



OFFICE USE ONLY			
Stall Name:		Food:	Y/N
Date Received:		Insured:	Y/N
Pmt Received:	Yes No	Amount:	\$
Pmt Method:	Bank Deposit Cash	Cheque	Money Order
Site Required:	Standard Double	Rcpt No:	
	Power Car	Site No:	
APPROVED:	Yes No		
Waiting List:	Yes No		

Stallholder Application

Payment MUST be included with your Application or it will not be considered.

SECTION 1: CONTACT DETAILS

* Required Field

PLEASE PRINT CLEARLY IN BLACK INK

Business/Stall Name: *

Contact Name: *

Postal Address: *

Email Address: *

Mobile Number: *

Website URL: www.

Facebook Page: www.facebook.com/

Type of Stall: (Please list products/services offered) *

(Please see **Section 3** for Food Stalls)

SECTION 2: STALLHOLDER REQUIREMENTS

Standard Site Fees

Please note sites are to include ALL equipment and products and are **not** to exceed the allocated space.

Please circle site required: *

3m x 3m standard site: \$50

6m x 3m double site: \$100

3m x 3m standard site with car space: \$60

3m x 3m powered site: \$65

6m x 3m double site with car space: \$110

6m x 3m double powered site: \$115

Reason for car space:

Please explain what you will use electricity for:

Car spaces are **very limited** and available on selected sites. Any difference in fees will be refunded if we are unable to allocate a car space.

SECTION 5: TERMS & CONDITIONS

As a Stallholder, I understand that:

1. All applications are subject to approval by East Orange Village Markets Committee. No applications will be considered without completed forms and payment made in full.
2. The Market organiser reserves the right to accept or refuse a Stallholder's application on whatever grounds deemed acceptable at their discretion.
3. If my stall is not selected for a site at East Orange Village Markets, I will be notified within 2 weeks of applications closing and refunded my application fee.

Stall set up/pack up:

1. Sites are 3m x 3m for single sites. Double sites are 6m x 3m. All sites will be allocated prior to the event; however, the Market organiser reserves the right to rearrange the location of sites and Stallholders up until the morning of the event. If you have requested a specific site we will endeavour to accommodate where we can, but this information **must** be received on booking.
2. All Stallholders are required to provide their own tables, chairs and equipment they require on the day, including their own marquee. It is the Stallholders responsibility that the stall setup complies with OH&S requirements.
3. Stalls are not to exceed allocated space. All stall equipment including signage must be located within the stall site boundaries to allow the public to move freely around stalls.
4. Powered sites will be allocated prior to the event, there will no additional requests taken on the day of the event. Power leads are not supplied. Stallholders are asked to provide their own extension leads. All leads must be tested and tagged as electrically safe by an electrician and suitable for external use.
5. Stallholders should be considerate of other stallholders during the course of setting up/dismantling and activities during the course of the event.
6. Stallholders must follow instructions from event organisers and event volunteers throughout the course of the event.
7. At the end of trading please ensure that all goods are packed and ready to transport before bringing vehicles to the stall site for loading. No vehicle movements permitted inside the event site until 3.15pm.

Access/ Vehicles/Traffic Management

1. Event time is 9am to 3pm.
2. Bump-in: Setup times are between 6am and 8:45am on event day. Entry gate closes at 8:30am. All vehicles (except where car spaces are allocated) must be out by 8:45am sharp.
 - 2.1. Parking will be available at Newman Park. Entry via Autumn St.
3. Bump-out: Gates WILL NOT open for stallholder exit until the Market Manager has ensured that the general public are no longer present. This will be approximately 3:15pm. We would appreciate patience as we ensure that our safety obligations are met.

Cancellations

1. As this is an outdoor event there are no refunds or credits in the case of Force Majeure events or circumstances beyond the reasonable control of the organising committee which prevent or disrupt the event such as acts of God, war, rain, hail, fire, explosion, civil disobedience or legislation not in force at the date of this document. Should you make the decision not to attend the event after your application and payment has been processed, a refund will only be issued if the cancellation is received at least 30 days prior to Market Day. No refunds are given for cancellations received after this time.

All cancellations must be sent via email to cancellations@eastorangevillagemarkets.com.au

SECTION 6: STALLHOLDER BOOKING & PAYMENT

East Orange Village Markets - Sunday 15 October, 2017

All applications must be received **NO LATER** than **Friday 28 July, 2017**.

Current payment methods accepted:

Bank Deposit (preferred method)	BSB: 802-129 Acct No: 44853 (S1 if deposit via Orange Credit Union) Acc Name: Orange East Public School P&C Association Reference: Use Your Contact Name
Cash	Please note: We advise against posting cash in the mail
Cheque Money Order	<i>Please make cheques/money orders payable to:</i> Orange East Public School P&C Association

Please forward this completed application via:

Email to: **info@eastorangevillagemarkets.com.au**
 For stall holders paying via bank deposit payments only

Post or hand deliver to: **East Orange Village Markets Committee**
 45 Spring St Orange NSW 2800

Business/Stall Name:	
Contact Name:	
Email:	

Please circle your chosen method of payment: *

Bank Deposit	Cheque	Cash	Money Order
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I have completed and attached the following: (please circle) *

Application Form	Yes	No	
Payment (or copy of receipt for bank deposit)	Yes	No	
Public Liability Certificate of Currency	Yes	No	
Food Safety Supervisor Certificate (if applicable)	Yes	No	N/A

I have read and agree to comply with ALL East Orange Village Markets Terms & Conditions. *

Name: Signature: Date:

East Orange Village Markets

Email us: info@eastorangevillagemarkets.com.au
 Call us: 0478 126 332