



Grenfell Henry Lawson Festival of Arts



Every June Long Weekend
Beginning Wednesday concluding Monday

MARKET STALL INFORMATION

12th and 13th June 2010

PLEASE CAREFULLY READ THE FULL INSTRUCTIONS ON THE BACK OF THIS PAGE FOR REFERENCE AND BRING IT WITH YOU ON THE DAY.

MARKET STALLS ARE TO BE SET UP BY 9AM IN THE MAIN STREET IN THE ALLOCATED SPACES. STALL POSITIONS CAN BE ASCERTAINED BY CONTACTING THE COORDINATOR, TANYA SILVESTER, WHO WILL BE AT THE FESTIVAL OFFICE FROM 7.30AM. THERE WILL ALSO BE A LIST OF SITES AND STALLHOLDERS ON THE WALL IN THE FOYER OF THE FESTIVAL OFFICE BUILDING (IT HAS A CLOCK TOWER) WHICH IS DIAGONALLY OPPOSITE THE MOTEL. STALL HOLDERS MUST SET UP AT THE ALLOCATED SITE TO AVOID CONFUSION. AS SOON AS STALLS ARE SET UP ALL VEHICLES AND TRAILERS (UNLESS THE TRAILER FORMS PART OF THE STALL ITSELF) MUST LEAVE MAIN STREET BY 9AM. TRAILERS MUST HAVE ADEQUATE PROTECTION TO AVOID DANGER TO THE PUBLIC, ESPECIALLY WHERE THE TRAILER HOOKS ON TO THE VEHICLE. EVERY EFFORT WILL BE MADE TO COMPLY WITH SPECIFIC REQUESTS. HOWEVER, THIS MAY NOT ALWAYS BE POSSIBLE TO AVOID CLASHING WITH OTHER SIMILAR STALLS. SITES ARE ALLOCATED IN ORDER OF PAYMENT AND REGISTRATION. STALLHOLDERS SHOULD BEGIN PACKING UP AT ABOUT 4PM.

YOU MUST PROVIDE YOUR OWN TABLES. YOU ARE ALSO WELCOME TO BRING A FREE STANDING GAZEBO PROVIDED ADEQUATE WEIGHTS ARE USED IN CASE OF EXTREME WIND. REMEMBER THAT PUBLIC SAFETY IS A PRIME CONSIDERATION. PLEASE ADVISE ON THE REGISTRATION FORM IF YOU ARE BRINGING A GAZEBO.



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MARKET STALL INFORMATION AND SAFETY GUIDELINES

SITE COST IS \$50 PER 3 METRES OR PART THEREOF

SITES ARE TO BE BOOKED AND FULLY PAID FOR BY FRIDAY MAY 14 2010. FEES ARE NOT REFUNDABLE UNDER ANY CIRCUMSTANCES. PLEASE NOTE: NO LATE BOOKINGS WILL BE ACCEPTED UNLESS BY ARRANGEMENT WITH THE COORDINATOR AND THEN ONLY IF SPACE IS AVAILABLE.

ALL BOOKINGS TO BE ACCOMPANIED BY A COPY OF CURRENT PUBLIC LIABILITY INSURANCE FOR \$10 MILLION

PLEASE ADVISE IF POWER IS REQUIRED. ALL ELECTRICAL CORDS MUST HAVE A CURRENT APPROVAL 'TAG'. IF EXTRA EXTENSION CORDS ARE REQUIRED TO BE CONNECTED, POWER BOARDS MUST BE USED, NOT DOUBLE ADAPTORS OR PIGGY BACK PLUGS.

HOARDINGS AND SIGNS MUST BE INSTALLED SO AS NOT TO BE A DANGER TO THE PUBLIC. STICKY TAPE MUST NOT BE USED ON GLASS SHOPFRONTS – BLUE TACK ONLY.

FASTENING PEGS OR SPIKES MUST BE WRAPPED OR PROTECTED AND MUST NOT PRESENT A TRIP OR FALL DANGER TO THE PUBLIC. GAZEBOS MUST BE WEIGHTED ADEQUATELY.

FOOD STALL OPERATORS WITH HOT EQUIPMENT OR CONTAINERS WITH HOT LIQUID MUST MAKE SURE THAT THE PUBLIC CANNOT COME INTO CONTACT WITH THEM. FENCING OR BARRICADES MAY BE REQUIRED. NO COOKING FATS OR COOKING MATERIAL IS TO FALL ON THE SURFACE OF THE FOOTPATH OR ROAD. COLLECT IN SUITABLE CONTAINERS FOR SAFE DISPOSAL.

FOOD STALLS MUST COMPLY WITH THE RELEVANT FOOD HANDLING, STORAGE AND SERVING GUIDELINES. EVIDENCE OF DATE OF PURCHASE OF FOOD MAY BE REQUIRED.

ANY CLEANING MATERIALS ON OR NEAR A STALL MUST BE SECURED FROM PUBLIC ACCESS.

ALL STALL SITES MUST BE LEFT CLEAN AND TIDY, AND ALL SIGNS MUST BE REMOVED.

THE SOUND LEVEL OF MUSIC OR NOISE COMING FROM THE SITE MUST NOT BE SO HIGH AS TO CAUSE PROBLEMS TO ADJOINING STALL HOLDERS/SHOPKEEPERS OR THE PUBLIC

ALL VEHICLES MUST LEAVE MAIN STREET AREA AS SOON AS THE STALL IS SET UP AND MUST NOT RETURN UNTIL DIRECTED BY SAFETY MARSHALS AT ABOUT 4PM.

IN AN EMERGENCY SEEK HELP FROM THE MARSHALS IN UNIFORM WHO ARE RFS OR SES VOLUNTEERS.



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MARKET STALL REGISTRATION FORM 2010

NO SECOND HAND GOODS

NB: STALLS ARE \$50 PER 3 METRES OR PART THEREOF (EG 5METRES IS \$100)

SITES TO BE BOOKED AND FULLY PAID FOR BY FRIDAY 14 MAY 2010. PLEASE NOTE THAT SITE FEE IS NOT REFUNDABLE. SITES ARE GIVEN ON A FIRST COME FIRST SERVED BASIS. (PLEASE STATE IF YOU WISH TO HAVE LAST YEAR'S SITE WHEN BOOKING AND IT WILL BE GIVEN TO YOU IF POSSIBLE)

COPY OF \$10 MILLION PUBLIC LIABILITY INSURANCE TO BE FORWARDED WITH PAYMENT.

PLEASE FILL OUT FORM BELOW AND RETURN WITH MONEY AND INSURANCE CERTIFICATE TO ADDRESS BELOW.

PLEASE PRINT

TYPE OF GOODS FOR SALE _____

NAME _____

ADDRESS _____

POST CODE _____ PHONE NUMBER _____

EMAIL _____

(IF AN EMAIL IS AVAILABLE, THE REGISTRATION FORM WILL BE SENT VIA EMAIL NEXT YEAR)

NUMBER OF SITES REQUIRED _____

CHEQUE/MONEY ORDER ENCLOSED _____

GAZEBO _Y _____ N _____

ELECTRICITY REQUIRED __ Y _____ N _____

MARKET STALL COORDINATOR

TANYA SILVESTER

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Grenfell Birthplace of Henry Lawson
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