



Tintern Fair
Saturday 30 March 2019
12.30 – 8.00pm

STALL APPLICATION FORM

Vendors interested in offering non-product market stalls at the Tintern Grammar Fair on **Saturday 30 March 2019** are required to register their interest via this form. Vendors are welcome to take future orders or bookings but are not to sell physical product on Fair Day, nor receive cash on Fair Day.

This form must be **returned by Wednesday 20 March 2019** via Fax, Mail or email.

Once your application is received and payment is processed you will receive a confirmation by email/fax. This confirmation should be brought with you on Fair Day.

Time:

The Fair is officially open from 12:30pm until 8:00pm. All Vendors are expected to be on site by 11:30am (access available from 9am) and are expected to remain on site until 6:30pm. Vendors will be required to pack up promptly at 6:30pm in preparation for the Fireworks at 8:00pm.

Cost:

The cost of a stall is: \$75

All payments will be processed and confirmations will be sent out the week beginning 25 March.

All payments are final. No refunds are available.

Accessories:

The space provided for your stall may be on grass or asphalt. You will need to bring your own accessories such as tents/tables/chairs. There will be no electrical power available.

Terms:

The Tintern Grammar Fair Committee reserves the right to refuse any application they deem unsuitable.

Reply slip: Complete the payment options section below and return by Wednesday 20 March 2019

Contact Name: _____ Tel: _____

(Please print clearly)

Email: _____ (required for confirmation purposes)

Link to School (e.g. parent of, past student, relation of current student): _____

Type of Stall / Services Offered: _____

Pack up Assistance Required: Yes / No

Payment options

- 1. \$75 Cash in an envelope marked 'Tintern Fair 2019' to the Community Relations Office, by mail P O Box 26, Ringwood East 3135. (Please make cheque payable to The Tintern Association).**
- 2. If paying by direct debit, please also forward a copy of your receipt to email Fair@tintern.vic.edu.au.**

Account Name: The Tintern Association

BSB: 033 044 Account Number: 121841

Reference: Fair MS <your name>

Payment date: ___/___/_____

Bank Payment Receipt Number: _____

Reference: _____

Forward all queries to: Fair@tintern.vic.edu.au or phone 0419-313-279

TINTERN GRAMMAR

EXCELLENCE & CONFIDENCE, SIDE BY SIDE.

Terms and Conditions:

STALL SET UP & BREAK DOWN

Set-up time for the Fair is 9 – 11:30am SHARP. If you have not arrived by 11:30am the Organizers reserve the right to re-allocate your stall. If you are delayed or cannot make the event, please phone Amanda on 0419 313 279 at your earliest convenience. All Stands must be completely set up at least 20 minutes prior to the Fair opening time of 12:30pm. Stalls must operate between 12:30pm and 6:30pm. If you cannot meet these time obligations, you are required to advise the Organizers accordingly. Pack-Up time is 6:30pm to 7:30pm. All Stalls are to be completely removed from the oval by 7:30pm, in preparation for our Fireworks at 8:00pm. No vehicular access will be possible at pack-up time, but if you require assistance moving items to your car, our maintenance team can assist with an electric cart if prior notice has been given.

FAIR LAYOUT

All Stalls will be allocated an outdoor 4m x 4m space, generally located on the Main Oval. On arrival, please report to the personnel at the Loma St gate, with your Booking Confirmation letter, for a map.

SAFETY OF FAIR VISITORS

If you bring a tent it is your responsibility to ensure it is securely restrained against wind gusts with sandbags.

INSURANCE & LIABILITY

Please understand that the Organizers are not responsible for insuring Individual Stallholders for the day of the Fair. You are expected to organize your own Insurance against Property Damage or Theft and Public Liability and the Organizers hereby exclude its Liability in this regard. It is desirable that each Stallholder holds a "Certificate of Currency" (as cover against Public Liability, Personal Accident and Damage to Materials for at least \$20Million), Work Cover Insurance (and in the case of a sole trader, Income Insurance), WWC (Working with Children), and for any equipment being brought onsite, a JAS (Job Safety Analysis) or SOP (Safe Operating Procedures) document.

The Organizers will not accept responsibility for Damage, Mishaps, or Injury relating to anything brought by a Fair Stallholder. All Stallholders will be responsible for any loss or damage occasioned by occupancy of a Stand and will reinstate such damage or claim to the satisfaction of the Organizers.

There are a number of Insurance Companies that can offer this type of cover. An internet search will provide you with a listing of various insurance companies. Please contact your preferred provider to obtain a "Certificate of Currency". Cost will vary depending on the length of time you wish to insure.

INDEMNITY

When you the Stallholder complete and sign the Application / Contract Form, you the Stallholder are agreeing NOT to hold responsible the Organizers, Tintern Grammar, The Tintern Grammar Fair Committee, Tintern Parents Group (and Personnel) for any claims against demands, injury, damages, action suits, proceedings or costs related or loss of any description that may occur to any property or persons arising directly through the carrying on the business or activity of the applicant/stallholder to their participation in the Fair.

BOOKING CONFIRMATION

The rental of a Stall space is only guaranteed on return of the Contract and Application Form and once approved by the Fair Committee. The Tintern Grammar Fair Committee reserves the right to refuse any application they deem unsuitable. The Booking will only be confirmed after this application form is filled in, thereby accepting the indemnity as stated, together with full payment, and a receipt has been issued.

The Booking Confirmation will need to be brought on the day. If you do not receive a Booking Confirmation, there will not be space allocated for you on the day.

POOR WEATHER

There will be no refunds in the event of bad weather conditions; the Fair is an outdoor event and you are expected to plan accordingly.

PARKING

Stallholders may park on Loma St for loading /unloading purposes during set-up and pack-up times but are requested to move their cars to surrounding streets for the duration of the Fair. Please pay particular notice to the local parking restrictions. Thank you for your cooperation.

NO CASH SALES – NO PRODUCTS

Please note that this is the School's primary fundraising activity, and as such any Market Stalls that are accepted are not to accept cash payments, nor sell physical product on Fair Day. You are most welcome to take future orders, or bookings for services, where payment is transacted at a later date.

Applicant Name: _____ Signature: _____ Date: _____