



OUT OF AFRICA FESTIVAL 6 & 7 November 2010

Cranbourne Racing Centre, Grant St, Cranbourne

APPLICATION FORM

GCO Agencies PTY. LTD (Global Cultural Organisation) is now accepting applications from all interested stallholders/exhibitors. Please complete the attached stallholder Application Form, and return it to GCO Agencies PTY.

- 1. SITE FEES:** Community organisations & Private \$250 (ex gst) per stall
Businesses – R550.00 (ex gst) **(Fees includes both days)**
- 2. SUPPLIED:** Marquee (3m x 3m), Trestle table (1 x 2.4m), 2 x Chairs & 1 Light
Any electrical equipment brought in will need to be tagged and tested by you before The festival days (i.e. microwave). All equipment needs to be specified below and any *unspecified* Electric equipment will be charged @ \$75.00 per piece
- 3. TIMES:**
Load in: Approx. 7am – 9am Saturday 6 November 2010
Operation: Approx. SAT: 10am – 10pm, SUN: 11am – 6pm
Pack down: Approx. 6pm – 9pm Sunday 7 November 2010
- 4. PARKING:** Stall holders will be supplied with a parking permit to enter demarcated parking. 2 parking spaces per stall. Ample public parking
- 5. TERMS AND CONDITIONS:**
 - a) Food stallholders must have a current Food Handling Certificate. For more information please contact the City of Casey Health Services Branch on 03 9705 5513 – Lia Anagnosteas or email: lanagnosteas@casey.vic.gov.au
 - b) All electrical equipment to be used on site must be tested and tagged. Failure to do so may result in stall closure.
 - c) Stallholders must keep all dangerous items away from public access.
 - d) Stalls must be kept clean and tidy. Waste disposal is the responsibility of the stallholder.
 - e) The location of stalls will be at the discretion of management.
 - f) Stallholders must ensure that their activity meets Commonwealth, State and Local Government regulations relating to health, fire, safety, vendors licence requirements etc.
 - g) Management has overall control of signage, material and products sold or displayed at the event. Please note that signage, material and products may be refused inclusion entirely at the discretion of the management.
 - h) No fundraising activities are to be held during the event, and donation boxes are not to be displayed.
 - i) *If* your application is successful you will be required to make a deposit of \$250.
Payment can be made in the following ways:
Cheque made out to GCO Agencies PTY. LTD, PO Box 4005, Narre Warren South, VIC 3000
Direct deposits: GCO Agencies PTY. LTD – BSB: 033686 ACC No: 411752 **Use your full name as reference**
 - j) Businesses must have current Public Liability insurance to the value of \$10 million.
 - k) Stalls **WILL NOT** be reserved without payment
 - l) Stallholders **will not be permitted to sell/trade any type of alcoholic drinks** in their designated stall
 - m) The Festival Organiser is not liable for any damage caused to the stalls, merchandise, equipment or any facilities by rain, storm, fire or any reason whatsoever
 - n) The Festival Organiser reserves the right to reject/cancel applications that do not comply with these conditions

****Please print clearly in pen**

Name of Company/Business: _____

ABN (if applicable) _____

Name of stall: _____

Contact person: _____

Postal address: _____

Mobile number: _____ Other number: _____

Email address: _____

Website: _____

PERMIT: Food stallholders must have a current Food Handling Certificate from the City of Casey and will be required to provide a copy of this certificate if selected to hold a food stall at this event.

INSURANCE: Businesses must have current Public Liability insurance to the value of \$10 million and will be required to provide a copy of this certificate to the event organisers if successful.

POWER: Please note that all electrical equipment to be used on site must be tagged and tested by a qualified technician. Stallholders must provide their own power extension leads and power boards.

Payment: If your application is successful you will be required to make payment in full
Payment can be made in the following ways:
Cheque made out to GCO Agencies PTY. LTD, PO Box 4005, Narre Warren South, VIC 3000
Direct deposits: GCO Agencies PTY. LTD – BSB: 033686 ACC No: 411752
Use your full name as reference

Contact: gco@gcoproductions.com / 0434 611 236

Describe your stall: (List what kind of food you sell. What is the price range of your food? Are you a business or non-profit organisation? How long have you been running this business?) What will you be exhibiting/promoting? (type of business)

List (if applicable) other festivals and events where you have previously held a stall, or been an exhibitor.

Which cultural / ethnic / linguistic background are you representing?
