item has a 15-amp plug and therefore requires a 15-amp power socket please indicate this as well. With this information we will endeavour to provide facilities to minimise the risk of power outages. If you plan to bring your own generator please advise this information as well.

Please provide below, details of your appliances and their watts and amps.

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| **APPLIANCE** | **WATTS** | **AMPS** |
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**VEHICLES**

If you operate from your vehicle, you will be restricted to one vehicle per site and that vehicle must fit within the site you have booked. If you do not operate from your vehicle but need to bring it onto the ground to unload, you must remove it to the exhibitor parking area by no later than 8:30am.

**WASTE MANAGEMENT**

All stall holders are responsible for their own rubbish and will need to take it with them at the end of the day. Please be aware that Orara Valley Fair each year works with Oz Harvest Coffs Harbour and Julie Fergusson arrives around 3pm on the day to collect any viable leftover food from the food stallholders.

**STALL STAFFING**

Each stall holder will be granted 2 free entries for staffing on the day. Any staffing over the designated 2 members will be charged entry of $2.00/person and will be collected on the day.

**CONTACT DETAILS**

## Email: oraravalleyfair@gmail.com