



Dereel and Surrounds

# Spring Festival

Saturday 10<sup>th</sup> October: Dereel Soldiers Memorial Hall, 14 Swamp Road,

## Dereel and Surrounds Spring Festival

### A Dereel Community Hub Inc. Event

We would like to invite you to participate in the Spring Festival as a Market Stall holder.

### Market Stall Information:

1. Market stall sites are available for hire. All stall sites must be pre-booked. For bookings contact Michelle DeGroot via email [mde17978@hotmail.com](mailto:mde17978@hotmail.com) or by phone 0439 005 301 / 5346 1364.
2. A *market stall* is a commercial stall where goods are sold.
3. All stall sites will be booked via application. An application form is attached below. To secure your booking, completed forms must be forwarded by **19 September 2015. Successful applicants will be notified by email or telephone call.**
4. Standard market stall sites are \$20 each. There are a limited number of inside sites with power available. These must be requested upon booking and are \$25 per site.
5. **ALL market stall sites are required to hold current Public Liability Insurance. A certificate of currency must be included with the application.**
6. Any sites requiring vehicle support (i.e. food vendors trailers attached to a car) must also be requested upon booking. All other vehicles must be parked in the designated parking area no later than 8:30am on the day of the Spring Festival.
7. The stall holder is responsible for the provision of equipment for operation on the day (this includes shelter, tables and seating for outdoor sites). The space allocated for each stall is 3.5meter x 3.5meters. If more space is required, please book second and subsequent sites (additional site booking charges will apply). Food vending sites will be located on grass areas. All other outdoor vendors will be located on asphalt. Please ensure that you bring appropriate weights for any marquees or shelters as pegs will not be suitable. The organisers cannot supply market stall equipment.
8. **ALL FOOD sites must be registered with Stretrader and have submitted a Statement of Trade. A copy of this registration must be included with the application.**
9. Please be Waste Wise at this event. ALL rubbish and waste water must be taken off the site and disposed appropriately of by each stall vendor. No items are to be left at the Dereel Hall site, be it rubbish or otherwise.
10. Sites will be allocated in a fair and equitable manner and all attempts will be made to place vendors in an appropriate position.
11. TIMES - Stall vendors must be ready to trade by 9am on 10<sup>th</sup> October 2015. All vendors are required (to the best of their ability) to trade until 3pm on 10<sup>th</sup> October 2015.
12. If you are unable to attend on the day due to adverse reasons, please contact Michelle DeGroot prior to 7am on 10<sup>th</sup> October 2015 to advise her.

**MARKET STALL FEES ARE NOT REFUNDABLE.**



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### Market Site Registration and Agreement

Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

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

Description of market stall site (including items for sale/demonstration). Information may also be used for the purpose of promotion:

\_\_\_\_\_

How many market stall sites do you require?

☐ 1 ☐ 2 ☐ 3

Will the sites be adjoining?

Y / N

Do you have Public Liability Insurance?

NO/ Documentation attached

Do you require Public Liability Insurance  
via the Golden Plains Shire?

NO/ Receipt attached

For Food Stalls, are you registered with Streetrader and  
have submitted a Statement of Trade?

Not applicable/ Documentation attached

I, ..... agree to abide by the conditions stated in the registration information.

Signed by: \_\_\_\_\_

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

For more information, to book your market stall and to return your application forms, please contact:

Michelle DeGroot

**Phone:** 5346 1364 **Mobile:** 0439 005 301

**Email:** [mde17978@hotmail.com](mailto:mde17978@hotmail.com)

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#### OFFICE USE

Payment required:

Payment receipt date:

Site type:

Power required:

Vehicle access required:

Rego:

Site allocation code: