



HARVEY ITALIAN SAUSAGE SAGRA



STALL HOLDER APPLICATION FORM

EVENT DATE: 10 NOVEMBER 2018

TIME: 10:00AM TO 3:00PM

VENUE: HARVEY RECREATION AND CULTURAL CENTRE
Tom Latch Drive – HARVEY WA – 6220

CONTACTS: *Janine Quicke – 0438 291 963*
Harvey Recreation and Cultural Centre – (08) 97 293 311
harveycommunityradio@gmail.com

Harvey Community Radio and our Musica Viva program have partnered with Harvey Recreation and Cultural Centre in association with Harvey Italian Club to host a festival designed to celebrate Harvey's historical Italian influence, showcasing Italian culture and tradition and the Harvey region.

The following authentic Italian stalls are welcome to apply:

(Preference will be given to produce for the Shire of Harvey)

- Italian Made or Designed Products.
- Food products that have been precooked and sold as packaged items where vendors can present Public Liability licence and a Food Business licence (https://ww2.health.wa.gov.au/Articles/N_R/Registration-of-a-food-business) .
- Freshly cooked Italian food (*eg; pizza, pasta*) where vendors can present Public Liability licence and a Food Business licence (https://ww2.health.wa.gov.au/Articles/N_R/Registration-of-a-food-business); **or**
- Food products where the vendor has completed (*and been approved*) the Shire of Harvey Food Act 2008 form available: <http://www.harvey.wa.gov.au/wp-content/uploads/sites/161/2015/08/Food-Act-2008-Notification-Registration-Form-Business.pdf>

***Please contact the Shire of Harvey office for relevant information regarding food licences:
(08) 9729 0300***

The following general stalls are welcome to apply (*but not excluded to*):

(Preference will be given to produce for the Shire of Harvey)

- Fresh garden produce from the Shire of Harvey region
- Seasonal Italian garden produce not available locally at the time of the Sagra.
- Plants and/or plant arrangements grown and arranged in the local area.
- Arts and crafts.
- Amusement Operators (*eg: bouncy castle*).

NOTE: Stall holders are encouraged to decorate and incorporate the use of Italian colours (green, white, and red) and also display an Italian flag or banner.

1. FOOD AND PRODUCT STALL DESCRIPTION

Please provide a brief description of **ALL** products you wish to sell:

(Must be able to prove stall will have an overall Italian theme, plants excluded)

Item Description	Italian Y/N	Item Description	Italian Y/N

If you require more space for item descriptions, include a separate document.

2. STALL SITE

STALL SITE REQUIRED:

- 3m by 3m x 1 (**please tick**) @ \$30.00
- 3m by 3m x 2 (**please tick**) @ \$60.00
- Access to power @ \$10.00 (**vendors to provide all extension cords and/or power supply and covers for cords**)

NOTE: On site power supply is limited.

NOTE: Stall holders to provide own Marquee and Trestle Tables

NOTE: One application per stall

3. BUSINESS DETAILS

Business Name: _____

Contact Name: _____

Address: _____

_____ Postcode _____

Phone: _____ Mobile: _____

Email: _____

4. PAYMENT – *required no later than Friday 26 October 2018*

Once application is approved, full payment is preferred by phone transfer: (08) 97 293 311.

For alternative payment methods, contact the Harvey Recreation and Cultural Centre on (08) 97 293 311.

5. PUBLIC LIABILITY INSURANCE

Public liability insurance to the value of \$10 million is **MANDATORY** covering the stall and products.

You must attach a copy of your **CURRENT** Public Liability Certificate with this application.

6. DECLARATION

By signing this application form, I/we declare I/we have read all pages and agree to:

- Stall holder conditions as per attached document; and
- Attach a copy of Public Liability Certificate of Currency; and
- Submit full payment for site and electricity fees no later than Friday 26 October 2018.

SIGNATURE:

DATE:

PRINT NAME: _____

SIGNATURE:

DATE:

PRINT NAME: _____

HARVEY ITALIAN SAUSAGE SAGRA – STALL HOLDER CONDITIONS

1. **STALL HOLDER APPLICATION:** The Harvey Italian Sausage Sagra owners reserve the right to reject and Stall application it deems inappropriate for the Italian Sausage Sagra.
2. **APPLICATION REJECTION:** If a stall application is rejected, event hosts will advise in writing and stall site & any ancillary fees will be refunded within 7 days.
3. **SITE REFUNDS:** Once a stall is approved, Stall Site & Ancillary Fees are not refundable for any reason.
4. **SET-UP TIME:** All Stallholders, Amusement Operators & Entertainers are to be set-up prior to 9.00AM on the event day.
5. **DISMANTLE TIME:** No Stallholder or Amusement Operator is to dismantle their site prior to 3.00PM on the event day as this poses a Safety threat to visitors and other stall operators.
6. **VEHICLES:** Stallholders must not bring their private vehicles into the venue site at any time. **UNLESS APPROVED BY EVENT ORGANISING COMMITTEE.**
7. **PARKING:** No parking available on venue site or near your stall site at any time (other than set-up/dismantle time if approved)
8. **STALL SITE SIZE:** All Sites available measure 3m X 3m or 6m x 3m – if an applicant requires a stall site larger than described in the Site Application, then they must advise organisers, pay for a larger site as advised and receive approval from organiser.
9. **STALL SITE:** Site position will be determined by the festival organisers (*no requests for specific positions*). Stallholders must conduct their business within confines of their allocated site and not move unless given written permission from Event Manager
10. **ELECTRICITY:** Only Site Applications that have requested and paid for electricity will be supplied power on the days of the event (*limited power available*). All Extension cords must be 10ms min length, tagged as safe by an accredited electrician and provided by the Site Applicant.
11. **WATER:** No running water will be supplied to Stallholders – you must bring your own water in suitable containers.
12. **GROUND COVERS:** All Food Stalls must provide tarpaulins, drip trays or oil mats to provide protection to the ground of venue.
13. **STALLS:** It is the stallholder's responsibility to ensure merchandise is protected from weather.
14. **PRODUCTS:** Any Stallholder selling products that are not on their Application or without previous approval by organisers, may be asked to cease trading and evicted from the event.
15. **GARBAGE:** Any food, liquid waste or rubbish of any description must be removed from the site by the Stallholder.
16. **FOOD ACT 2008:** All Food Stalls must comply with the provisions and regulations of the Food Act 2008 AND Shire of Harvey Regulations.

17. **OCCUPATIONAL HEALTH & SAFETY ACT 2000:** All Stallholders should comply with the regulations of the Occupational Health & Safety Act 2000, to ensure the health and safety of all visitors, suppliers and stallholders to the event.
18. **DANGEROUS GOODS:** Dangerous or harmful goods are banned from sale at the Festival. Any Stallholder not complying with this condition will be removed from the festival.
19. **WET WEATHER:** The Harvey Italian Sausage Sagra will proceed regardless of wet or inclement weather – no refunds will be given for inclement weather.
20. **PUBLIC LIABILITY INSURANCE:** All Stallholders must have Public Liability Insurance covering their activities at the event. Insurance must not be split between personal and public liability insurance, and must pertain to the venue site (*ie: anywhere in Australia*) and not your usual place of business.
21. **LIABILITY:** Stallholders are liable for any damage to any property owned by Harvey Recreation and Cultural Centre, its partners, staff and associates, plus participants and visitors to the event.
22. **AGREEMENT:** Stallholders agree to comply with any reasonable requests by Harvey Recreation and Cultural Centre, organisers, or venue owners, staff, or representatives or other person authorised by the event owner/organisers.

YOUR APPLICATION MUST BE RECEIVED by 6:pm Friday 26 October 2018

COMPLETE, SCAN/EMAIL DOCUMENTS - Email: harveycommunityradio@gmail.com

1. **SEND APPLICATION FORM – Completed & Signed by 26 October 2018**
2. **SEND PUBLIC LIABILITY INSURANCE CERTIFICATE OF CURRENCY – A Copy by 26 October 2018**
3. **ONCE ORGANISERS APPROVE YOUR SITE – MAKE DIRECT DEPOSIT PAYMENT by 26 October 2018**

EVENT ORGANISERS WILL:

1. **CONFIRM APPLICATION APPROVAL BY 29 - 31 October 2018**
2. **ONCE ALL DOCUMENTS AND PAYMENT HAVE BEEN RECEIVED, PROVIDE A STALL NUMBER AND LOCATION MAP (to your email address)**

APPROVED APPLICANTS MAY THEN:

- ✓ **Email your business logo for us to up-load logo onto the Harvey Italian Sausage Sagra Facebook Page: <https://www.facebook.com/HCR96.5fm/?ref=settings>**
- ✓ **Send a "message" to the Harvey Italian Sausage Festival Facebook Page: (include a photograph + caption)**