



Faces

of Australia

2012 Stallholders Information Kit

Saturday, 7 April 2012

www.lafesta.org.au

Table Of Contents



Festival Information	1
Application Process	2
Information For All Stallholders	2
Schedule Of Fees	3
Payment	3
Cancellations And Refunds	3
Bump-In / Bump-Out	4
Vehicles	4
Trading Times	5
Electricity	5
Occupational Health & Safety	5
Insurance	5
Workers Compensation Insurance	6
Liability	6
Stall Sites	6
Housekeeping	6
Stall Presentation	7
Ticketing	7
Security	7
Positioning Of Stalls	8
Weather Conditions	8
Additional Requirements	8
Wine Stalls	8
Food Stalls	8
Terms & Conditions	10
What Do I Do Now?	11
Map	12
Booking Application	13
Declaration Form	14



Festival Information

Date: Saturday, 7th April 2012

Time: 10:30am – 7pm

Venue: City Park, Griffith NSW

Enquiries: Please direct your enquiries and applications to:

Food

Gloria Salvestro

Ph: 0402 006 016

Email: gloriasalvestro@hotmail.com

Wine, Craft and General Enquiries

Belinda King

Ph: 0402 199 347

Email: belinda@kingevents.com.au

Post:

La Festa Committee

PO Box 2032

Griffith NSW 2680

Fax:

(02) 6962 7319

Application Process

1. Thoroughly read the following Information Pack
2. Complete the Stall Application and Agreement Form
3. The closing date for applications is 5pm, Friday 16th March 2012, however we encourage you to send in your application early to avoid disappointment.
4. Once your application has been received, you will receive confirmation via post or email. You will be notified in writing if your application is successful or unsuccessful.
5. Full payment must occur with your application. Please note your application will not be accepted unless payment has been made. If your application is unsuccessful your payment will be returned to you in full. Payment methods are:
 - Cash – in person at Griffith Visitor Information Centre
 - Cheque or Money Order (made out to La Festa Inc.)
 - Direct Deposit (details can be supplied on request)

Important Information For All Stallholders

1. Applications must be received by 5pm, Friday 16th March 2012. Order of receipt of applications will not determine acceptance, however the organisers encourage you to send your application in early to avoid disappointment. Generally, applications will be accepted according to the products to be offered, in order to achieve variation amongst the stalls.
2. Applicants must list an accurate description of all products, including all food and beverages, to be sold on their stall. They will be required to sell only those items that have been accepted in their application. The La Festa committee reserves the right to request vendors who have not accurately described their products to remove those unlisted products from sale or close their stall.
3. Coffee outlets will be limited to three only. Selection decisions are final and no correspondence will be entered into.
4. General selection criteria includes:
 - Compliance with relevant statutory regulations
 - Current broad form insurance – public liability and product liability where relevant
 - Quality of stock
 - Stalls that are aesthetically appealing – bright, colourful and festive, with clean presentation and interesting appearance
 - Level of professionalism and experience
 - New and innovative ideas and unique products.

The La Festa Committee is striving to produce an event that is successful and profitable for all participants and we wish you luck with your application.

Schedule Of Fees

Please note that all fees include GST.

Stall Type	Price
Powered Site (3m x 3m)	
Includes power (15amps), marquee and trestle table	\$220.00
Site Only (3m x 3m)	
Nothing included - site only	\$110.00
Additional Ticket Prices	
Adult Day Pass	\$10.00
Miscellaneous	
Trestle Table Hire	\$22.00
Lightweight shade gazebo	\$55.00
Power (per 15amps)	\$50.00

Payment

Full payment of fees must occur **WITH** your stallholder application. Payment of fees can be made by direct deposit, cheque, money order or cash (in person only at Griffith Visitor Information Centre). Entry to La Festa will not be permitted unless all applicable fees have been paid in full.

The La Festa Committee will confirm receipt of all applications in writing or by email.

Cancellations And Refunds

Any cancellations received after 19th March 2012 will not be refunded. For the avoidance of doubt, no refunds will be made in the event that La Festa is cancelled due to inclement weather. There is no alternative date for La Festa.

Bump-In / Bump-Out

Activity	Date	Start Time	Finish Time
Set-up/bump in	Friday 6 April	Midday	6pm
	Saturday 7 April	7am	9am
Cars off the site	Saturday 7 April	9am	-
Pack up/bump out	Saturday 7 April	7pm	9pm
	Sunday 8 April	7am	Midday

On arrival, ALL stallholders MUST report to the registration stand. Here, you will be given your stall location and festival passes that must be worn at all times when you are on festival grounds.

Bump-in (including all deliveries of food and cool rooms) is from:

Friday 6th April Midday- 6pm
Saturday 7th April 7am – 9am

Once in the festival grounds, vehicles must unload and vacate as soon as possible and obey all instructions given by Festival organisers. You may be removed from the grounds if you fail to do so.

Bump-out is from:

Saturday 7th April 7pm - 9pm
Sunday 8th April 7am - Midday

Vehicles

No vehicle access onto the grounds will be permitted after 9am on Saturday 7th April. All vehicles must be off the festival grounds by 9am and all stallholders must be ready for operation no later than 10am SHARP. If you arrive late, the festival grounds for unloading will be CLOSED and your vehicle will not be permitted to enter.

For festival patron safety, under no circumstances are vehicles allowed to be driven in the festival grounds during the following times:

Saturday 7th April 2012 9am – 7pm

Vehicle access is along Coolah Street (off Willandra Avenue) only. Exit is via Murrumbidgee Avenue. Please note the speed limit is 40km.

Trading Times

Stallholders are expected to operate throughout the entire Festival. The hours of operation are:

Saturday 7th April

10am – 7pm

Electricity

Electricity is available for stalls that require it. It is very important that you provide accurate information as to what type and how much electricity you require. Power supply is generally restricted to one or two 15amp outlets.

Stallholders are asked to supply all required leads and adaptors to connect to the power supply. Leads must be tested and tagged prior to use or a \$15 charge per lead will occur. Leads are not to be run along the ground. It is recommended that vendors bring leads of up to 30m in length. It is also recommended that only 15amp powerboards be brought.

For Occupational Health & Safety reasons, leads are not to be left rolled up as they generate heat and pose the risk of an electrical fire hazard. La Festa accepts no responsibility for vendors overdrawing on their power supply and tripping out their appliances.

Occupational Health & Safety

Every stall will undertake a safety risk assessment prior to trading on either the Friday evening or Saturday morning by a Council Representative or the La Festa Safety Officer. Stallholders are expected to ensure that your stall meets the required OH&S standards or you may not be permitted to trade.

Leads, power boards and electrical connectors on the ground are expressly prohibited.

Insurance

Public liability insurance cover is compulsory for all stallholders. A copy of your Public Liability Policy must be forwarded to La Festa with your stall application.

Please note that the 'Certificate of Currency' MUST state the business name, expiry date and the coverage either 'Anywhere in Australia', 'Anywhere in New South Wales' or specifically 'Griffith'.

Workers Compensation Insurance

If you are employing people to work on your stall, you must have workers compensation insurance for your staff. A copy of your workers compensation policy must be forwarded to La Festa with your stall application and payment.

Liability

The La Festa Committee accepts no responsibility to the stallholders produce, equipment, materials or machinery for damage arising from:

- Theft & breakages
- Flooding, water, storm
- Electrical failure
- Malicious activities

Stall Sites

When deciding what stall site size you require, please take into account your entire stall including ropes and awnings. If you arrive at La Festa and your stall is bigger than your allocated space – you won't fit! This causes both stallholders and organisers major headaches!

If you require more than the allocated space for one stall site, you will need to pay the stall fees for the additional space that you occupy.

Housekeeping

Stallholders are responsible for keeping their stall sites and the immediate surrounds (front, rear & sides) tidy and clear of rubbish. Stallholders are required to leave their allocated site in the same condition in which they found it. Breaches of this condition will result in penalty fees for rubbish clearing and denial of future stallholder applications. The distribution of handouts and brochures is allowed from within the stallholder's sites only.

Stall Presentation

It is of the utmost importance that every effort is made to create a colourful and festive atmosphere throughout the La Festa event. Stallholders are encouraged to present their stalls in an appealing and imaginative manner to attract festival patrons.

The La Festa committee aim to improve the overall quality of the event each year. Visual appearance is important. Camping tents are not suitable for use as a stall.

It is a condition of La Festa that Stallholders behave in a manner that enhances and is in keeping with the principles of the La Festa event.

The stall must clearly display the stallholder's name/company details.

Addressing visitors to La Festa by way of loudspeakers, amplifiers and disruptive music is not permitted.

Stallholder's sponsorship advertising, if any, must be approved by the La Festa Committee prior to the event. Please provide details of such sponsorship in your application form.

Ticketing

Stallholders are entitled to two complimentary tickets per stall for the festival. The tickets will be in the form of passes and these must be worn around your neck at all times for the duration of the Festival. Your passes will be given to you on arrival at the Festival. Please report to the Registration Tent to collect these and other information.

If you require additional entry passes to La Festa, you must complete the relevant section on the application form. Payment for these additional tickets must accompany your stallholder fees payment. You will be able to collect these tickets at the Registration Tent at the Festival.

Security

The La Festa Committee provides hired security on site from Friday evening through to Sunday morning.

A "Neighbourhood Watch" attitude amongst stallholders is encouraged. Stallholders are responsible for their own produce, stock and equipment on site.

Positioning Of Stalls

Stalls will be allocated a position at the discretion of the relevant Coordinator. Please be aware that stallholder's requests for preferred positioning may not be granted. You will be notified of your stall position when you arrive at the La Festa Registration Tent.

Weather Conditions

La Festa is held on Easter Saturday of each year. Autumn in Griffith is a beautiful time of year, however the weather can be unpredictable. Stallholders are encouraged to have adequate sun protection by way of a covered stall or market umbrella.

Some years we experience rainy days and stallholders who are unprepared have a hard time. It is important to ensure that you have a wet weather contingency plan for your stall and your stock. La Festa has never been cancelled due to wet weather in its 10 year history. There is no alternative date for La Festa.

Additional Requirements

Wine Stalls

Wine stallholders are required to submit copies of the Certificates for the Responsible Service of Alcohol for those persons operating the stall during La Festa. These are required at the time of application.

Food Stalls

Griffith City Council will inspect all food stalls on the Saturday morning of La Festa. All food stallholders should approach Council for the requirements or refer to the NSW Food Authority food handler guidelines for temporary events (see below link) [http://www.foodauthority.nsw.gov.au/_Documents/industry_pdf/food+handling+guide+-+temp+event.pdf#search="](http://www.foodauthority.nsw.gov.au/_Documents/industry_pdf/food+handling+guide+-+temp+event.pdf#search=)temporary food stall requirements

Council health inspectors will be present to inspect your food stall to ensure that appropriate hygiene practices are in operation. Inspectors reserve the right to close your stall / mobile food van down if you do not comply with Council regulations, including the selling of food previously asked NOT to sell.

*****Important Information*****

As of October 1st 2011, the NSW Food Authority will implement new food laws that require certain food businesses in the NSW hospitality and retail food service sector to have at least one trained Food Safety Supervisor (FSS).

The food safety supervisor requirement applies to businesses serving food that is:

- Ready to eat
- Potentially hazardous, and
- Not sold and served in its package

Please note that this does not apply to not-for-profit organisations. Further information can be found online at <http://www.foodauthority.nsw.gov.au/industry/fss-food-safety-supervisors/>. The Food Safety Supervisor certificate must be shown to Council's health inspectors before the Festival or you will not be able to trade.

For more information regarding food stalls and regulations please contact:

Gloria Salvestro - La Festa Committee

Ph: 0402 006 016

Terms & Conditions

To accept the following Terms & Conditions of being part of La Festa 2012, please sign your name in the space provided on the Application Form.

1. Applications that are incomplete or unsigned will not be accepted.
2. I understand that the submission of an application does not guarantee me a stall site at the Festival and that my application must first be approved by La Festa organisers.
3. There is NO ALTERNATIVE DATE if La Festa is cancelled due to inclement weather.
4. There will be NO REFUNDS if the event is cancelled due to inclement weather.
5. If the weather is looking uncertain, a decision to cancel will be made by the Festival organisers on each morning of the event. Contact Belinda King on 0402 199 347 for verification.
6. Entry to City Park will be refused if fees have not been paid in full before the Festival.
7. Event organisers reserve the right to refuse any application without explanation. Late applications may also be refused.
8. La Festa will not be held responsible for loss or lack of income generated over the Festival, or if any pre-held expectations has not been met.
9. Late requests made on the Festival e.g. power supply, specific stall location etc, may be refused.
10. The stallholder is liable for damage to City Park caused by them or their sub-contractors and vehicles.
11. Stallholders must only sell those items as specified in their application, and cannot sell any of the items previously stated not to be sold by Festival organisers.
12. Council regulations must be adhered to and Council inspectors may close a stall if Council regulations are not complied with.

What Do I Do Now?

Before sending your application, please check that you have completed the following items. Incomplete applications will not be processed.

1. Complete and sign the application form – signing the application form indicates that you agree to be bound by the terms and conditions contained in the Stallholders Information Kit.
2. Order your additional entry tickets if you need them.
3. Attach a copy of your relevant insurance policies and/or additional documentation.
4. Forward the application form to La Festa.

The closing date for stall applications is Friday, 16th March 2012.

If your application for a stall at La Festa is successful, you will receive:

- A written acceptance letter
- A tax invoice for your stall payment and additional tickets (if requested)

If your application for a stall is unsuccessful, you will receive a written letter of decline.

NEW SOUTH WALES



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ZONE LEGEND

Freeway/Highway		
Main Road		
Railway		
Metropolitan area		
National Park		
Nature Reserve		
Lake		
Airport commercial		

SCALE

0km 20 40 60 80



Booking Application



Saturday, 7th April 2012

Company/Agency _____

Contact Person _____

Mailing Address _____

Town _____ State _____ Postcode _____

Phone _____ Mobile _____

Fax _____ ABN _____

Email _____

Please complete your requirements - please note all fees include GST.

Stall Type	Price (ea)	Quantity Required	Total
Full Site (includes gazebo, table & power)	\$220.00		
Site Only	\$110.00		
Miscellaneous			
Lightweight Gazebo Hire	\$55.00		
Table	\$22.00		
Power (per 15amps)	\$50.00		
Additional Tickets			
Adult Day Pass	\$10.00		
TOTAL			

Applicants must list an accurate description of ALL PRODUCTS to be sold on their stall. They will be required to sell only those items that have been accepted in their application to avoid duplication on the weekend. Please list all products and services or demonstrations:

Declaration Form



I have enclosed copies of the following documentation (please tick all relevant):

Public Liability Insurance Policy

Responsible Service of Alcohol Certificates
(Wine stalls only)

Workers Compensation Policy
(Stalls employing staff only)

Food Safety Supervisor Certificate
(Food stalls only)

Applications must be received by Friday, 16th March 2012.

Order of receipt of applications will not determine acceptance. Applications will be accepted according to the products to be offered, in order to achieve variation amongst the stalls.

I have read and understood the terms and conditions as detailed in the Stallholders Information Kit. By signing this agreement, I agree to be bound by the terms and conditions of the 2012 La Festa Stallholders Guidelines.

Exhibitors signature _____ Date _____