



STALLHOLDER BOOKING FORM

For more information, please contact:

Merredin Show Administration Coordinator

Phone: 9041 1041 Fax: 9041 1042

Email: administration@merredincrc.com

110 Barrack Street, Merredin

Payment details:

Direct Deposits made to BSB **036 105 ACC 195398**. Please include your business name or Invoice number as reference.

Phone 9041 1041 to pay with **credit card**. EFTPOS available at CRC.

IMPORTANT INFORMATION

- Please return booking form fully completed with relevant attachments by 17th March 2021, via email to administration@merredincrc.com, fax (08) 9041 1042, or in person 110 Barrack Street, Merredin. It is the responsibility of the stallholder to ensure the application has been received.
- Payment must be made no later than the 17th March 2021. Non payment will result in your non-attendance of the show.
- Late applications received after 17th March 2021 will only be accepted if a suitable site is available and after all other applications have been processed. They will incur a 20% late fee, with full payment required at the time of the application.
- Setting up can be done on Friday 19th March 2021 (overnight caretaking supplied) or between 7am and 9am on Saturday 20th March 2021.
- If you require power or water there will be an additional \$10 fee for each of these. (Equipment required to connect to water and power outlets is to be supplied by stallholder i.e. extension cords, power boards, hoses etc). Power must be connected to the outlets by a representative of the Show, NOT the stallholder.
- Camping may be available overnight (FRIDAY) however this needs to be booked with Merredin Rec Centre on 9041 3033 (fees do apply) and the details given to Merredin Show Administration.
- Gates open to the public at 10am, 20th March 2020.
- Oval stalls: Packing up to be completed on show day by 5pm, unless you are a stall that has been advised otherwise by the Grounds Coordinator. Fireworks cannot begin the oval is cleared.
- Inside stalls: Packing up must not be started until after 5pm.
- Food stall bookings: to ensure a variety of food is available, bookings will be assessed and all food stall bookings will be notified.
- Public liability insurance should be maintained by the stallholder for the period that the insurance is valid for show day. Where the stall is operated from a vehicle, Current Third Party Insurance coverage should be maintained for the licence period. If during the period of the licence the applicant employs another person, the licence holder should provide a Certificate of Currency of Workers Compensation Insurance.
- **A copy of Certificate of Currency (Insurance) is required with Booking Form.**
- Community Group Displays are free. These sites may be manned but no sales, orders or fundraising are to take place. No entry tickets are provided if your site is a free booking. (Persons manning stalls will be required to pay the appropriate entry fee.) If power or water is required, the \$10 fee is payable.
- Business displays wanting to book a stall will be required to pay the appropriate fee and entry ticket/s will be included in the price.
- An invoice will be forwarded to you (via email) as confirmation that your booking form has been received and approved.
If you don't receive an invoice within 2 weeks of sending your booking form, please call 9041 1041. ALL INVOICES MUST BE PAID BEFORE THE SHOW.

For further information, please call 9041 1041 or email administration@merredincrc.com

STALLHOLDER CHECKLIST

I have completed the BOOKING FORM

I am selling food, I have also completed the CATERING booking form

I am selling food, I have included my Food business/registration certificate

I have attached a copy of my Certificate of Currency (Pulic Liability Insurance)

BOOKING FORM

Business/Govt Stall

Community Group Stall

Does your stall involve sales, orders or fundraising? Y / N

Where would you like your stall?

Inside

Outside

Business Name

Contact Person

Address

Phone Number

Email

Facebook/ website

Stall Information (What are you selling?)

Does your stall involve the sale of food/wine? Y/N (If YES please complete the CATERING form)

Does your stall involve amusement structures (rides) Y/ N (If YES please attach Structural & Safety Certs)

Power required* (\$10 fee applies) 3 Phase Single Phase None

OUTSIDE STALL

Water required* Y/N

No Tables or Chairs are provided on oval – you will need to supply your own.

Intended stall set up (structures): If your structure is larger than 3m x 3m you may need a building permit. Please contact the Merredin Shire on 9041 1611 to enquire. Please allow the Shire of Merredin at least 4 weeks to process your application for a permit.

3m x 3m (\$50)

1 entry ticket provided

6m x 6m (\$60)

1 entry tickets provided

10m x 10m (\$120)

2 entry tickets provided

20m x 20m (\$200)

4 entry tickets provided

INSIDE STALL

One table required: Y/N

Additional tables (at \$10 each) _____

How many chairs required? 0 / 1 / 2

You will be provided with 1 table and 1 or 2 chairs ONLY. You are permitted to bring more tables or chairs if needed, as long as your site remains within the 3m x 3m area. Additional tables can be hired at \$10 each.

\$50 (3m x 3m)

1 Entry Ticket provided

\$200 (Kitchen)

4 Entry Tickets provided

OFFICE USE

Booking form acknowledged

Insurance received

Database

Invoiced

Notes _____

Logo/website/Facebook

Food safety certificate received

Marketed

Wristbands booked

Other requirements: We will endeavour to meet all of your requests if possible, however, no guarantee can be made.

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CATERING or SALE OF FOOD

Food stall Food van (inc make & model & registration number):

List of **ALL** food and drink products to be sold:

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The Catering Co-ordinator will contact you to discuss the food and drink products you request to sell. By completing this form you are aware that ONLY products on this form, and those agreed to by the Catering Co-ordinator can be sold. This is to ensure that all stall holders are able to make sufficient sales and products aren't being duplicated.

Does the food require preparation or handling within the stall or vehicle?

No, all food is obtained from an approved food business, in a prepared form ready for use.

Yes, the food is prepared within an approved commercial or approved residential kitchen.

▪ *Name of food business:*

▪ **PLEASE ATTACH** a copy of the local authority Food Business approval or registration.

No, the food is prepared in my residential kitchen, but I do not have an existing approval under the *Food Act 2008*. An appropriate **FOOD SAFETY CERTIFICATE** must be completed. The Catering Co-ordinator will contact you to discuss this. *(This may include the requirement to complete free online food safety training (I'M ALERT) as part of the approval process)*

All food stalls will be inspected by the Shire of Merredin Environmental Health Officer on or before the day of the Show (this may include the inspection of the premises/home where food is prepared/handled in preparation for sale)

The information contained in this application is true and correct.

Name of Applicant: _____

Signature of Applicant: _____

Date: _____

(In the case of a business, the signing officer must state position within business)

Please note: submitting this application does not automatically result in an approval