



2019 HENRY LAWSON FESTIVAL

STREET STALL INFORMATION & BOOKING FORM

Stalls: Saturday 8th & Sunday 9th June 2019

Information Section Please read carefully

Below is information about the stalls at the 2019 Festival. Please complete either the General Stall form or the Food Stall form, as appropriate. Stall holders **please keep page 1 & 2 for your reference and read these instructions carefully.** Festival executive reserve the right to decline a stall or products that are deemed unsuitable.

INSURANCE: All stall holders must have their own public liability insurance for **\$20 million** and send a copy with their stall holder application. **THERE ARE NO EXCEPTIONS.**
Applications submitted with anything other than \$20million will not be considered.

SITES: Applications close and must be post marked by **WEDNESDAY 1st MAY** with sites fully paid for by this date as well. No late bookings will be accepted except by special arrangement with the co-ordinator. Please include copies of all necessary documentation with your application. **Applications not accompanied by required paperwork will not be considered.**

The Festival will go ahead regardless of the weather on the day - fees are not refundable or transferable.

The coordinator reserves the right to determine your stall location. Every effort will be made to comply with requests, however sometimes this is not possible. Sites are allocated in order of payment and registration (first in first served). Similar stalls will be limited and dispersed to provide variety for the patrons.

All sites are 3m deep x 3m wide. If you need a deeper site please make sure you mention it in the comments section on the form. If your site requires a vehicle or trailer this MUST be mentioned on the form.

Tables, chairs, power leads, gazebos etc will NOT be provided by the Festival. All vehicles / trailers / trucks are to be removed from the site by 9am unless approved by the coordinator prior to submitting your application. Refer to the general safety guidelines on the next page.

Second hand goods are restricted to collectables (eg bottles, stamps, cards), books (no magazines), vinyl records (no CDs) and quality condition bric-a-brac.

TIMES:	Saturday	Sunday
	Setup: 6am to 9am	Setup: 6am to 9am
	Stalls: 9am to 4pm	Stalls: 9am to 2pm
	Packdown: 4pm to 5pm	Packdown: 2pm

- ARRIVAL:** When arriving you must check in with the coordinator at the Information Office located in the Visitor Information Centre, 88 Main Street, open from 6am. You will be provided with information on your stall location. Under no circumstances will stall locations be given out before this time. **DO NOT SET UP YOUR STALL UNTIL YOU HAVE BEEN OFFICIALLY ADVISED OF YOUR ALLOCTED POSITION THAT MORNING.** ANY STALLHOLDER NOT COMPLYING WILL BE ASKED TO LEAVE. Vehicles must leave by 9am. There is no parking in Short Street under any circumstances.
- DEPARTURE:** Vehicles will be allowed back in at 4pm Saturday and 2pm Sunday for bump out. The road must reopen at 5pm on Saturday. Please make sure your stall site is left in the same way as it was found – with no oil spills, food scraps, rubbish etc. Failure to do so will mean you will not be accepted back for future events.
- POWER:** There will be no powered sites offered at the 2019 Festival. If you wish to use a generator you must note this on your application form. Spaces where generators can be used are limited and will be allocated on a first in first served basis.
- COSTS:** Saturday: \$65 per 3 metres or part thereof (e.g 5 metres \$130)
Sunday: \$30 per 3 metres or part thereof (e.g 5 metres \$60)
(Example: a 6m wide x 3m deep stall for 2 days = 2 x \$65 (Sat) + 2 x \$30 (Sun) = \$190)
- PAYMENT:** **Direct deposit preferred.** Or send full non-refundable / non-transferable payment by cheque or money order made out to 'Grenfell Henry Lawson Festival' with application to address below.
- **Account:** Grenfell Henry Lawson Festival of Arts
 - **BSB:** 082 610 **Account no:** 509 684 644
 - **Reference:** 'STST' as prefix, then 'you-organisations-name'

GENERAL SAFETY GUIDELINES:

Leads - If you have been approved to use a generator all leads must be suitable for external use (tagged by an electrician) and leads must be taped down with a strong waterproof tape.

Signs - Must be installed so as to not be a danger to the public. You must seek permission to attach anything to shopfronts. No sticky tape to be used on shop windows, Blotak only.

Weights - Pegs, spikes and weights for marquees are to be wrapped or protected and must not present a tripping or falling danger to the public. Gazebos must be weighted adequately. Please state on our booking form if you are using a gazebo.

Food & beverage stalls - Weddin Shire Council will be conducting inspections on food stalls.

APPLICATION CHECK LIST:

- Carefully read this Street Stall Information and Booking Form and the safety guidelines and sign the agreement
- Please return only the completed application relevant to your stall (ie general or food stall).
- Enclose photos of your stall with your application if you have NOT attended before
- Include current copy of your **\$20 million public liability insurance**
- Mail or email your application along with payment/proof of payment.

Form Section

Please complete **either the General Stall form or the Food Stall form**, as appropriate. Festival executive reserve the right to decline a stall or products that are deemed unsuitable.

2019 GENERAL STALL APPLICATION FORM (PAGE 1 OF 2)

PLEASE PRINT ALL DETAILS

Business Name : _____

Contact Name : _____

Full Postal Address : _____

Phone: _____ Mobile: _____

Email address: _____

STALL DETAILS

Days attending (tick): Saturday 8th June 2019 Sunday 9th June 2019

Measurements of stall: Length: _____ metres. Depth: _____ metres

Physical stall description (If a vehicle, trailer, truck OR van is required onsite please describe this here) :

Will you be using: Gazebo Generator

List and describe items you propose to sell. Be very specific and attach photos if possible.

Presentation of your stall and products must be of a high standard:

PLEASE INCLUDE ANY SPECIAL REQUESTS

Clothing & Accessories: Women's Men's Children's Hats Bags Scarves Jewellery

Prepared Food: (some stallholders may have to complete a food stall application)

Jams/pickles/chutneys etc Cakes/Biscuits/Breads etc Other: _____

2019 GENERAL STALL APPLICATION FORM (PAGE 2 OF 2)

PAYMENT

Saturday: \$65 per 3 metres square or part thereof

Sunday: \$30 per 3 metres square or part thereof

Total Payment Due: \$ _____

Direct Deposit made. Reference number: _____

Cheque/Money Order Included

AGREEMENT

I have read and agree to the Festival street stall regulations. I understand any breach of these regulations may result in immediate cancellation of the approval.

Signed (by stall holder): _____

Date: _____

Once your application has been approved you will be contacted by the stall coordinator.

CONTACT DETAILS

Postal: Henry Lawson Festival of Arts
Street Stall Co-ordinator
PO Box 77
Grenfell NSW 2810

Email: streetstalls@henrylawsonfestival.com.au

Phone: 02 6343 2059