LEURA VILLAGE FAIR APPLICATION FORM
Saturday 11th & Sunday 12th October 2014

IMPORTANT:
• Public Liability Insurance is compulsory for all stallholders and must be current at the date of the Fair.

• Please send your completed Application Form and a copy of your current Insurance Policy. Please DO NOT send payment until you receive an email confirming approval of your application.

• You must agree to the Leura Village Fair Terms & Conditions and sign this form. Unsigned or incomplete forms will be returned to you.

Name: ..............................................................................................................................................................................................

Business Name: ...........................................................................................................................................................................

Address: .......................................................................................................................................................................................

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Mobile: ...........................................................................................................................................................................................

Telephone: ....................................................................................................................................................................................

Email: ..........................................................................................................................................................................................

Website: ..........................................................................................................................................................................................

Number of Stall Spaces required: .................................................................

Cost per stall (Please tick where applicable):
• $350 per 3m x 3m space – for Non-LVA Members

• $500 per space for hot food and ‘eat on site’ stalls (inclusive of BMCC $35 Food Inspection Fee)

• $125 for LVA Members (must be financial as at 29.08.14)

• $30 for use of power over the weekend (applicable to food stalls only)

• $35 BMCC Food Inspection fee (applicable to all packaged food stalls, including LVA members)

Type of goods to be sold or activity to be conducted:
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(Please attach a photograph sample of goods to be sold.)
STALLS

If required, stalls and trestle tables can be hired Blue Mountains Special Event Hire (Blueys Hire) of Unit 11, 26 Megalong Street, Leura, in addition to the LVA fee for the 3m x 3m space.

Blueys Hire Telephone: (02) 4782 1023

FOOD STALLS

The current Blue Mountains City Council fee for Food Stall Inspection is $35. This fee has been included in the $500 Application Fee for Hot and ‘Eat-on-Site’ stalls but must be paid for all other stalls selling food products.

POWER REQUIREMENTS (FOR FOOD STALLS ONLY)

How much power do you require power for your food stall? Limited spaces are available so please specify requirements accurately in the Comments section below.

NOTE: An additional charge of $30 applies for power use over the weekend.

YOUR COMMENTS:

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THIS IS AN OUTDOOR FAIR WHICH RUNS REGARDLESS OF WEATHER CONDITIONS.

NOTE: It is the responsibility of all stallholders to read this carefully before sending an application. Submitting an application implies that you have read and accepted all Terms & Conditions.

If you wish to participate in the Fair, please complete the Application Form and return it by Friday 29th August 2014, together with your insurance documents, to:

Leura Village Association
Fair Applications
PO Box 7089
Leura NSW 2780

CONTACT
Lisa Doust
Fair & Festival Co-ordinator
Email: bookings@leuravillage.com.au

I agree to accept and abide by all the TERMS & CONDITIONS related to the Leura Village Fair and to accept full responsibility for the goods and services sold and the manner in which the stall is conducted.

Signed: ................................................................. Date: .............................
LEURA VILLAGE ASSOCIATION Inc.
ABN 80 814 509 794
PO BOX 7089, LEURA NSW 2780

TERMS & CONDITIONS – AS AT 1ST MARCH 2014

TIME
• Street closure from 6.00am until 6.00pm Saturday and 6.00am to 5.00pm Sunday.
• Trading is strictly from 9.00am until 4.30pm on Saturday and from 9.00am until 3.30pm on Sunday.

STALLS & ALLOCATION
• There is no provision of power at stall spaces. There are a very limited number of spaces that can be linked to power. Please specify your requirements at time of booking. A $25 charge will apply for the weekend.
• Location requests will be met where possible, however suitability and stall allocation decisions rest solely with the Leura Village Association.
• Stallholders must be set up by 8.30am on each day. Stallholders who are running late or are unable to attend must contact the Fair Co-ordinator by 8.30am on Fair day.
• Stallholders may not swap stall locations or set up outside the stall areas.
• Public access ways must be kept clear and open at all times.
• There are no covered spaces. Should you require cover, please make your own arrangements. Any umbrella, tent, awning or other structures erected by the stallholder must be secured properly for safety reasons. This is the responsibility of the stallholder.
• Allocation is for stall space only and stallholders should arrange for their own fixtures and fittings.
• No bookings accepted or refunds given for single-day only.

FOOD STALLS
• All food stalls must comply with NSW Health Department regulations. All food stallholders must be registered with NSW Food Authority and authorised documentation must be presented to LVA with the Application Form.
• All food stallholders must comply with Food Standards Australia/New Zealand.
• Do you require power? Limited spaces are available so please specify requirements accurately. An additional charge of $30 applies for power use over the weekend.

BOOKINGS & PAYMENT
• Stallholders must read all Terms & Conditions and complete the Application Form, which must be submitted to the LVA.
• Please do not send payment until your application has been approved. Once approved you will be sent EFT/cheque details and full payment must be made within 30 days. Final deadline for payment is Friday 19th September 2014.
• There is no GST component in the stall fee, so tax invoices will not be issued but you will receive an official invoice/receipt indicating your acceptance.
• Stall allocations and an accompanying map of stall locations will be issued closer to the Fair date.

CANCELLATION POLICY
• If you cancel your booking before the 19th of September 2014, a reimbursement minus a $30 administration fee will apply. Cancellations after the 19th of September will not be reimbursed.

INSURANCE
• Public Liability Insurance is compulsory for all stallholders and must be current at the date of the Fair.
• Stallholders must provide a current Insurance Policy Certificate showing the insurer, limit of liability and expiry date.
• If insurance details are not received 14 days prior to the event, the booking will be cancelled and no refund given.
TRAFFIC REGULATIONS
The safety of visitors to the Leura Village Fair is paramount. Stallholders are expected to conform to traffic procedures which ensure safety and access for emergency vehicles.

• The Mall will be closed between Railway Parade and Megalong Street each day from 6.00am to 6.00pm.

• The traffic marshals have absolute authority in directing vehicles. The unloading and loading of vehicles is to be carried out swiftly and the marshals may direct drivers of large vehicles to fall back behind smaller vehicles if it is considered that this will facilitate a more efficient set-up and close-down of the event.

• Parking or stopping in the area of the roundabouts at each end of the closed section of the Mall will be prohibited from 8.30am each day, in order to ensure that traffic does not bank back.

• To facilitate movement at the end of the event, the organisers will give notice of one half hour to remaining visitors that the event is closing. Stallholders should cease trading at the end of that half-hour period. A further half hour will pass before any movement of vehicles in the Mall takes place, in order to allow late visitors to leave and stallholders to dismantle stands.

• In the event of adverse weather conditions necessitating early closure, the organisers will proceed in the same manner as above but at a designated time.

• Stallholders wishing to vacate their space prior to official closing of the event should inform the Fair Co-ordinator, and be aware that they will not be able to bring a vehicle within the area of the event. Removal of goods and equipment will have to be accomplished by other means.

• STALLHOLDERS ARE REQUIRED TO PARK AS FAR AWAY FROM THE EVENT AS POSSIBLE TO ALLOW MAXIMUM PARKING SPACE CLOSE TO THE FAIR FOR VISITORS AND THE DISABLED.

PRODUCTS
• The Leura Village Association is keen to maintain themes of ‘Made in Australia’, ‘individually crafted’, ‘home grown’ and not ‘mass produced’ or ‘cheap import’. Stallholders who offer merchandise complying with these descriptions will be given preference for allocation of stalls.

• The LVA reserves the right to prohibit the sale of any item.

• Applicants must provide a photograph of goods to be sold.

DISCLAIMER
• Information, conditions and traffic regulations contained herein form part of the Application for Stall Spaces and signature on the application form implies acceptance of these details.

• Neither the Leura Village Association nor the Blue Mountains City Council accept responsibility for any damage that is caused to any person or property by reason of any activity of the Fair. The Association requires stallholders to arrange their own Public Liability Insurance.

• Stallholders agree to release the Leura Village Association and the Blue Mountains City Council and any of their officers from any right, claim or remedy which they have or may have by reason of any connection with the conduct of the Fair.

• Stallholders agree that no representations have been made to them by any person on behalf of the Association concerning the type of activities at the Fair, the number of persons attending the Fair, the occupants of any other stall, the positions of their stalls or any other matter in relation to the conduct of the Fair.

YOUR ASSISTANCE IS ESSENTIAL TO ENSURING A SMOOTH-RUNNING & ENJOYABLE FAIR.

THANK YOU FOR YOUR CO-OPERATION.