MARKET STALL BOOKING FORM

Sunday 5th December 2021

|  |  |  |  |
| --- | --- | --- | --- |
| **Stallholder Name:** | | | |
| **Address:** | | | |
| **Company Contact:** | | | |
| **Mobile:** | | | |
| **Email:** | | | |
| **Products/Items displayed:** | | | |
| **Outdoor Site Size**  **(Front x Depth)** | **Site Fees**  **(GST INC)** | **Quantity** | **Amount Due** |
| 4m x 9m | $60 |  |  |
| **Extras Available** | | | |
| Extra Cover Public Liability | $20 |  |  |
| Plastic Chair Hire (each) | $5 |  |  |
| Trestle Table Hire (each) | $10 |  |  |
| **TOTAL AMOUNT PAYABLE WITH APPLICATION** | |  | **$** |

Orange Field Days Co-operative Ltd ABN: 92 332 478 259 trading as Australian National Field Days

563 Borenore Road, Borenore NSW 2800

Phone: 02 6362 1588 Fax: 02 6362 5421 Email: [info@anfd.com.au](mailto:info@anfd.com.au)

Website: www.anfd.com.au

**PAYMENT OPTIONS: (Please select option)**

**□ Direct Deposit: Please list stallholder name or invoice number as reference**

**Orange Field Days Co-op Ltd**

*NAB Orange*

***BSB:*** *082 774* ***ACC:*** *19 576 8342*

**□ Cheque:** Cheques are to be made payable to **Orange National Field Days**

**□ Cash:** Please attach your exhibitor application form with payment

**□ Credit Card:** Contact the office on 02 6362 1588 to make credit card payments

Terms & Conditions

All stall holders will be required to comply with the COVID safety plan, for example have hand sanitiser available, ensure social distancing is maintained, and all Covid safety rules and guidelines are adhered to.

All products must comply with Government regulations, and Council approvals must be obtained where necessary. To sell food or food ingredients, a “Temporary Food Stall Holders Permit” is required from Cabonne Council.

Fees and payment

Site fees as per booking form and include GST.

An invoice will be provided when a booking request is received, and the booking will be confirmed when payment is made.

Fees paid will not be refunded except for the following.

* The market is cancelled by the Orange Field Days Co-Op before 10am on the day of the market.
* We are notified at least 1 month before the market that the stallholder will not be attending,
* If a stallholder withdraws, and the withdrawal is a consequence of a significant issue beyond the stallholder’s control, and we are notified as soon as the stallholder is aware of that issue.
* Covid lockdowns prevent the event from occurring.

Insurance

Stallholders must have Public Liability Insurance for at least $10 million. Stallholders are required to provide a copy of their Certificate of Currency before the market day that will be retained in our records.

If a stallholder does not have their own Public Liability Insurance, an additional fee of $20 per stall will apply, to be covered by the Orange Field Days Co-Operative policy.

Cover provided by the Orange Field Days Co-Operative is only for the stallholder’s activities during the market. An excess fee of $2500.00 will apply for any claim made through this policy.

General terms and conditions

Stall sites have a 4m frontage and are 9m deep. Stallholders must set up within the area they are allocated. A vehicle may remain on the site provided it fits within this area.

Powered sites are available. Generators may not be used.

The markets will be open to the public from 9am until 3pm; stallholders may enter the site to set up after 7.00am.

Compliance with COVID safety plan, as communicated to all stall holders. All stallholders must be set up to commence trading at 9am. There must be no major transporting of materials after 8.30am or before 2pm, to protect visitors and customers from accident or injury.

The Market Manager may close the Market earlier than 3pm in case of inclement weather or any incident that could affect the safety of stallholders or the public.

Stalls may not be disassembled until after 2pm or the market is closed. Stallholders who choose to finish trading earlier may pack up their stall to the extent that it is tidy.

Vehicles and trailers may be used within the market area, and vehicles will be able to remain on the site provided they fit within the marked stall area.

Each stallholder is responsible for bringing all the equipment they require, such as shade (gazebo, umbrella) or tables, and leaving the stall site and communal areas clean. Some hire items are available.

Structures must be secured so they cannot be blown away by wind. Please seek approval from Field Days prior to ANY pegging down to avoid damage to underground services.

Applications to attend a market

Applications will be accepted at any time prior to Thursday 2nd December 2021. A limited amount of catering spaces are available.

The Market Committee will work to ensure that a broad range of products are available, and that the number of stalls for a particular type of product is appropriate for the anticipated market attendance. We try to avoid duplicate stalls with the same or very similar products. Stalls are primarily allocated as applications are received.

Cancellation policy

If severe wet weather is forecast for a market, a decision on cancellation will be made on the Saturday afternoon before the market and stallholders who are booked in will be informed by Facebook, email, messenger or SMS. If in doubt, first check the Facebook page <https://www.facebook.com/AustralianNationalFieldDays/>

If the market is cancelled all fees that have been paid will be credited to the stallholder.

Confidentiality and privacy

All information provided to Orange Field Days Co-Op will only be used in relation to the operation of the markets. If a third party, for example a customer, seeks information about a stallholder, it will only be provided with the approval of the stallholder. Information in our database will be amended or removed if requested.

Contact details

Email: [info@anfd.com.au](mailto:info@anfd.com.au)

p:‬ 02 6362 1588

m: 0418 969 085

\*\* Please book before Thursday 2nd December 2021 to secure your spot \*\*