



Stall Holder Registration Form Saturday 18 June 2022



Event: Opal Festival 2022
Location: Town Oval – turn off before playground on Hutchison Street
Date: Saturday 18 June 2022
Event time: 12 noon – 7:00 p.m.
Stallholders to be set-up no later than 11:00 a.m.
Contact Details: Salomé Lorente (Bobby) – 0490 340 583 or media@cooberpedy.com

Return forms by Monday 9 May 2022

APPLICANT DETAILS

Contact name	
Stall name	
ABN	
Postal address	
Phone number	
Email	
Website / Facebook	

STALL DETAILS

Tick your stall category:

- | | |
|--|--|
| <input type="checkbox"/> Arts & Crafts | <input type="checkbox"/> Entertainment / Amusement |
| <input type="checkbox"/> Food Vendor | <input type="checkbox"/> Clothing |
| <input type="checkbox"/> Jewellery | <input type="checkbox"/> Homeware |
| <input type="checkbox"/> Information | |

Other: _____

Please provide a brief outline of your stall:

For Food Vendors

Please read the “Guidelines for Temporary Catering Outlets” and checklist to ensure you meet the Food Safety Guidelines and Legislation.

STALL PLANNING REQUIREMENTS

Do you require electricity?

Yes - \$11 per powerpoint

No

Are you self-sufficient (*i.e. generator etc*)?

Yes – please describe: _____ No

Do you require a Marquee?

Yes – 3m x 3m

Yes – 6m x 3m

No - Space required: _____

Please Note:

- Stall Holders are responsible for providing all **their own equipment including water, tables, chairs, hand sanitizer etc.**
- Stall Holders will be responsible **for their own rubbish removal.**
- Please ensure you have adequate / money change – there is no ATM on site.

INSURANCE DETAILS

Please Note:

- Each Stall Holder **MUST** have public liability insurance or be covered by the Coober Pedy Retail, Business & Tourism Association Inc. Policy. Please provide evidence of an up-to-date certificate of currency, which must be produced when registering a stall.
- If your stall is not covered by Public Liability Insurance a fee will be charged.

Do you have Public Liability?

Yes

No - \$22 per stall

Insurance Company Name: _____

Policy Number: _____

COSTS

	Cost (<i>inc. GST</i>)	Tick if needed
Stall Holder Registration Fee	\$22.00	✓
Electricity Cost: <i>advise number of appliances – each appliance requires 1 power point. Power boards are not accepted</i>	\$11.00 Nb of appliance: _____	
3m X 3m Marquee	\$22.00	
3m X 6m Marquee	\$44.00	
Insurance Cover	\$22.00	
Total:		

PAYMENT DETAILS

Payment methods: Cash

Direct Deposit

Direct Deposit Details:

Account name: CPRBTA

BSB: 035-078

Account number: 179725 (**new bank details**)

Reference: Business Name

If you require an invoice, please contact Kath Mitchell, treasurer@cooberpedy.com

CHECKLIST

- Stall holder form
- Insurance / public liability documents
- Food permits (if applicable)
- Payment of the stall registration
- Complete and sign this form

The acceptance of the Stall Holder Registration Form is subject to:

- The Stall Holder agreeing to the Terms and Conditions contained herein.
- The Stall Holder agreeing to all Special Conditions which the CPRBTA may determine.
- The Stall Holder completing the checklist.

STALL HOLDER TERMS & CONDITIONS

1. The Stall Holder, where appropriate, shall ensure that it is licensed or registered to carry out the activity as identified in this registration form.
2. The Stall Holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
3. No music system or amplified sound to be used by any Stall Holder without the prior approval of the CPRBTA.
4. Stalls and exhibitor's sites will be allocated by Opal Festival Coordinator and no allocated sites can be altered without the approval of the coordinator.
5. Any damage to hired marquees will be paid for by the Stall Holder.
6. Stall Holders providing their own marquee need to meet safety standards. Marquees/Shade will need to have adequate tie down points, provide their own ropes to tie to weighted block and must be reasonably clean and sound i.e. not major rips, or bent frames.
7. The Stall Holder shall ensure that its site or sites are left in a clean and tidy condition at the end of the event. Failure to do so may result in cleaning fees being charged.
8. The use of power by Stall Holders shall not exceed the agreed amount and approved by the CPRBTA and / or DCCP.
9. This application is liable to be revoked by CPRBTA if the Stall Holder fails to comply with these terms and conditions or may be revoked in any other justifiable circumstance.
10. Please note that lodgment of stall application does not imply automatic acceptance as a participant in the event. CPRBTA will endeavor to avoid conflict of interests and undesirable merchandise where possible.

Food Vendors

11. Food Vendors must include copies of current public liability insurance and relevant food hygiene License and Food Service certificates with stall application.
12. Food Vendors are responsible for the supply of their own electrical power leads and equipment, which must comply with Workplace Health and Safety Legislation Testing and displaying current inspection tags.
13. Gas cylinders must carry current, in date, Certification labels. Random checks on electrical leads and gas cylinders will occur, with defective items removed from festival site.
14. Food Vendors are responsible for bulk rubbish removal from their allocated site and must leave the site in a clean and tidy state.
15. Food Vendors are required to present a clean and tidy stall and remove from site vehicles not in use, no later than 30 minutes prior to commencement time of festival (11:30 a.m.).
16. Stall Holders must ensure they have their own fire extinguisher or fire blanket.

Set up and Pull down

17. Stall Holders will have access to set up from 8:30 a.m. to 10.30am.

18. All vehicles will need to leave the Town Oval by 11:00 a.m.
19. Vehicle movement within the Town Oval between 11:00 a.m. and 4:00 p.m. is prohibited.
20. Stalls are to remain open (unless sold out) until the Town Oval access reopens for stall cars at 4:00 p.m.
21. Site access is available from 4.00pm

Acceptance Criteria

22. Stall Holder Registration Forms must be submitted by the Advertised Date
23. Stall Holder applicants will be notified no later than 4 weeks prior to the Event.
24. Stall Holder Fees are to be received no later than 4 weeks prior to the Event
25. Cancellation of stalls 4 weeks prior to the Event will result in loss of the stall fee.
26. No site fee refunds will be paid in the case of inclement weather. The organizer, regardless of weather conditions, must pay all advertising and promotion costs.
27. Refunds will be given in case of the Event cancellation due to COVID-19.
28. Stall acceptance is based on being compatible with the general character and objectives of the Coober Pedy Opal Festival.
29. Stall Holders to endeavor to use only recyclable and biodegradable packaging with their products.
30. Only items specified on the Stall Holder Registration Form to be sold on site.

Disclaimer

In the preparation of this event, CPRBTA have relied on information, which CPRBTA believe to be accurate and reliable. However, The Coober Pedy Opal Festival Committee, neither the Coober Pedy Retail, Business & Tourism Association Inc. nor any persons involved in the preparation of the Event, accept any form of liability whatsoever for its contents, including opinions, advice or information, or for any consequences that may arise.

Declaration

In making this application, I acknowledge that I have read the “Stall Holder Terms and Conditions” and agree to abide by them. This agreement extends to include all agents, staff, or any other person engaged in setting up, operating, and dismantling the stalls included in this application.

Name: _____ **Date:** _____

Signature : _____

Where do I submit my application form?
 Please return completed Stall Holder Registration Form to Salomé Lorente:
Post: Po Box 76, Coober Pedy, SA, 5723
Email: media@cooberpedy.com
In person: At the Council Chambers, Coober Pedy