



STALL HOLDER APPLICATION FORM

Business Name: _____

Contact Person: _____

Products: _____

Postal Address: _____ Postcode: _____

Telephone: _____ Day of event contact no. _____

Email: _____

Number of attendees included is 2. Extra tickets @ \$10 each _____ extra tickets needed = \$_____

Sites - All stall fit out, including tie downs, anchors for shade, generators, cool rooms etc must be within the site booked. All stalls will be booked on the show grounds.

General Site Open Area

No cover

(required own marque and weather protection)

5m frontage x 5m depth	\$90
10m frontage x 5m depth	\$180
Other - please indicate size requirements.	Frontage x depth POA
Power requirements	Number of outlets 10amp x 15 amp x \$20

Food Vendors

No Cover

5m frontage x 10m depth	\$110
10m frontage x 10m depth	\$220
Other - please indicate size requirements	Frontage x depth POA
Power requirements	Number of outlets 10amp x 15amp x \$20

Rides & Amusement (Price on Application)

Please indicate size requirements.

Frontage x depth	POA
Power requirements	Number of outlets 10amp x 15amp x POA

STALL HOLDER INFORMATION SHEET

1. Approved stall holders: Applicants will be notified if successful once all registered documents have been provided.
2. Insurance: Trade Space Occupiers and Stall Holders are covered by our Public Liability Policy **ONLY** where CMAS is found to be negligent in some way. You are not covered for any negligence on your part or in respect to the "sale of products, food and drinks". This means we do not provide cover for loss or injury caused by any of the products you may sell or supply or equipment etc. that you may bring to the grounds.
Liability is your responsibility and the Society insists that you arrange your own Public Liability Insurance.
 - * **Public Liability:** A copy of your current **Certificate of Currency** for Public Liability must accompany your application. Application will not be approved until certificate is received.
 - * **Stall Holders:** participate at the Moora Show at their own risk and are required to indemnify and hold harmless the organizers against any claim for damages, costs, claims, expenses and liabilities including without limitations consequential loss and loss of profits in respect of any loss, damage, injury, disease or death caused through any of the Stall Holders activities at the Moora Show.
3. **Set up:** Stall holders will have access on Friday 13 September 2024 BETWEEN 2PM - 6PM or Saturday the 14 September 2024 from 7AM-9AM. No vehicles will be given access after 9AM on Show Day. Unless prior arrangement is made with the Trade Secretary.
4. **Cancellations & Refunds** Stall fees will not be refunded should inclement weather or factors beyond the control of the Moora Show organizers affect the event. No refunds will be given for cancellations made less than 21 days prior to the show.
5. **Product exemptions: For safety reasons no guns, cap guns, laser pointers, knives, explosive devices, a toy capable of firing a projectile and products that contain easily accessible button batteries will be permitted on the show grounds.** Grounds staff will inspect merchandise and failure to comply may result in expulsion from the grounds. Moora show organizers reserve the right to refuse any applicant to maintain the spirit of the event or change stall locations without notice.
6. **Approved Food Vendors:** Vendors must have a current Food Registration Certificate and a copy of this must accompany this application, along with a Temporary Food Business Application. This permit must be completed and sent to Moora Shire.
7. **Non Registered Food Businesses:** Temporary Food Vendors must complete the Shire of Moora Temporary Food Business Application and a Temporary Food Business Checklist. See Principal Environmental Health Officer at the Shire of Moora for more information.
8. **Fit out:** Stall Holders are to provide their own tables, chairs and weather protection (shades, tents, etc) Stall Holders must provide their own weights or methods of securing shelters. Stall Holders are responsible for the erection and dismantling of their own shades, within the designated area. **Please ensure anchor points are within your booked site.**
9. Small business owners can share a gazebo to save on cost.
10. **Electricity:** Stall Holders that intend to use a powered site shall ensure all power leads and electrical appliances, to be used on the day have a current tag issued by a licensed electrical worker. The tags must be visible, legible and attached to the electrical item before the event. There will be no services to have items tagged on site.
11. **Parking:** Is limited on the grounds. You must unload your goods and remove your vehicle to the designated Stall Holder parking area before 9AM. If you require a site for your vehicle displays please book a site large enough to accommodate it safely and without intrusion on other Stall Holders (including draw bars)
12. **Show hours:** are from 10am on Saturday 14 September 2024. Stall Holders are to be set up and ready to commence trading at 9.45am
13. **Entertainment and bar commence from 12 midday till late (TBC).**
14. **Final Instructions** Successful Stall Holders will receive Final Instructions for the day prior to the Show.
15. **Dogs: No dogs are allowed anywhere on the grounds (including Stall Holder sites)**
15. **Alcohol:** No BYO alcohol is allowed anywhere on the grounds.
16. **Agreements:** By submitting an application, you are agreeing to all of the terms and conditions listed above.

SIGNATURE: _____ DATE: _____

Please contact Tradeshow Secretary, Megan Brassington on 0428 657 200 or enquiries.moorashow@gmail.com

Insurance: YES or N/A

Please find attached my Certificate of Currency for Public Liability Insurance (copy of your insurance policy is not acceptable).

Food Registration Certificate YES or N/A

Copy of Certificate issued by your Local Government Authority

Temporary Food Business YES or N/A

Temporary Food Business Application forms for approval by Shire of Moora

Liquor Licence YES or N/A

Copy of Licence including details of current RSA Certification.