CALLING FOR EXPRESSIONS OF INTEREST FOR STALLHOLDERS

Introduction
The St Mary Mackillop Fete will be held on Sunday, 1 May 2016 in the grounds of St Mary MacKillop Primary School: 150 Fragar Road, South Penrith from 10am until 4pm.

We invite applications for stallholders on this day with the following guidelines:

Stallholder Applications Close: Friday, 1 April 2016. Applications not received by this date will only be accepted at the discretion of the Fete Committee.

Post to: St Mary MacKillop Fete Committee, PO Box 307, KINGSWOOD, 2747 or Hand in person: At the school office

*Please direct any enquiries to Michelle Darwen on 0423763926 or michelle.darwen@outlook.com.au, alternatively Fiona Bryant can be contacted on fionaw@smartchat.net.au

Please read the 2016 Conditions. This Application Form is for Stallholders only.

Note:
- Site setup will commence from 8am and you should be ready to trade by 9.45am.
- Each Site will be inspected on the grounds as set out in the Conditions of Application.
- There will not be vehicle access onto the bitumen area where sites will be setup, but you may access your stall from the school car park. All cars must be removed from the school car park by 9.15am and parked onto the street.

APPLICATION FORM CHECK LIST (Please use this checklist to make sure all forms are complete)

Have you:
1 Signed your Application Form? ☐
2 Checked all electrical equipment/leads have current certificate tags? ☐
3 Attach your Cheque/Money Order made payable to St Mary MacKillop P & F Association ☐
4 Completed and signed the Indemnity and Waiver Forms? ☐
5 Attached a photocopy of Public Liability Certificate of Currency ☐
I wish to lodge an application for Stallholder Space at the St Mary MacKillop School Fete, 2016 in accordance with the following details.

Trading Name of Applicant: ____________________________________________________ ABN: ________________________________
Contact Person: ________________________________________________________________
Address: ______________________________________________________________________ Post code __________
Telephone: ___________________________ Fax: __________________________ Email: ________________________________

Nature of Goods to be sold or displayed________________________________________________________________________________

Space Required: ___________________________(standard size 3 x 3 metres) No of sites________________________(3m x 3m)

Signature of Registered Owner/Representative_________________________________________________ Date____________________

Electrical Power Required: Yes [x] No [ ] (please circle)

Full Payment Required by: Friday, 1 April 2016.
Cancellations up to 8 April 2016 will be incur a 10% administration fee off your original payment – allow 2 weeks to process your cheque.
Cancellations made after 8 April 2016 and up to the day of the fete will incur a 30% administration fee off your original payment. – allow 2 weeks to process your cheque.

CHARGES:
SITE ONLY = $60.00 number of sites required_________________________ (3m x 3m)
POWERED SITE = $100.00 number of sites required ________________________ (3m x 3m)
TOTAL COST: ________________________________

PLEASE MAKE CHEQUES OR MONEY ORDER PAYABLE TO ‘ST MARY MACKILLOP P & F ASSOCIATION’ AND RETURN THIS APPLICATION FORM WITH YOUR PAYMENT TO THE ST MARY MACKILLOP SCHOOL FRONT OFFICE OR BY POST AT: ATTENTION: FETE COMMITTEE, P.O. BOX 307, KINGSWOOD, 2747.
ST MARY MACKILLOP FETE 2016 COMMITTEE CONDITIONS
Parents & Friends Association
ACKNOWLEDGEMENT, CONTRACTUAL INDEMNITY & WAIVER:

Who is required to sign this?
All individuals and trading entities authorised by St Mary MacKillop Fete Committee to attend / show for the purpose of selling goods or services, including rides.

INDEMNITY AND WAIVER
1. I, _______________________________________, for and on behalf of _______________________________________(business name) hereby agree that the following conditions are to apply in consideration of the right to trade as separately agreed at the St Mary MacKillop Fete on 1 May 2016.

   a) I/We acknowledge that I/we am/are required to hold a current policy of insurance covering all my personal property, including equipment, and the St Mary MacKillop Fete Committee will not take out such insurance on my behalf. I/We must have all electrical equipment tagged by a certified Electrician.

   d) I/We agree St Mary MacKillop School will not be liable to me/us for any loss or damage sustained by me/us during the course of the show, and I/we waive any rights which I/we would otherwise have to make any claims, action or damage against St Mary MacKillop School, its Officers, Committee members and/or agents for any such actual loss and for any consequential loss, including but not restricted to a loss of profit.

   e) Nothing in this agreement is intended to affect any rights otherwise afforded by the Trade Practices Act 1974 or any State Fair Trading Legislation.

NB: Persons under the age of 18 must have an authorised adult person to sign forms otherwise they will be unable to operate the stall on the school premises.

I hereby agree to comply with Conditions, Rules and Regulations as stated by the St Mary MacKillop Fete Committee.

Signature: __________________________________________________________________________ Date: ____________________

THIS IS AN IMPORTANT NOTICE TO ALL EXHIBITORS AND MUST BE UNDERSTOOD AND COMPLETED BEFORE SITE WILL BE ALLOCATED.

________________________________________________________

PUBLIC LIABILITY POLICY NO: __________________________ (COPY ATTACHED)

DATE OF EXPIRY: ____________________________________________