



Australian Italian Festival
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Australian Italian Festival 3 and 4 June 2023 Stallholders Booking Form

Business Name	Contact Name
Postal Address	
Mobile Phone	Email
Products for Sale	

A. TYPE OF STALL for 2-day Festival	Cost Incl. GST	QTY	TOTAL
Covered Merchandise (Stall size 3 x 3 metre)	110.00		\$
Food/Drink Stall (Stall size 3 x 3 metre)	330.00		\$
Food/Drink Stall (Stall size 6 x 6 metre)	660.00		\$
STALL TOTAL			\$

Extra space costs \$100 per metre. The stall size must include trailer drawbars if they remain attached to your vans and/or door opening requirements.

B. POWER SERVICES	Cost Incl. GST	QTY	TOTAL
Merchandise Stall (3 or less low voltage electrical appliances)	20.00		\$
Food/Drink Stall small (3 or less electrical appliances)	40.00		\$
Food/Drink Stall large (more than 3 electrical appliances)	80.00		\$
POWER TOTAL			\$
C. TOTAL COST – STALL SITES + POWER			\$

All fees payable by COB end of the *first week in May*.

Fees are non-refundable after COB *final week May*.

The Festival (AIF) reserves the right to cancel any application if not confirmed via payment by this within this set timeframe.

D. LIGHTING

Will you have lighting fixed on the exterior of your stall? Tick appropriate.

Fluoro Solar lighting
 Porta Flood
 Rope Lights

E. UNIT TYPE (Tick if appropriate)

Self-contained van & sales unit

A trailer unit (provide size details)

F. POWER REQUIREMENTS

Do you require appliances in your stall? Yes / No

How many Plugs do you require? 1 x 3 Phase 32 AMPS 5 Pin Plug

Appliance	Appliance Wattage	Wattage of your appliance (if different)	Number of Items
Bain maries – food warmer	3600		
Commercial deep fryer	3600		
Cool Room	250 – 500		
Crock Pot	150		
Deep Fryer	1800 – 3600		
Electric Wok	1200		
Food Processor	500		
Food warmer	400		
Frying Pan	1200		
Griller	1200 – 1900		
Hot Plates	1200		
Lights	100		
Microwave	600 – 1200		
Refrigerator	150 – 350		
Rice Cooker	700		
Sandwich Maker	600		
Steamers	600		
Toaster	600 – 1500		
Other:			

THIS SECTION IS COMPULSORY FOR ALL STALLS REQUIRING ELECTRICITY

No additional appliances will be accepted after you have been allocated a site.

This list assists us in determining what electrical requirements you need in order to be compliant. We will contact you if there is an issue.

*** All Stallholders must be set up and ready for trading by 9.00am sharp on the Saturday morning of the festival. The market stall area can slow down in the evening so it is up to the stallholder as to when they would like to close their stall for the day. We have overnight security so you can leave your stall set up but if you close early you might need to secure your product.**

**** You are able to supply your own generator as long as the noise factor does not interfere with stallholders on either side of you.**

G. STALLHOLDER STAFFING REQUIREMENTS

Please provide the number of wristbands required for staff to man your stall.

SATURDAY ONLY

SUNDAY ONLY

WHOLE WEEKEND

H. PAYMENT REQUIREMENTS

Cheques payable to: Australian Italian Festival Assoc. Inc OR

EFT to Westpac / BSB 034187 / Account Number 226506

REFUND POLICY

The Australian Italian Festival will refund fees advanced by applicants if a withdrawal of the Application is received in writing on or before close of business **on the final week of May**. Applications withdrawn after this time will generally not receive a refund on any fees advanced to the Australian Italian Festival. A review may be requested.

Refunds by direct deposit to applicant's bank account.

Bank: _____ BSB: _____ Account Number _____

Please note: Lodgement of application form does not mean automatic acceptance. Payment and signed Terms and Conditions and a copy of a valid Public Liability Certificate of Currency (if required) must accompany this form to ensure a site is allocated to you.

If you are a food stall then current compliance documents relating to the sale of food must also be submitted.

* FINALISE YOUR BOOKING *

1. Complete all 3 pages and sign page 4 of the booking form.
2. Email all 4 pages with to admin@australianitalianfestival.com.au
3. Pay site fee by COB ***final week of May***
4. Supply all documentation e.g. **Certificate of Currency** and **Food Business License** (food stalls only) by ***final week of May***

Information about stall location and collection of Festival passes will be forwarded closer to the Festival.

- ***THE AUSTRALIAN ITALIAN FESTIVAL IS A NON-SMOKING EVENT***
- ***NO PLASTIC BAGS ALLOWED***
- ***NO PLASTICS ALLOWED AT FOOD STALLS AS PER QLD GOVERNMENT GUIDELINES***
- ***ALL CURRENT QUEENSLAND GOVERNMENT COVID SAFE PROCEDURES MUST BE ADHERED TO AT ALL TIMES***

STALLHOLDERS TERMS & CONDITIONS

1. Australian Italian Festival Association Inc. reserves the right to reject any stallholder application considered inappropriate for the festival and/or reserves the right to limit the number of like stalls to ensure the economic viability of participating stall holders.
2. The sale of any food item or product at any stall (including Australian Italian Festival stalls) will be at the discretion of the Australian Italian Festival.
3. While the Australian Italian Festival endeavours to accommodate all reasonable requests during the allocation process, the festival reserves the right on final decision of Stall locations. AIFA is not responsible for any fit-out costs.
4. Payment must be received in support of your application. If your application is not accepted you will be advised in writing and your site payment will be returned to you. The Australian Italian Festival will refund fees advanced by applicants if a withdrawal of the Application is received in writing by the AIFO on or before close of business on or before THE FINAL WEEK IN MAY 2023. Withdrawal of applicants after that date will generally not be entitled to redeem any fees advanced to the AIFA. A review may be requested.
5. Standard stalls sites measure 3 x 3 metres in total. Stall holders must conduct their business within the confines of their allocated area. If a stall holder needs a site larger than ordered in this application, then the stall holder must pay for additional metreage at \$100 per metre, including GST. No other additional structures will be allowed on site without prior written approval.
6. Power will only be supplied to a site if ordered on the application form and paid for. **Stall holders are required to supply their own extension leads.** (Maximum length of 20 meters) and power boards with an earth leakage circuit breaker to distribute the power within sites (current safety tag required on all electrical equipment). **Power must be ordered in advance and cannot be ordered on the day.** Stall holders are required to supply lighting for their stall.
7. Stall holders should check their appliances to ensure they are appropriately tagged and that no more are added on the day. If more appliances (than originally required) are found to be in your stall over the event, you may be shut down. Stall Holders are responsible to engage an electrical contractor should you require one.
8. **Stall holders are responsible for maintaining the stall in a clean condition for the duration of the festival and for the removal of all oils, cooking waste and equipment upon completion. The site must be left clean and tidy or appropriate fees will be levied by the AIFA.**
9. Stall holders must not alter their merchandise or product as described on the application form without permission from the AIFA. You may be evicted if your products differ from the description in your application.
10. **No raffle tickets are to be sold in the grounds at the festival (excluding the Australian Italian Festival Assoc. Inc Committee)**
11. Food stalls must comply with the provisions and regulations of the current Local, State and Federal Food Acts.
12. All operators selling food and/or drink products must hold a **Food Business License and submit a copy to the AIFA.**
13. **The Festival will proceed whether it rains or not. There will be no refunds in the case of inclement weather.**
14. All instructions by AIFA staff, security or other relevant staff must be complied with. Any use of language that is foul, threatening or abusive towards any other person will result in removal from the Event Precinct immediately.
15. All Stallholders must be set up and ready for trading by 9.00am sharp on Saturday morning.

LEGAL REQUIREMENTS

1. All site operators are required to comply with the QLD Workplace Health and Safety Regulations pertaining to the operation of gas cylinders and electrical equipment.
2. All site operators are required to comply with the QLD WorkCover guidelines.
3. **All site operators that produce hot food must have a Fire Extinguisher on site.**
4. Stall Holders Public Liability and Product Insurance to cover their participation, products and activities at the festival must have cover for \$20 million. You must **provide a copy of your current policy** with your booking form.
5. By signing this form you agree to accept the Stall Holder Terms & Conditions.

Declaration: I / We accept the conditions as stated above.

Your signature: _____ **Date:** _____