

# 2018 STALLHOLDER APPLICATION FORMS



## APPLYING FOR A SITE AT THE 2018 HERVEY BAY SEAFOOD FESTIVAL.

### STEP 1

The application form & conditions of participation (*Event Manual*) are also downloadable at [www.herveybayseafoodfestival.com.au](http://www.herveybayseafoodfestival.com.au) or email [elaine@herveybayseafoodfestival.com.au](mailto:elaine@herveybayseafoodfestival.com.au)  
Note: There is a site quota for each section (e.g. food, beverages, information, traders)

### STEP 2

#### SUBMIT YOUR APPLICATION AND ALL REQUESTED DOCUMENTS APPLICATIONS CLOSE 30 MARCH 2018

#### Include:

- 1 Application form signed
- 2 Full description of products (including seafood menu items) to be sold
- 3 Copy of current public liability insurance
- 4 Completed Electrical Form with details of all electrical needs
- 5 **Do not send any payment with application**
- 6 Return to either by post or email to:  
PO Box 7307 Urangan 4655 or  
**EMAIL** [elaine@herveybayseafoodfestival.com.au](mailto:elaine@herveybayseafoodfestival.com.au)

**Note INCOMPLETE APPLICATIONS may be REJECTED**

### STEP 3

#### NOTIFICATIONS OF SUCCESSFUL APPLICATIONS & INVOICE

Applicants advised by email within 14 days of Receipt of applications of their application status  
Successful applicants will have their invoice attached for payment.  
**Please wait for invoice to make payment**

### STEP 4

Stallholder kits distributed by Aust Post to address on application 20 July 2018

<b>APPLICANT STALLHOLDER DETAILS</b>	
Organisation	
Email Address	
Postal Address (for stall kit mail out)	
Contact Person	
Phone	
Other Fraser Coast Events you are attending in 2016	
Number of Stall Workers	
Vehicle Reg (1 pass per stallholder)	

### **SALES ITEMS**

**(Refer to Event Manual for terms and conditions)**

**NOTE: FOOD AND BEVERAGE VENDORS** . – The aim is for a wide range of dishes featuring the local seafood. Please refer to the event manual – Section 2 for more information on seafood vending conditions.

- **The seafood –only local wild catch seafood - *Meat not permitted unless approved as a minor ingredient of a seafood dish e.g. as prawn and chorizo***
- Other food stalls e.g. vegetarian, desserts, cheeses, beverages.
- Market stalls with a focus on foods produced in the Wide Bay Burnett, marine and environmental interests, good health & information and craft of a marine influence.

STALL DESCRIPTION	
<b>FOOD STALL</b>	Description and Decoration theme.
Foods to be sold (attach photograph)	Description of Seafood Menu Item 1.  2.  3  4
	Description of non-seafood menu item 1  2.  3
<b>Number of Serves , Stock levels to 2PM</b>	
Beverages	
Alcohol	
<b>OTHER STALLS</b>	<b>Description of Sales Items:</b>
	Information /Exhibits

STALL REQUIREMENTS			
PLEASE ENSURE ADEQUATE SIZE FOR STALL FITOUT – This includes space for items as cool rooms etc.			
SITE DETAILS	DIMESION	COST	QUANTITY
Power Connection ( <i>note limits may apply</i> )	1 x 15 amp	\$ 20 each	
Water		No Charge	
Commercial Trading Marquee Site	3 x3m	\$170	
Commercial Trading Marquee	6 x3 m	\$210	
Food Van Sites <b>include tow bar in measurements</b>		\$210	
Side Open            End Open			
Community NFP Fundraising	3x3	\$120	
Community NFP-Fundraising	6x3	\$170	
Community Groups Info Only (no power connection available)	3x3	No Charge	

**DO NOT SEND PAYMENT WITH APPLICATION.**

**Upon site approval you will be issued with an invoice for payment of site fees.**

**DECLARATION**

Yes , I have read the **Hervey Bay Seafood Festival Event Manual** and **accept the terms & conditions** and agree to abide by them.

I will ensure that all volunteers and staff under my direction are made aware of this information

**Signature:**.....

Disclaimer:  
In staging the Hervey Bay Seafood Festival, the HBSFA has sourced the information contained within and we believe it is accurate and applicable to the quality of the event. However, neither the HBSFA nor volunteers accept any liability for its contents, advice or opinions or for any consequences that may occur.



## Electrical Management Stallholder Agreement

- All extension leads must be 15A leads
- All Bain maries' must be on their own 15A lead
- All other appliances must be on a separate lead
- All power boards are to have 10A circuit protection
- **No double adaptors**
- **No Generators without the festival electrician's permission & in the event of agreement, the electricians directives are final**
- All leads and appliances regardless of age (even if just purchased) must have a current test tag with an electrical contractor's number.
- **Only those appliances listed on the stall appliance list will be permitted on site**

Failure to comply may result in the supply of power being removed from your site.  
Additional charges will apply for onsite testing of leads and appliances that do not comply.  
This will be charged by the contract electrician on site.

Restrictions may apply to the quantity of heating appliances on one site due to power constraints with generators on the event site.

**The Electrician's decision regarding all power management is FINAL.**

### **ELECTRICAL AGREEMENT.**

**I have read the Power Supply & Electrical Management details, supplied all details of my listed appliances & agree to the electrician's terms.**

PRINT NAME.....

.Signature .....

Stallholder..... Date .....

## Hervey Bay Seafood Festival Power Supply and Electrical Management Stallholder Agreement.

\* Mandatory form for stallholder electrical connection and must be lodged at application

STALL APPLIANCE LIST- DETAILED INFORMATION				
Appliance	Watts/Amps of appliance	No of Appliances	Contractors number	Tag Date
Cool room				
Bain Marie (2 per site)				
Deep Fryer (1 per site)				
Kettle/Tea & Coffee urn				
Coffee Machine				
Coffee Grinder				
Pancake / Crepe Irons etc				
Hand mixer				
T.V screen/ video				
Leads				
Power Boards				
EFTPOS				
Cash register				
Other				