



Stallholder Information

The **2021 Collie Labour Day Festival** will be held on Saturday, 27th February 2021 and Sunday, 28th February 2021.

The Festival Markets will be held, at Central Park on Forrest Street, from 11am until 4.30pm Sunday 28th February 2021.

The markets officially open at 11am. Stallholders will be required to remain until 4.30pm. Setup of stalls will commence at 9.00am and will be completed by 11am.

Live music will be playing until 5.30pm - 6.00pm.

Location	Central Park, Forrest Street, Collie
Critical dates	Event is to be held on Sunday, 28 th February 2021, from 11am to 4.30pm. Applications for stalls, including payment, are due by Friday, 12th February 2021. Please read these guidelines prior to applying.
Enquiries	Jamie Moloney 0428 677 595 colliecycleclub@bigpond.com
Facebook	Collie Labour Day Festival @collielabourdayfest

Important information

If you intend selling food or drinks, please be aware that all food and consumable products must comply with your current **Certificate of Registration - Food Business Certificate/Registration from Your Local Authority (a copy of this must be supplied)**. If you are not registered with the Shire of Collie a food Notification/Registration form will need to be filled out.

It is not permitted to sell dangerous and potentially hazardous goods such as firecrackers, knives or Silly Spray String in pressurised containers, for example.

Sites will be allocated and stall holders notified in the week leading up to the event. Bare sites (3x3m) are available for \$20. Sites will be charged for every 3m of frontage. If you have a 4m tent or require extra space you will need to book two sites and will be charged \$40. Stalls must have a set of secure foot support leg pole weights. **Please note: NO PEGS!**

Power is available. Electrical compliance is required to ensure public safety.

You need Public Liability Insurance. If you have Public Liability Insurance please provide a copy of your current Public Liability Insurance Certificate with your application. If you do not have Public Liability please contact Jamie Moloney on 0428 677 595 or via email collicycleclub@bigpond.com

There will be extensive advertising for the event.

Submitting your application

Email attached form to: Jamie Moloney – collicycleclub@bigpond.com

Payment:

Cheque: Post to PO Box 443, Collie WA 6225

Direct deposit to account: Collie Cycle Club (Inc)
BSB: 633-000
Account No: 142081702
Reference: **Your Registered Name (important)**

Enquiries Jamie Moloney
0428 677 595

Facebook Collie Labour Day Festival @collielabourdayfest

Conditions

- 1 The Collie Labour Day Festival Committee (hereafter referred to as “The Committee”) reserve the right to scrutinise all prospective stallholders prior to acceptance.

Stalls or products considered to be inappropriate or in contravention of applicable trading laws will be rejected and the decision of the Organising Committee shall be final.

For example, it is not permitted to sell dangerous or potentially hazardous goods such as firecrackers, knives or Silly Spray String at this event.
- 2 The Committee will endeavour to limit the number of competing food stallholders to encourage a widespread of food alternatives. However, stallholders should not assume that competing food types will not occur.
- 3 **The Committee is unable to accommodate “preferred” site placement.**
- 4 Stall holders must comply with requests made by the Organisers. Stall holders may be ejected from the event in cases of non-compliance or at the request of the Shire of Collie.
- 5 The Committee or the Collie Cycle Club (Inc) will not be liable for any loss or damage to stallholders’ property whilst on site.
- 6 If, for any reason the Committee finds it necessary to cancel or postpone the event, it shall not be liable for compensation to exhibitors or stallholder other than the refund of payments made for sites.
- 7 No monies will be refunded if the stallholder cancels after the 12th February 2021 or if a stallholder has agreed to a stall and fails to appear on the day.
- 8 Bare sites will be available for stall holders by 9am on Sunday. Stalls must be open for business by 11am and the area vacated by 7pm.
9. As space is at a premium, stall holder vehicles are to be removed from the event area unless they are essential (for example, coffee and food vans).
10. Stalls are to be kept within the designated area marked for their site.
11. Equipment must be in transport position when moving about the site and must not unduly damage the grounds, or car park. Travel speed is restricted to 5kph on the site during the event (Walking Pace).
- 12 All sites must be maintained in a clean and tidy condition during the market and upon vacation of the site. Any rubbish is to be removed by the stall holder.
- 13 Stall holders must reinstate any damage made to the grounds caused by their stall holding.
- 14 No public address systems are to be used apart from the official public address system provided, except by prior arrangement.
- 16 Stall holders are responsible for the safety of all persons and exhibits on their sites.
- 17 All electrical leads must be safety tested by a qualified person and have a current safety tag attached before use. The safety tag must remain on the electrical lead at all times. Electrical certification is a requirement of the Collie Shire Council Permit approval to conduct the event.
- 18 In the interests of public health, “no smoking” is to be encouraged at all times, especially around food items.

19 Alcohol is not permitted to be consumed during the event.

Hosted by



Proudly supported by



2021 Stallholder Registration

Organisation/Business Name: (if applicable):	
Contact Name(s):	
Address:	
Email:	
Phone:	Phone:
Type of stall:	
Main items or services for sale:	
Do you have Public Liability Insurance? This is essential. (If yes, please attach a copy of the certificate of currency) <input type="checkbox"/> Yes <input type="checkbox"/> No	
What type of structure or vehicle will you be using? <input type="checkbox"/> Van <input type="checkbox"/> Trailer <input type="checkbox"/> Truck <input type="checkbox"/> Gazebo	
Will you need power? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes what do you require <input type="checkbox"/> 10 amp <input type="checkbox"/> 15 amp <input type="checkbox"/> 20 amp <input type="checkbox"/> 3 phase	

Registration fee

	Price	Quantity	Total \$
Number of bays 3m x 3m each	\$20 each		
		TOTAL \$	
How are you making payment?	Direct deposit Collie Cycle Club BSB – 633000 A/C - 142081702	<input type="checkbox"/> Cheque	

Additional information

Do you have any other additional preferences, requirements or requests not already indicated, or any suggestions for future improvements, if you have attended this event in the past?

Requirements or suggestions:

Declaration

- I have read and understood the 2021 Collie Labour Day Festival Markets Conditions and agree to abide by them.
- My electrical leads have been tested and tagged by a qualified electrical tagger.
- Certificate of Registration of a Food Business attached (if applicable).
- Shire of Collie a food Notification/Registration form (if applicable).
- Certificate of Currency of Public Liability Insurance attached.

Signature:
Name (printed):
Date:

Collie Labour Day Festival is proudly presented by:





Food Act 2008 Notification / Registration Form

Food Business Proprietor's Details

Proprietor's name:		
Postal address:		
ABN:		
Home phone:	Mobile:	Fax:
Email:		
Primary language spoken:	Number of equivalent full time staff:	

Food premises details (if food vehicle, provide details of where food vehicle is garaged; if temporary stall, provide details of residential address)

Trading name:	
Address of premises:	
Work phone:	Fax:
Email:	
Name of person in charge of the food business and title (eg. manager):	
Details of the food vehicle - make, model, registration plate (if applicable):	
Details of any associated premises:	

Description of use of the premises

Please tick **all** boxes that apply (there may be more than one)

- | | |
|--------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Manufacturer/ processor | <input type="checkbox"/> Hotel/ motel/ guesthouse |
| <input type="checkbox"/> Retailer | <input type="checkbox"/> Pub/ tavern |
| <input type="checkbox"/> Food service | <input type="checkbox"/> Canteen/ kitchen |
| <input type="checkbox"/> Distributor/ importer | <input type="checkbox"/> Hospital/ nursing home |
| <input type="checkbox"/> Packer | <input type="checkbox"/> Childcare centre |
| <input type="checkbox"/> Storage | <input type="checkbox"/> Home delivery |
| <input type="checkbox"/> Transport | <input type="checkbox"/> Temporary stall/ market stall |
| <input type="checkbox"/> Restaurant/ café | <input type="checkbox"/> Mobile food operator (vehicle) |
| <input type="checkbox"/> Snack bar | <input type="checkbox"/> Residential premises |



- | | |
|------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Takeaway | <input type="checkbox"/> Charitable/ community organisation |
| <input type="checkbox"/> Caterer | <input type="checkbox"/> Other (specify): |
| <input type="checkbox"/> Meals-on-wheels | _____ |

Please provide more details about your type of business

(For example: butcher, bakery, seafood processor, soft drink manufacturer, milk vendor, service station. If a catering business, please provide maximum patrons estimate)

Do you provide, produce or manufacture any of the following foods?

Please tick **all** boxes that apply

- | | |
|--------------------------------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Prepared, ready-to-eat ¹ table meals | <input type="checkbox"/> Prepared salads |
| <input type="checkbox"/> Frozen meals | <input type="checkbox"/> Confectionary |
| <input type="checkbox"/> Raw meat, poultry or seafood | <input type="checkbox"/> Infant or baby foods |
| <input type="checkbox"/> Processed meat, poultry or seafood | <input type="checkbox"/> Bread, pastries or cakes |
| <input type="checkbox"/> Fermented meat products | <input type="checkbox"/> Egg or egg products |
| <input type="checkbox"/> Meat pies, sausage rolls or hot dogs | <input type="checkbox"/> Dairy products |
| <input type="checkbox"/> Sandwiches or rolls | <input type="checkbox"/> Other (specify): |
| <input type="checkbox"/> Soft drinks/juices | |
| <input type="checkbox"/> Raw fruit and vegetables | |
| <input type="checkbox"/> Processed fruit and vegetables | |

Nature of food business	YES	NO
Are you a small business (less than 10 people)?		
Is the food that you provide, produce or manufacture ready-to-eat when sold to the customer?		
Do you process the food that you produce or provide before sale or distribution?		
Do you directly supply or manufacturer food for organisations that cater to the sick, elderly, children under 5 years of age or pregnant women (such as hospitals, nursing homes, and childcare centres)?		



To be answered by manufacturing/ processing businesses only:		
	YES	NO
Do you manufacture or produce products that are not shelf stable?		
Do you manufacture or produce fermented meat products such as salami?		
To be answered by food service and retail businesses only (including charitable and community organisations, market stalls and temporary food premises):		
	YES	NO
Do you sell ready-to-eat food at a different location from where it is prepared?		

Declaration:

I, the person making this application declare that the information contained in this application is true and correct in every particular.

Applicant Signature

Date