



Diamond Creek Rotary Town Fair

20th November 2010

Diamond Creek Rotary Town Fair, PO Box 133, Doreen, 3754.

Email: townfair@rotary9790.org.au

Website: www.diamondcreektownfair.org.au

Ph: 0439 557 265 or 0419 585 123



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Nillumbik Shire



District 9790

Stallholder & Activities Site Application

Name of Business			ABN No:		
Postal Address					
Suburb			Postcode		
Contact Person(s)					
	Ph		Fax		Mobile
Email					
Website Address					
Public Liability Insurance	Insurers Name			Cover	
	Policy No			Expiry Date	
Description	Please provide an accurate description of the stall or activity in 100 words or less.				
	<p>To assist us with your application please provide photos of your work, site or activity. Please email photo images as attachments in JPEG or PDF. Please note: photos are kept on file.</p>				
	Construction	(eg tent, trestles, van)		Dimensions Mt x Mt

*additional information can be provided in the space on the back of this form

Applications close 22st October 2010

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FEES TO BE PAID (GST inclusive)

See **SITE FEES** for details

1 st preference site number		2 nd preference site number		
	Qty.	Code	Details	Amount
Site charge			Size x	\$
Site charge			Size x	\$
Site charge			Size x	\$
Power (per point)			10 amp at \$45 per point	\$
Other				\$
Other				\$
Other				\$
Other				\$
Other				\$
			Total Amount Payable	\$

PAYMENT METHOD (mark the “x” in the appropriate box)

Direct Debit to RCDC Town Fair Acc BSB 803 054 Acc no: 100026362		Cheque and application sent by mail	
Credit card via the phone		Money Order and application sent by mail	

Notes:

1. All Direct Debits must include your reference name as printed here _____ or your deposit will be treated as a donation!
2. Make cheque payable to : Diamond Creek Rotary Town Fair

CHECKLIST

1. Enclose or submit via website the application forms and payment.
2. Attach a copy of your Public Liability Certificate of Currency (can attach PDF or jpeg or doc files if website application). If trading as an individual and are not supplying Public Liability insurance, supply the signed waiver.
3. If you are selling any food items, read the FOOD HANDLING REQUIREMENTS. You must attach a copy of existing food permit OR attach the relevant pages from the FOOD PERMIT APPLICATION and the EVENT TEMPLATE.
4. Glow items must be accompanied by a Material Safety Data Sheet
5. Monitor the updates on the website. Stallholder and Activity positions will be allocated and updated weekly.
6. Please be sure to carefully read all conditions in this document and the “Information for Stall holders” document.

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CONDITIONS

Stall Information:

Standard Sites: These sites may be allocated to any position within the town fair grounds. Stall holders are expected to provide all required facilities such as tents or tables. The standard size is 4x4m. Preferred position will be taken into account where possible. Site positions are not guaranteed and can change.

Prohibited Items: No silly string, stink bombs or any item that might cause public nuisance or harm will be allowed. Offending stallholders will be closed down without warning and evicted without refund.

Power:

Stall holders are responsible for ensuring that all electrical equipment and leads provided by them for connection to the fairground Temporary Power Supplies, provided by the Diamond Creek Rotary Town Fair Committee and the Nillumbik Shire Council, shall comply with all current power regulations. Furthermore, extension leads shall be of a heavy duty type with a minimum of 10 amps rating and they must be in first class order, free of crimps, nicks, breaks, breaches or any other unserviceable condition, and they must have a current test tag attached or a \$10 test fee will apply.

Powered sites are limited and will be allocated on a 'first come' basis to fully paid applicants.

Strict adherence to the MAX current draw of 10 Amps per supplied point will apply. To ensure the integrity of our power supply we have the right to immediate disconnection of your site without refund, if the current draw is over the 10amp limit or deemed to be unsafe.

General Acceptance:

The signing of site and powered site applications is an acceptance of your understanding of all terms and conditions. These conditions shall not imply a transfer of responsibility from the Stall Holder to the Town Fair Committee in any event.

I confirm that the conditions on this application form, and included in the brochure "Information for Stall holders", have been read and understood, and that I agree to abide by them completely. I also understand that receipt of this application by mail or as submitted from the website will be confirmed in writing and that a space is not guaranteed until that confirmation is received.

Name	Print	Signature	Date
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DECLINE ACCEPT SUBMIT

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A COMMUNITY PROJECT OF THE ROTARY CLUB OF DIAMOND CREEK INC (ABN: 38 025 660 158)