



Tilba Festival 20th April 2019

Easter Saturday

Tilba Festival is a Plastic Free Event

Applications must be received **NO LATER** than two months prior to the Festival Date above

Note: Please ensure you read **ALL** sections carefully prior to completing this application form.

[Applications will be processed on a first PAID basis.](#)

Please return your Application and other required documents to festivaltilba@gmail.com

or post to Tilba Festival, C/- Post Office, Central Tilba, NSW, 2546

Stall Enquiries: *Cas Mayfield, 0412 136 145* - Entertainment Inquiries: Juanita Low

(Please print clearly and **complete all applicable sections**)

Business name: (who we make the payment or receipt out to)	
ABN:	Food Providers Rego No:
Address:	
Stall or Performer's Group name: (what do you want shown on the program)	
Description of goods to be sold or Type & number of performers: (What will describe you as on our FB page and web site etc. Performers please give style or genre of performance)	
Website or Facebook page address:	Phone Contact number during daytime hours:
Contact name: (who do we deal with for matters of payment, logistics etc)	Alternate phone contact:
Email address: (All communication will be by email unless otherwise agreed)	
For Stall holders only:	
What percentage of your goods etc do you grow or make yourself?	What size stall do you want (<i>circle your preference</i>) 3x3 3x6 3x9
Do you require power?(powered site locations are very limited)	How many Festival paper bags do you require?
For Performers only:	
Performance Fee:	BSB & Account no:
Insurance Company Name & Policy Number (only if you are a registered business) Or Occupation (when not entertaining)	



Terms & Conditions

Section 2 – General Requirements

1. Vehicle access is from 7am to 8am after which the roads will be closed. You cannot leave your vehicle in the street.
2. All stalls must be set up and ready for customers by 8.30am.
3. Barriers will be erected in the main street from 9am.
4. It is imperative that all vehicles are removed from the Street by 8.30am at which time activities will commence.

Section 3 – Performers Requirements

1. Please submit a Tax Invoice to festivaltilba@gmail.com at least one week prior to the Festival.
2. Unless otherwise agreed, performers will be paid by EFT the next day.
3. All performers who are working under a registered business must provide a valid insurance certificate showing its currency and personal & public liability etc. If you are not part of a business please complete the 'Occupation' section on the Application Form so we can note your details on our insurance.
4. There is 15 minutes allowed for setup, and 15 minutes for take down. You must stay within these times to allow for other performers needs. Performers should be considerate of others during the course of setting up / dismantling.
5. Please do not go over the allotted time for your performance as we have a tight schedule to keep to. If you arrive late your performance time will be truncated.
6. Each stage will be equipped with a PA. You may not bring your own.
7. Parking is in Latimers Lane. You may use Corkhill Drive to drop performers and instruments at the end of Bates St and then continue on Corkhill Dr (which will be one way for the day) to either the Tilba Tilba oval car park or the Latimers Lane car park. A shuttle bus will take you back to the Festival. Please allow plenty of time for this arrangement.

Section 4 – Stall holder requirements

A Insurance

Stallholders must provide a copy of their current \$20 Million Public Liability Certificate of Currency indicating on the Policy that you are insured to hold a Stall at the Tilba Festival. (Check this with your insurance Company).

Note: You must provide a Certificate of Currency for public liability quotes, schedules or invoices will not be accepted.

If your Certificate of Currency is due to be renewed during the year you may send an Application Form and payment to book the stall. **Upon renewal of insurance it is your responsibility** to send us a copy of the renewed Certificate of Currency which is valid to cover you on the festival date. This must reach us by 1 month prior to the Festival Date shown on the first page.

Please note your stall will not be reserved without Full Payment and Proof of Insurance.

Insurance Enquiries: www.stallholders.com.au



Tilba Festival 20th April 2019

Easter Saturday

B Risk Assessment Form

As a requirement stallholders are required to complete a Risk Assessment form. **See attached as a separate document.** There is a guide on the back of the form for your reference.

C Power

Powered Stall Sites are **VERY LIMITED**. If you require power please contact us before submitting your application form to festivaltilba@gmail.com.

Power leads are not supplied. Stallholders are asked to provide their own extension leads. All leads must be tested and tagged by an Electrician each year and suitable for external use. Leads must be taped down.

E. Conditions

As a Stallholder you understand:

1. All Tilba Festival is a **Plastic Free event**. No stall may sell plastic products or use plastic wrapping or bags. We will be selling Festival paper shopping bags direct to you (optional) and via the Dromedary Merchandise stall. If you would like a stock of these bags please indicate on your application form.
2. Food stall should estimate their stock levels based on an attendance of approx. 6500 to 8000. Please ensure you have enough stock to cater for the whole day.
3. Stallholders are required to exhibit from 9am until 4pm. No bump out is allowed until after 4pm. Stall holders in the South Car Park may close from 4 to 5 if required, to restock. They must be prepared to trade again from 5.30 to 7.30. Bump out for that car park will be after 8.30. Please indicate ASAP if you are interested in being in this car park.
4. Only quality handmade products, fresh produce & plants, gourmet food, Australian or boutique products food stalls will be accepted to fit with the Tilba regional theme. Stall acceptance will be at the Committee's discretion and will be final.
5. New stallholders may be required to provide samples of products and display for consideration. Not all stallholder applications are accepted.
6. Presentation of your stall and products must be of a high standard. Only tables/flat trestles to be used, variations must contact our office before submitting your application.
7. The Committee reserves the right to determine location of your stall or display. Food stalls will be grouped with only 1 stall of each food type in each group, as far as possible. Stall location will be at the Committee's discretion and will be final.
8. The Festival will go ahead regardless of weather conditions on the day. No refunds.
9. All Stallholders are required to provide their own tables, chairs and whatever equipment they require for the day. It is Stallholders responsibility that the stall setup complies with OH&S requirements and return a completed Risk Assessment.
10. As a Stallholder you will comply with the current **"Guidelines for Food Businesses at Temporary Events"** published by the NSW Food Authority. Attached is an illustration for your reference.
11. Stallholders cooking food are required to provide protection underneath to avoid splatter of substances on ground/road surface.
12. The Committee reserves the right to reject any stall at the event if it does not comply with these requirements.

I have read and agree to comply with ALL the Tilba Festival Terms & Conditions.

Signature: _____

Date: ____ / ____ / 20____