

2012 Donnybrook Apple Festival Exhibitors Application Form



PLEASE ENSURE YOU HAVE READ THE TERMS & CONDITIONS
PLEASE PRINT CLEARLY IN BLACK PEN WHEN FILLING OUT THIS APPLICATION

PAYMENT DETAILS

Full payment **MUST** be included with this application form. If your application is unsuccessful, a cheque will be forwarded to the contact person indicated.

Cheque/Money Order Please make payable to Donnybrook Apple Festival Inc.

Direct Deposit/Internet Banking Transfer

BSB: 633-000 Account: 120974613 Account Name: Donnybrook Apple Festival Inc.

Reference/Transaction Description: Please use the surname of the contact person

When sending your application please enclose a printed transaction receipt.

HOW TO SUBMIT YOUR APPLICATION

Scan and Email

stalls@donnybrookapplefestival.com

Post to

Donnybrook Apple Festival Inc.
PO Box 128
Donnybrook WA 6239

**APPLICATIONS CLOSE
23RD MARCH 2012**

**NO LATE ENTRIES
WILL BE ACCEPTED**



Exhibitors Application Form Donnybrook Apple Festival



Egan Park, Donnybrook
9.00am – 10.00pm, Saturday 7th April 2012
9.00am – 4.00pm, Sunday 8th April 2012

APPLICANT DETAILS

The person in charge of the stall must be the applicant named below

Stallholder/ Contact Person _____

Name of Organisation/Business _____

Postal Address _____

Town _____ Post Code _____

Phone (M) _____ (H) _____ (W) _____

Email _____

STALL INFORMATION

Please indicate the category and number of those exhibits you require:

Market Stall _____ Non-Profit/Community Group Stall _____ Food Vendor _____

Educational Display _____ Animal Exhibit _____ Trade Exhibit _____

Selling from (please circle):

Trestle Table _____ Marquee _____ Shade Tent _____ Vending Van _____ Caravan _____

Other (please specify) _____

Specify goods, wares, merchandise or services:

Note: Only goods listed below will be eligible for sale

Name of those working at your exhibit, particularly Wine and Food Stalls

Note: Maximum number of 8 people can be 'rostered' at your exhibit over the 2 day event

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

FOOD VENDORS ONLY

The Following questions are compulsory for temporary food stalls at events held in the Shire of Donnybrook-Balingup and assessed by the Environmental Health Officer

All Food and Beverage products intended to be sold (describe range and type of food and whether it is to be sold wrapped/unwrapped, hot/cold etc. _____

Address of premises where food will be prepared prior to sale _____

How is the food protected and transported? _____

For unwrapped foods, how will you protect food against potential sources of contamination? _____

Food requiring temperature control: How will you keep cold food below 5°C and hot food above 60°C? _____

How do you provide facilities that are required for:

Hand washing _____

Washing food and utensils _____

How do you intend to construct the temporary food stall to protect against airborne contaminants & insects?

Cover: _____

Floor: _____

POWER & ELECTRICITY

Power Requirements

Power	Cost	Number Required	Subtotal
10 Amp	\$30.00		
15 Amp	\$40.00		
32 Amp 3-phase	\$60.00		
	TOTAL		

Electrical Equipment Used:

Electrical equipment has been tested and tagged (please circle)

YES NO N/A (none used)

Liquor Licence Number (if applicable): _____

The council you are registered with: _____

IMPORTANT:

A copy of your current Food Business Registration/ Notification Certificate MUST be attached to this application.

On approval of your application, you will receive the Shire of Donnybrook-Balingup Guidelines for operating a food outlet. These guidelines must be adhered to at all times.

ENTERTAINERS ONLY

Type of Entertainment/Act _____

Space Required (Dimensions) _____

Description of Performance _____

Particulars of materials & equipment to be used _____

Power required (please circle)

NO YES – provide details _____

Electrical Equipment Used:

Electrical equipment has been tested and tagged (please circle)

YES NO N/A (none used)

Street Parade Involvement (please circle)

Float Walking Performing None

Approx. number of people to participate in Parade: _____

SITE AND COST

PLEASE NOTE:

- Educational Display means No Goods for Sale, Information Only
- Large Trade Exhibit – MAX 100 sq mtrs- Enter numbers only for Frontage and Depth (mtrs)

Site Type	Size	Site Cost for Two Days (inc. GST)	Please Enter Number Required		Sub Total
			Unpowered Site (Basic Cost)	Larger Site \$15 / m ² in excess of	
Market / Wine Stall	3m x 3m	\$150.00			
Non-Profit/ Community Group Stall	3m x 3m	\$50.00			
Food Vendor	5m x 4m	\$300.00		Request by email	
Educational Display	3m x 3m	FREE			
Animal Exhibit (Small)	3m x 4m	\$80.00			
Animal Exhibit (Large)	6m x 4m	\$180.00			
Exhibit (Not selling)	6m x 4m	\$180.00			
Large Exhibit. Please Indicate Frontage x Depth in the Size box →		Request by email			
POWER (From page 4)					
				TOTAL	

IMPORTANT:

Please ensure you measure your stall before submitting this application. Measurements MUST include any tow hitch. Failure to book adequate space will result in disappointment on the day. Oversized stalls may be relocated or denied entry.

INSURANCE

You are required to provide details of your Public Liability Insurance*:

Name of Insurer: _____ Policy Number: _____
 Broker: _____ Expiry Date: _____

*Note: A copy of your current Public Liability Insurance Policy must be attached to this application

DECLARATION

I am the applicant/authorised representative of the organisation/business applying to exhibit at the Donnybrook Apple Festival 2012 event, and I agree to abide by the Terms & Conditions as set by Donnybrook Apple Festival Inc.

Applicant Name: _____ Signature: _____ Date: ___ / ___ /12

Please find enclosed with this application: (please tick)

- | | |
|---|---|
| <input type="checkbox"/> Copy of current Public Liability Insurance Policy | <input type="checkbox"/> Cheque or Money Order or Printed transaction receipt of Direct Deposit |
| <input type="checkbox"/> Copy of current Food Business Registration/ Notification Certificate (if applicable) | <input type="checkbox"/> Self-addressed & stamped envelope |