

ORARA VALLEY FAIR 2022
STALL HOLDER EXPRESSION OF INTEREST
Please read both pages carefully

FAIR DATE : MONDAY 13TH JUNE 2022

EOI CLOSE DATE: 1ST MAY 2022

APPLICANT'S NAME:	
BUSINESS/GROUP:	
PHONE:	MOBILE:
EMAIL:	
BANK ACCOUNT NAME:	
BANK BSB:	ACCOUNT NO.:

STALL DETAILS & PRICING

Each stall site is 4 metres deep. The stall frontage is limited to a maximum of 6 metres. Ordinary site without power = \$20.00 per metre frontage and a site with power provided = \$20/m + \$20.00 per site

WHAT WILL YOU BE SELLING? _
WHAT IS YOUR REQUIRED FRONTAGE? _____ metres (max 6m)
DO YOU REQUIRE POWER? YES <input type="checkbox"/> NO <input type="checkbox"/> (tick appropriate box) (If Yes refer to "Powered Sites" on next page)
IF YES, DO YOU REQUIRE: ONE 10 amp <input type="checkbox"/> OR ONE 15 amp <input type="checkbox"/> (tick appropriate box)
Please note: <i>The number of power outlets is limited, no stall holder can be assigned more than one 10 amp outlet except for coffee stalls which will be assigned one 15 amp outlet. All cords and electrical equipment used at the Fair will need to have been tested and tagged by an authorised electrician and carry a current date. All equipment will be checked and any without the appropriate tagged will be banned from use.</i>

INSURANCE

Insurance is the stall holder's responsibility. A copy of a valid certificate of insurance currency **must** accompany your application. **Disclaimer:** It is the stallholder's responsibility to hold all necessary documents relevant to their line of business.

BOOKING CHECKLIST

Please complete the following:	
<input type="checkbox"/>	I have read "Information for Stall Holders" and accept the conditions.
<input type="checkbox"/>	I have completed a direct credit payment to Orara Valley Fair BSB:533000 Account 100664519 for \$_____
<input type="checkbox"/>	I have enclosed a valid Certificate of Insurance which expires on or after 13 th June 2022 OR my insurance expires prior to 12 th June 2022 and I will forward a valid Certificate of Insurance upon renewal which expires on or after 13 th June 2022.
<input type="checkbox"/>	I have read "Information for Stall Holders" and accept the conditions.
<input type="checkbox"/>	I will comply with all requirements of the OVF Committee.
<input type="checkbox"/>	I will follow NSW Health Public Health Orders and OVF COVID Risk Management Plan
<input type="checkbox"/>	I will not hold the OVF Committee liable for any decision.

AUTHORITY

SIGNED:

DATE:



ORARA VALLEY FAIR 2022 EXPRESSIONS OF INTEREST



STALLHOLDER INFORMATION

EOI DEADLINE

In order for your EOI to be considered, we require that this form is complete and accurate, with all required attachments emailed to stallholders@oraravalleyfair.com.au. In addition, ensure your EOI is received **no later than 1 May 2022**. **Incomplete applications will not be considered**. Insurance certificates (Certificates of Currency) must show that they will be valid for 13th June 2022.

PAYMENT

The payment which must accompany the EOI must be made by direct credit to:
Account Name: Orara Valley Fair Inc. BSB: 533000 ACC #: 100664519
Please include in the reference area: the applicant's BSB, Account Number and Applicant Name e.g. 123000 987654321 Billy's Cart (This is essential for the refund of the Applicant's payment if the application is unsuccessful or if the Fair is cancelled).

EOI ASSESSMENT PROCESS

The OVF Committee will review all EOI Forms at a specific 'Stall Holder' meeting soon after the 1 May 2022. At this meeting the committee will review each application on an individual basis in reference to the OVF Stall Holder Policy. Successful and unsuccessful EOIs will be advised by email.

POWERED SITES

In order to minimise the risks of overloading circuits and power outages for stall holders we require you to list below for **each appliance or piece of equipment** you will be bringing to the Fair, a description of the item and its rated power in watts (W) or current draw amps (A). A specification plate attached to the item should provide this information. In addition, if an item has a 15-amp plug and therefore requires a 15-amp power socket please indicate this as well. With this information we will endeavour to provide facilities to minimise the risk of power outages. If you plan to bring your own generator please advise this information as well.

Please provide below, details of your appliances and their watts and amps.

APPLIANCE	WATTS	AMPS

VEHICLES

If you operate from your vehicle, you will be restricted to one vehicle per site and that vehicle must fit within the site you have booked. If you do not operate from your vehicle but need to bring it onto the ground to unload, you must remove it to the exhibitor parking area by no later than 8:30am.

WASTE MANAGEMENT

All stall holders are responsible for their own rubbish and will need to take it with them at the end of the day. Please be aware that Orara Valley Fair each year works with Oz Harvest Coffs Harbour and Julie Fergusson arrives around 3pm on the day to collect any viable leftover food from the food stallholders.

STALL STAFFING

Each stall holder will be granted 2 free entries for staffing on the day. Any staffing over the designated 2 members will be charged entry of \$2.00/person and will be collected on the day.

CONTACT DETAILS

Email: stallholders@oraravalleyfair.com.au