



Narrandera's John O'Brien Bush Festival

16 - 18 March 2018

Stallholder Application Form

Coordinator: Tony Andracchio (02) 6959 3054 or 0409 694 377

East Street – Saturday 17 March 2018

COST: \$25 (non-food vendors) \$50 (food vendors)

Contact NameBusiness Name (if applicable)

ABN (if applicable) Phone.....

Email:.....

Description of items sold or exhibited

Please list equipment used (e.g. trailer / trestle tables / chairs / marquee / safety barrier)

Standard park site size is 4m x 4m. If a different size is required, please specify required size and explain reasons why larger site is required:

This application must include evidence of minimum \$10 million public liability insurance cover in respect of the event, with Narrandera Shire Councils interests duly noted. If your insurance cover comes under another community group please list them here.....

Certificate of Currency attached YES / NO (Please circle)

Dates shown on Certificate from: / / to / /

The use of public address systems and broadcasted music by stallholders is not permitted as this would compete with *pre-arranged* musical accompaniment.

Copies of food handling certification may be requested and must be provided if requested by an official organising member.

As a stallholder, you are responsible for the security of your own goods, removing waste products and for coping with adverse weather conditions (stallholder fees will not be refunded in case of rain). Stallholders can set up once the location is ready as determined by the organiser. There is to be no swapping of allocated positions so visitors can easily be directed if need be. Offensive or illegal items, toy guns or other inappropriate goods for a family-orientated Festival will not be permitted to be sold or displayed.

The following section (overleaf) must be completed and signed by all exhibitors. Your application will not be accepted until this section is complete. If a section does not apply to you as an exhibitor, please write N/A" in the appropriate space. Your site is an extension of your workplace and hence the same Occupational Health and Safety legislation issues apply.

Please list in the first column below any specific hazards or risks your exhibition may cause. In the second column below, list the actions you will undertake to minimise the risk of the hazard.

Fire & Electrical Hazard	
List any items or practices which may cause or exacerbate a fire or electrical hazard.	List solutions to each hazard that you will initiate.
Trips, Slips & Falls	
List any items or practices which may cause or exacerbate the hazard including slippery ropes and tent pegs, heavy objects which may be subject to instability.	List solutions to each hazard that you will initiate.
Equipment, Plant & Machinery Risks	
List any items or practices which may cause or exacerbate the hazard. Please include mobile equipment and any dangerous equipment that may have sharp objects.	List solutions to each hazard that you will initiate.
Dangerous Goods, Hazardous Substances & Chemicals	
List any items or practices which may cause or exacerbate the hazard.	List solutions to each hazard that you will initiate.
e	
Other Hazards	
Please list any additional hazards your site will contain.	List solutions to each hazard that you will initiate.
e	

I certify that the above information is an accurate assessment of the hazards and risks that I have identified. I will undertake to address these hazards and risks as indicated. Should additional hazards or risks arise prior to the event, I will notify Narrandera Shire Council or Tony Andracchio, the Stallholder Coordinator, immediately.

Signed: _____

Position: _____ Date: _____

Please return this completed form by person to: Narrandera Shire Council Chambers, 141 East Street Narrandera, OR by mail to: Narrandera Shire Council, 141 East Street, Narrandera NSW 2700, or via email to: info@johnobrien.org.au

NOTE: This information shall be used by Narrandera Shire Council in emergency planning and could be circulated to emergency service providers.

For your own records, please keep a copy of this form.

You will be notified shortly of the outcome of your application and your site will be allocated on the day.