



# Neerim Bower Arts Festival

11:00am to 4:00pm 23<sup>rd</sup> October 2016

## Stallholder Application Form.

Business/Company name: \_\_\_\_\_

ABN: \_\_\_\_\_

Owner/s name: \_\_\_\_\_

Brief product description: \_\_\_\_\_

Contact name: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Postal address: \_\_\_\_\_

Suburb/town: \_\_\_\_\_

State: \_\_\_\_\_

Postcode: \_\_\_\_\_

Address of production premises (kitchen/farm/factory etc.): \_\_\_\_\_

Size of stall required  
(width x depth): \_\_\_\_\_

3 metre x 3 metre

6 metre x 3 metre

9 metre x 3 metre

Stallholder staff name/s: \_\_\_\_\_

## Public Liability Insurance

Do you have public liability insurance? Yes  No

Commercial operators **must** provide \$20,000,000.00 cover.

Not for profit groups may purchase Neerim District Progress Association Inc. (NDPA) public liability insurance for \$20.00 for the day by becoming an Associate Member.

Sign me/us up as an NDPA member so I/we can obtain Public Liability Insurance for the day from the NDPA.

## Application Checklist

I have read and fully understood the terms and conditions provided overleaf;

I have enclosed a certificate of currency for **Public Liability Insurance**; Or

Invoice me/us for \$20.00 for Neerim District Progress Association Inc. Associate Membership for 2016.

If you are selling food:

Attach a copy of your Food Permit;

I have lodged a statement of trade with Baw Baw Shire Council via Streetrader.

If you are selling alcohol:

Attach a copy of your Liquor Licence from Liquor Licensing Victoria;

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **Terms & Conditions:**

Participation in the Neerim Bower Arts Festival is subject to your acceptance by the Neerim District Progress Association Inc. (NDPA) and your acceptance of the following terms and conditions:

- 1 **FOOD:**  
If you are selling food you must comply with the relevant State Government and Council requirements, attach a copy of your Registration and lodge a statement of trade with Baw Baw Shire Council via [Streetrader.at](http://Streetrader.at) at least 15 days before the event, food vendors must be familiar with the BBSC *Street Stalls, Festivals and Fetes* requirements;
- 2 **LIQUOR:**  
Stall holders proposing to supply liquor must supply a current a copy of their liquor licence from Liquor Licensing Victoria;
- 3 **PRODUCTS:**  
The NDPA reserves the right to request the termination of activities deemed to be unsafe, the withdrawal of unsafe or nuisance products and request that stands deemed unsafe to the public be taken down;
- 4 **LPG CYLINDERS:**  
The festival organisers reserve the right to remove any stallholder who does not comply with the checklist for the use of LPG at public events, as listed on the Energy Safe Victoria website - [www.esv.vic.gov.au](http://www.esv.vic.gov.au). Food vendors must provide an appropriate fire extinguisher;
- 5 **POWER:**  
It is your responsibility to ensure that your leads and equipment are safe and comply with relevant regulations. Leads must be rated at 10 amps and be accompanied by a current compliance tag issued by an accredited tester. Equipment not meeting safety requirements will be disconnected at the sole discretion of our representative.  
The organisers do not accept responsibility for the consequences of any power failures or disconnection.  
Power is not available to stall holders **except by special request**.
- 6 **WASTE:**  
This is a Waste Wise event, please minimise waste and use recycled and/or recyclable packaging and materials;
  - Stallholders are required to take away all waste and packaging;
  - Waste must be stored in a manner that deters flies and wasps (e.g. sealed plastic bags);
  - Sites and surrounds must be kept clean during the day and left fully clean at the end of the day;
- 7 **ARRIVAL TIME:**  
Stallholders must arrive between 8:30am and 10:00am, vehicles that do not form part of a stall are to be removed from the Festival area by 10:30 am, parking is available;
- 8 **PUBLIC LIABILITY:**  
All commercial enterprises must provide a certificate of currency for public liability to the amount of \$10,000,000. This **must** be included with your application;  
Not for Profit groups must provide a certificate of currency for public liability to the amount of \$10,000,000 or access public liability insurance for the day by becoming an associate member of the Neerim District Progress Association Inc;
- 9 **SITE ALLOCATION:**  
Site allocation is at the sole discretion of the organisers. Sites are pre-allocated and may not be changed on the day;
- 10 **APPLICATION DATE:**  
Please lodge application forms before the 31st August 2016;
- 11 **DISCLAIMER:**  
The Neerim District Progress Association Inc. and its representatives will not be held responsible for any loss or damage to person or property howsoever caused including the negligence of the Neerim District Progress Association Inc. or its representatives or agents and including loss or damage arising out of weather conditions or the cancellation of the event. Fees are not refundable.

## **Completed Applications:**

Please email your completed applications to [festival@neerimbower.com.au](mailto:festival@neerimbower.com.au) or post to:  
Neerim Bower Arts Festival;  
PO Box 300,  
Neerim South VIC 3831.

## **Contacts:**

Coordinator Michael Golding (at the Neerim South Post Office): 03 5628 1444  
Mark Long 0411 199 199  
www: [neerimbower.com.au](http://neerimbower.com.au)

