

Folk Festival Railway Place Markets March 9th & 10th 2024

STALLHOLDER APPLICATION

PLEASE FORWARD YOUR APPLICATION TO:

Email: market@portfairycommunityhouse.com.au

By hand: 5 Railway Place Port Fairy VIC 3284

By post: P.O. Box 136 Port Fairy VIC 3284

Please write clearly using **BLOCK LETTERS**. Please complete **ALL** sections as incomplete applications will not be considered.

APPLICANT DETAILS

Name: _____

Business Name (If applicable): _____

Street Address: _____

Town/ Suburb: _____ State: _____ Postcode: _____

Tel (BH): _____ Mobile: _____

Email: _____

Website: _____

Facebook Page _____

REQUIREMENTS

Insurance

Stallholders are required to hold a minimum of \$10 million Public Liability Insurance.

A copy of my current public liability insurance certificate is attached to this application

Office Use only:

Approved Not Approved Insurance Certificate

Notification sent _____ Payment Received: ___/___/___

Authorised by: _____ Date: ___/___/___

PRODUCTS PROHIBITED FOR SALE AT THE MARKETS

- Goods which infringe any copyright or registered trademark
- Tobacco products
- Goods or merchandise that cannot be sold by law
- Second hand household goods and clothing

CATEGORY OF PRODUCT

Fresh Produce	<input type="checkbox"/> Fruit/Vegetables	<input type="checkbox"/> Dairy	<input type="checkbox"/> Meat/Poultry/Seafood
	<input type="checkbox"/> Eggs	<input type="checkbox"/> Bakery	<input type="checkbox"/> Other
Food	<input type="checkbox"/> Preserves	<input type="checkbox"/> Health Food	<input type="checkbox"/> Hot Food
	<input type="checkbox"/> Cakes/Biscuits	<input type="checkbox"/> Other	
Art, Craft, Homewares	<input type="checkbox"/> Painting	<input type="checkbox"/> Sculpture	<input type="checkbox"/> Drawing / Illustration
	<input type="checkbox"/> Photography	<input type="checkbox"/> Homewares	<input type="checkbox"/> Printmaking <input type="checkbox"/> Toys
	<input type="checkbox"/> Ceramic Art	<input type="checkbox"/> Glass Art	<input type="checkbox"/> Metalwork <input type="checkbox"/> Paper/Stationery
	<input type="checkbox"/> Decorations	<input type="checkbox"/> Leatherwork	<input type="checkbox"/> Soft Furnishings
Clothing & Jewellery	<input type="checkbox"/> Men's Fashion	<input type="checkbox"/> Women's Fashion	<input type="checkbox"/> Children's Fashion
	<input type="checkbox"/> Baby Wear	<input type="checkbox"/> Fashion Accessories	<input type="checkbox"/> Jewellery
	<input type="checkbox"/> Shoes		
Antiques & Rare Collectibles		<input type="checkbox"/> Collectables	<input type="checkbox"/> Antiques
Plants & Garden Items	<input type="checkbox"/> Flowers	<input type="checkbox"/> Seedlings	<input type="checkbox"/> Herbs <input type="checkbox"/> Natives
	<input type="checkbox"/> Other		
Alcohol	<input type="checkbox"/> Wine	<input type="checkbox"/> Spirits	<input type="checkbox"/> Cider <input type="checkbox"/> Beer
Artisan Furniture	<input type="checkbox"/> Furniture		
Health & Wellbeing Services & Products		<input type="checkbox"/> Service	<input type="checkbox"/> Other <input type="checkbox"/> Beauty/Health
Books	<input type="checkbox"/> Fiction	<input type="checkbox"/> Non-Fiction	<input type="checkbox"/> Author

PRODUCT DESCRIPTION

PLEASE DESCRIBE IN DETAIL THE MATERIALS USED, METHODS OF MANUFACTURE, COLOURS, SIZES, ETC

Do you make/manufacture the products yourself? Entirely Partially Not at all

If PARTIALLY/NOT AT ALL, are you directly involved in the creative process? Yes No

Are any parts of your product made overseas? Yes No

If YES, please give details

Registration

1. All applicants wishing to sell food must be licensed as Temporary Food Stall vendors with their local Victorian council and hold a current Registration of Food Premises.
2. All applicants wishing to sell alcohol must hold the appropriate VCGLR wine and beer licences. Open containers cannot be sold on the marketplace.
3. Copies of these registration certificates must be submitted with this application.
4. **Applications will not be processed until these certificates are received.**

FOLK FESTIVAL MARKET DATES:

Please tick those you wish to attend at Railway Place:

- Saturday 9th March 2024 Sunday 10th March 2024

Site Requests:

- Single site – 3m x 3m size (\$70)
- Powered site (limited available for food vendors)
- Site located next to stallholder _____
- Other: _____
- Sites will be allocated on Railway Place grass & roadside
 - Those booking both markets will be allocated the same site if possible.
 - Double site bookings will only be allowed if numbers permit
 - Site allocations are subject to change and will be emailed out in the week before the market.
 - Car/ trailer parking is not available behind every site

The timeline for applications is as follows:

<i>Applications Open</i>	<i>Payment required to secure booking</i>
1 st October 2023	1 st February 2024

Payment for site fees

1. Cost of a site is \$70 per day.
2. Site size is 3m x 3m with a limited number of double site bookings (6m x 3m) only available if numbers permit.
3. All stall fees must be paid for by 1st February 2024 once notification of a site has been given.
4. Cancellations prior to the 1st March will be given a refund or credit
5. After 1st March, no refunds or credits will be given.
6. Payments can be paid by direct credit, credit card (over the phone or in person) or cash (in person)
7. Bank Details will be given on approval of application and confirmation of site booked.

Do not make payment until you have been notified of your approval.

In submitting this *Folk Festival Market Stallholder Application* I solemnly and sincerely declare that to the best of my knowledge, all of the information supplied by me is correct at the date of this Application & I have read and will abide by the Market Stallholder Policies.

Name of Stallholder (print)

Signature of Stallholder

___/___/___
Date

Approval to attend the Port Fairy Folk Festival Markets does not approve the stallholder to attend other Community House markets operated during the year. A separate New Stallholder Application Form must be completed for consideration to attend further markets.

Port Fairy Community House reserves the right to make a final decision on any application to participate in the Folk Festival Markets. It also reserves the right to refuse goods or produce sold in the Market and to exclude any stallholder who has been approved but who breaches or attempts to breach Market terms and conditions.