

MACLEOD VILLAGE CHRISTMAS FAIR – ABERDEEN ROAD, MACLEOD
FRIDAY 4th DECEMBER 2015
4.00 – 7.30pm

STALL HOLDER APPLICATION FORM

Please read attached stall holder information before filling in your application
Please mail completed form with payment of \$45 (plus public liability fee if required) to

Macleod Village Traders Association
Att: Heidi Crundwell
PO Box 881, Macleod VIC 3085

Cheques are payable to Macleod Village Traders Association OR
EFT payment to
Macleod Village Traders
BSB: 633 000 A/C: 134879584
(please send a copy of the EFT transfer receipt to macleodvillageshopping@hotmail.com)

Please attach a copy of your Public Liability insurance - certificate of currency.

One can be arranged through the Macleod Village Traders Association if required – minimum one month's notice required. Not all stallholders are eligible under our cover, for example baby clothes, so in this instance separate Public Liability is required.

Organisation _____

Contact Name _____

Address _____

Postcode _____

Telephone Contact _____ Mobile _____

Email _____

ABN _____

Please tick appropriate boxes

Site fee enclosed	<input type="checkbox"/> Stall	\$45.00
	<input type="checkbox"/> Public Liability	\$15.00
	<input type="checkbox"/> Not for Profit	free of charge

Type of stall/display ☐ Food ☐ Craft ☐ Display ☐ Other

(Please list items you intend sell / promote)

Other relevant information (that may be included in festival program of events)

Please Note:

**NO POWERED SITES AVAILABLE. NO GENERATORS UNLESS
APPROVED BY THE FAIR ORGANISING COMMITTEE.
NO ELECTRICITY WILL BE PROVIDED ON THE DAY.**

MACLEOD VILLAGE CHRISTMAS FAIR – ABERDEEN ROAD, MACLEOD
FRIDAY 4th DECEMBER 2015
4.00 – 7.30pm

STALL HOLDER INFORMATION

Stall applications received after the closing date of 23rd October, 2015 cannot be guaranteed.

- The number of stalls at the festival will be limited to ensure a variety of vendors offering a wide range of goods and services.
- Macleod Village Traders Association will accept two stall holders for similar products or items.
- Selection of stalls and allocation of sites will be at the discretion of the Macleod Traders Association.
- Each application will be considered on its merits, non-prejudicial selection process is guaranteed.
- The decision of the Macleod Traders Association will be final and no correspondence will be entered into.

Full refunds will be made to unsuccessful applicants. Notification of non-attendance is required one day prior to the Fair. No refunds will be given for non-attendance.

Stall Holder Conditions of Participation

- Stalls must be fully erected and all cars off the site by 3.30 pm.
- Stalls must not pack up before 7.30pm
- Stalls are only to be erected in allocated positions with displays kept within the allocated space.
- Stall holders must attend on-site for duration of the event
- Group/company/trading name should be clearly displayed on the actual stall
- The Macleod Village Traders Association reserves the right to request immediate cessation of all activities by groups and / or any activities that can be reasonably perceived as offensive, discriminatory, damaging to the environment, defamatory or do not comply with those listed and approved as per the prescribed application.

Insurance

- **All** stall holders **must have** Public liability Insurance with a minimum coverage of no less than \$10 million.
- A photocopy of the Certificate of Currency must be provided with the returned application.
- Insurance through the Macleod Village Association is possible, however certain items are excluded by our Insurance company such as children's wear.

Food Vendors

- All food stalls must obtain a Temporary Food Permit from Banyule City Council.
- All food stall holders **MUST** read and be familiar with The Health Services Standards for Temporary Food Premises. It is your responsibility to undertake this. Banyule City Council will undertake audits.
- It is preferred that food packaging must be able to be recycled.

Clean sites: all sites and surrounds must be kept clean during the day and left fully clean at the end of the day.

For more information please contact
Heidi Crundwell – 0417 580 009
E: macleodvillageshopping@hotmail.com
The Macleod Village Christmas Fair is co-ordinated by The Macleod Village Traders Association

Please Note:

**NO POWERED SITES AVAILABLE. NO GENERATORS UNLESS
APPROVED BY THE FAIR ORGANISING COMMITTEE.
NO ELECTRICITY WILL BE PROVIDED ON THE DAY.**