



Festival of Lights 2018

Stall Holder Application Form

Date: Saturday 10 November, 2018

Location: Geraldton Multipurpose Centre, Stow Gardens

Stallholder Operation Period: 4.30pm-9.00pm

NAME OF ORGANISATION: _____

CONTACT PERSON: _____

ADDRESS: _____

PHONE: _____ MOB: _____

EMAIL: _____

TYPE OF STALL

FOOD:

DISPLAY:

ACTIVITY:

DESCRIPTION OF ITEMS FOR SALE INCLUDING COST:

CIRCLE REQUIRED SIZE BELOW AND TOTAL COST BASED ON YOUR REQUIREMENTS:

Organisation Type	3mx3m Space	3mx6m Space	Power Costs	Please mark below if you require a larger area	Total Cost
Commercial stall (Food)	\$50.00	\$100.00	\$25.00	P.O.A	
Commercial stall display (Accessories)	\$25.00	\$ 50.00	\$25.00	P.O.A	
NFP Community Stall	\$25.00	\$50.00	\$25.00	P.O.A	

PLEASE NOTE:

- Set up must be completed by 4.30pm and pack down strictly **NOT BEFORE** the end of the program (9.00pm).
- The sites allocated are space only (Furniture not supplied). All shade facilities, tables and chairs are the responsibility of the stallholder.
- Shade marquees erected in the designated areas must ensure that tent pegs do not damage reticulation.
- Items are to be offered at the market price (e.g. all cool drinks are to be sold at a minimum of \$2).
- All stallholders are responsible for cleaning their immediate area prior to departure.
- Stallholders are responsible for their own security.
- The Midwest Multicultural Association accepts no liability for any loss or damage at the event.
- Stallholders are to provide their own inside marquee lighting for the night event.
- This is an application only - Acceptance/refusal will be confirmed upon submission. The Midwest Multicultural Association's decision for stallholder selection is final.
- All food stalls must hold a current health certification and are also highly recommended to do the "I'm Alert Food Safety Certificate" for the safe handling of food www.cgg.imalert.com.au. If you have any queries or are uncertain about the health certification, contact the City of Greater Geraldton Health Department on 9956 6680.
- **No vehicles will be permitted to move in or out of the stall areas during the event times.**
- In the case of an emergency during an event please contact the stallholder coordinator for assistance (details below).
- All power leads must be tested and 'tagged' to comply with safety standards and exposed cords covered for the safety of the public and stall participants. If you choose to provide a generator, it is to be provided by a licensed electrical contractor and all power leads are to be 'tagged' appropriately. Please supply electrician's certification.

***If your stall operates from a vehicle or requires a vehicle on site
please supply tonnage and length***

Gross Weight: _____ Length: _____

To ensure all power requirements are catered for please list all the electrical appliances you will be using – Please ensure you give as much detail as possible.

Appliance:	Amps Required:

CONDITIONS:

- ✓ This **APPLICATION FORM** is to be completed and returned via email to admin@midwestmulticultural.org by **Friday 12 October, 2018**;
 - ✓ Council **FOOD PERMITS** must be lodged with the City of Greater Geraldton and a copy must be *attached* to this application; and
 - ✓ A current copy of your **PUBLIC LIABILITY INSURANCE CERTIFICATE** (as required by the City of Greater Geraldton) must also be *attached* to this application.
- ❖ **INVOICES** will be issued once application is received and approved and full payment is to be received **NO LATER THAN Thursday 25 October 2018**

For further information contact stallholder coordinator

Yvonne Lovedee, Midwest Multicultural Association
Phone: 0428 312 338 Email: admin@midwestmulticultural.org

Please sign the following undertaking

I, _____, on behalf of
Your name – please print

Organisation represented – please print

certify that I have read the above conditions and will ensure that all members of my organisation understand and abide by them.

Signed _____

Position in Organisation _____

Date: _____