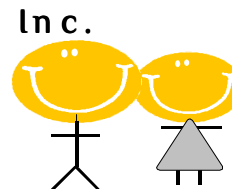


Warnervale ANNUAL FAIR



P.O. Box 6160, GOROKAN, NSW, 2263
Email: Stalls@warnervalefair.org.au
Website: www.warnervalefair.org.au
ABN: 31 336 285 272

Dear Stallholder,

Please read this letter carefully as there has been a change to the size of stalls and costs and you MUST have your own Public Liability. If you have power requirements or have intentions to sell foods or other edible products, please refer to this letter for the guidelines.

1.0 Venue and Times:

Venue: Warnervale Athletics Field, Cnr Warnervale & Virginia Roads, Warnervale. Entry and Exit via Virginia Rd.

Date: **SUNDAY 18th March 2012**

Time: 9:30 am to 3:30 pm.

Stallholder Time: Stallholders will be admitted at 7am and field will close at 5:00pm.

2.0 Public Liability Insurance:

ALL stallholders must be covered by a Public Liability Insurance policy, which is valid for date of Fair.

- Is it valid for the date of the fair

A copy must be sent with your application form

3.0 Powered Site Requirements: Powered sites are available at an additional cost of \$30

If you have power requirements then the following applies:

- Must have a MINIMUM of 50mtr lead.
- All Leads must have a current month compliance tag.
- All Appliances must have a current month compliance tag.
- All Powerboards must have a current month compliance tag.

4.0 Food Vendor Requirements:

All food vendors that operate or wish to operate at Wyong Shire Council approved events must have either a Single Event Approval or current Full Annual Approval. Food vendors that do not have a current Approval or have not paid the associated fee of \$ 80.00 for the Single Event Approval or \$165.00 for Full Annual Approval (expire 30 June 2012) will not be permitted to trade. Charitable or non profit organisations are exempt from paying the associated fee, however they are required to notify Council of their details as per the application form in the Temporary Food Business Information Packs. Food vendors not within the definition of charitable or not for profit organisations are required to pay the Approval to Operate fee prior to the event. Please contact Council's Environmental Health Officer Mr. Jason Thorne on (02) 43505122 or 4350 5555 for any further information.

A copy of your current Food Vendors license must be returned with your application

5.0 Payment of Fees:

Please send a cheque or money order, before 28th February 2011, as it needs to be received and cleared. If cheque is not **RECEIVED AND CLEARED** by the day of the Fair then payment on the day will be required. We can collect fees on the day of the Fair but prefer that a cheque or money order be sent in payment with your application. Please make cheques/orders payable to: Warnervale & Districts Annual Fair.

Any cheques that are dishonored will need to be paid along with any fees incurred.

****PLEASE DO NOT SEND CASH****

6.0 IMPORTANT CHANGES TO STALLHOLDER SITES

ALL Stallholder Sites will be allocated in Units of 9mtrs² (3 x 3mtrs) at a cost of \$30 then \$15 for each additional unit.

For Example:

- ❖ 0 – 3mtr stall will require 1 unit (3x3mt) at a cost of \$30.
- ❖ Up to 6mtr stall will require 2 units at a cost of \$45. (\$30 + \$15)
- ❖ Over 6mtrs plus, please add on the required units to fit your stall size

Power and Public Liability Costs:

- ❖ If you require Power – Then please add \$30 to your site fee.

Please be advised you will need to bring your own tables/chairs/ shelter etc.

Any shelter or partitions should not exceed your requested space.

6.1 Stallholder Parking:

There is parking on site for stallholders but it is restricted to **ONE (1)** car/truck/van only. You also do need to move it away from your stall, as we are on a running track. Wyong Council does not want vehicles to stay on the track for an extended time. If you are selling goods that make this inconvenient or have a disability, then please contact us via email Stalls@warnervalefair.org.au and advise. Extra parking is available at Air League Headquarters on Warnervale Rd, opposite the field.

6.2 When do applications close:

All applications for stallholders will close on the Friday 9th March 2011

6.3 Confirmation of stall:

Confirmation of stalls will be done via email only, please provide email address on the application form if you require this.

7.0 Cancellation

If the Fair is cancelled due to the weather, notification will be given via radio station 2GO / StarFM. We will also put notification on our Facebook Page - <https://www.facebook.com/pages/Warnervale-Annual-Fair/106813152676343> The decision to cancel will be made between 8 – 9am. If the Fair is cancelled, a letter will be sent to you regarding rescheduling/refund.

7.1 Cancelling your stall:

If you need to cancel your stall before the closing date Friday 9th March 2011 a refund can be arranged for you. If you cancel after the closing date Friday 9th March you will either forfeit your payment or it can be held in lieu of the next years fair. If you do need to cancel please contact the Stallholder Coordinator on Stalls@warnervalefair.org.au

8.0 Any further questions:

We are happy to help with any question you may have regarding the Fair. Please contact us Stalls@warnervalefair.org.au or info@warnervalefair.org.au or via Facebook <https://www.facebook.com/pages/Warnervale-Annual-Fair/106813152676343>