

Highlands Heritage Fair
Sunday 21st February 2010
9am—5pm



STALLHOLDER APPLICATION FORM
TERMS AND CONDITIONS

1. Applications will not be considered unless accompanied by full payment.
2. Those applications not accepted will have their full payment returned.
3. Your application must be accompanied by proof of your public liability insurance (photocopy) confirming cover of \$10 million (minimum) noting NSW National Parks & Wildlife as an interested party in respect of the Highlands Heritage Fair activities.
4. Stallholders must comply with the terms and conditions listed on page 2 of this document.
5. Stalls are 3m x 3m. The organisers will be supplying a site only and it is the responsibility of the stall holder to provide a canopy and table.
6. Your site allocation will be posted to you upon acceptance with a map of the stall area.
7. You must be ready for trading at 9.00am sharp.
8. Event proceeds rain, hail or shine – no refunds under any circumstances
9. If you need a site larger than 3m x 3m please contact Rod Farrow to discuss details.
10. No power will be available on site. Stallholders are to provide their own power if required. Stallholder generators are to be low noise.

Applications Close on Monday 1st February 2010

Business Name:	
Contact Name:	
Address:	
Phone No.:	Mobile No.:
Description of goods for sale or service:	

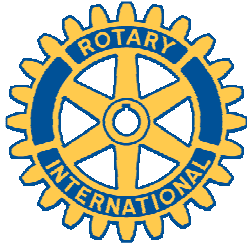
The price for a 3m x 3m site only is \$40.00

Total amount payable \$_____

Enclosed is my cheque for made out to Rotary Club of Moss Vale for \$_____ covering one day, Sunday 21st February 2010.

Post to Highlands Heritage Fair, Rotary Club of Moss Vale, P.O. Box 159, NSW 2577

Signature of applicant: _____ Date: _____



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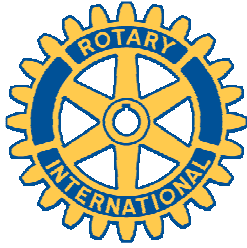


TERMS & CONDITIONS FOR STALLHOLDERS (Part 1)

STALLHOLDER SAFETY REQUIREMENTS

A representative from the Rotary Club of Moss Vale will conduct a site inspection with each stallholder to ensure compliance with the safety requirements of the event which are set out below.

1. The stall and any equipment therein must meet relevant safety standards.
2. The stall must be erected in accordance with the manufacturers' directions to guarantee safety.
3. Displays, tables and chairs must be firmly secured in the event of windy or inclement weather.
4. Please note that the ground may be hard making the insertion of tent pegs difficult. It is recommended that some form of ballast be available to secure canopies.
4. Cooking areas must be roped off from passers by.
5. Gas connections need to be checked to ensure they have an appropriate regulator and gas bottles must have a current compliance plate.
6. All power leads and electric cables must be kept away from the public area. Power leads must be weatherproof and tagged by an authorised electrician.
7. All stallholders serving food and/or drinks must do so responsibly in accordance with normal health and safety regulations and food handling requirements.
8. The Event Co-ordinator must be notified immediately in case of an emergency.
9. Any contractors must provide evidence that their equipment is adequately insured and properly maintained to Australian Standards.
10. Amusement devices must comply with minimum requirements of maintenance, operation and method of installation.
11. An INFORMATION PACK including procedures in case of emergency, contacts and site plan will be sent to you prior to the event. You must have this document with you on the day.



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TERMS & CONDITIONS FOR STALLHOLDERS (Part 2)

STALLHOLDERS' RESPONSIBILITIES / GENERAL TERMS & CONDITIONS

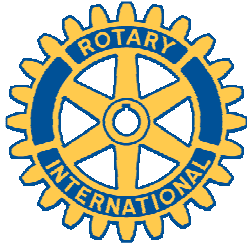
- a. Conduct a risk assessment for your stall and return it with your application (instructions and forms enclosed)
- b. Stallholders must supply and maintain a current Public Liability Insurance Policy for a minimum of ten million dollars (\$10,000,000.00), having the interest of NSW National Parks & Wildlife Service noted on the policy to cover against any accident, injury or damage resulting from (or incidental to) the stallholders' use of NSW National Parks & Wildlife Service property or participation in Highlands Heritage Fair event.
- c. Any user who has employees engaged in activities must provide a copy of their Workers Compensation Policy. Any organisation that engages the use of volunteers must provide a copy of their volunteer insurance to the Rotary Club of Moss Vale prior to the use of the facility.
- d. Arrive and set up within the designated time.
- e. Man your stall/tent and anything contained therein at all times. Stalls must not be left unattended unless secured without risk to the general public. The NSW National Parks & Wildlife Service accepts no responsibility for loss or damage to stalls.
- f. Pack up at the agreed/designated time to ensure there is no obstruction or inconvenience to the public or any other participant.
- g. Control of rubbish to ensure it does not fly around the grounds.
- h. Ensure the area is left clean and without any damage or risk to the public or any other participant.
- i. Contact the Event Co-ordinator as soon as practicable if for any reason you are not able to participate and need to cancel at last minute.
- j. Notifying the Event Coordinator if you need to leave early in order to arrange for your departure and moving of equipment and vehicle safely.

Please sign below and return to Highlands Heritage Fair, Rotary Club of Moss Vale, P.O. Box 159, NSW 2577 after reading and agreeing to comply with the Terms and Conditions as stated above in parts 1 and 2.

Signed: _____

Business Name: _____

Date: _____



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Stall Site Risk Assessment Check List

	Checklist of Conditions for stall	Tick Where Applicable		Where any answer is YES list additional risk control measures to be undertaken
		NO	YES	
1.	Where any answer is YES list additional risk control measures to be undertaken			
2.	If so, will hot water receptacle be kept out of public reach			State how this will be done
3.	Will your stall be using an electrical cable			Cables need to be kept out of pedestrian areas and adequately secured. State how this will be done.
4.	Does the electrical cable for your stall carry a current safety tag Please write expiry date:			Please write expiry date:
5.	Will the setup of your stall area create any trip hazards			

Please sign below and return to Highlands Heritage Fair, Rotary Club of Moss Vale, P.O. Box 159, NSW 2577 after completing the above table.

Signed: _____

Business Name: _____

Date: _____