



LOXTON LIGHT UP DAY
Saturday, 30th November 2019
STALLHOLDER APPLICATION

INVITATION:

Loxton's major event of the year and one of the Riverland's most popular and enduring family festivals, Light Up Day attracts up to 8,000 people. Your contribution and participation as a stallholder is vital to its success and we thank you for your interest.

Step 1: Please complete this Application Form and return to admin@loxtonchamber.com.au or PO Box 999, Loxton SA 5333 for consideration.

Step 2: If you are successful, you will be notified by 30th September 2019.

Step 3: Payment and Insurance Certificate are required to secure your booking and confirm your site.

APPLICANT:

NAME OF BUSINESS/ORGANISATION: _____

CONTACT PERSON: _____

POSTAL ADDRESS: _____

PHONE: _____ MOBILE: _____

EMAIL: _____

CONTACT ON DAY (if different to above): _____ MOBILE: _____

Food/Drink/Catering @ \$75

Power required (amps): _____ Space required: _____ m X _____ m

Food Business Notification (FBN) Number: _____ Max number of food handlers at stall: _____

Craft/Market: **3m (face) x 3m @ \$30** **6m (face) x 3m @ \$45** **6m (face) x 6m @ \$65**

(No power is available to craft/market stalls. Battery operated lights are recommended for after sunset.)

Please list the full range of **food or products** that you will be selling on the day. We reserve the right to stop the sale of any products not specified:

PLEASE NOTE:

- a) All sites are **space only**. The stallholder is responsible for providing marquees, tables, chairs, signage etc.
- b) **Power** is in strictly limited supply and available **only to food/drink/catering stalls** who are urged to use **gas cylinders** where possible, and keep the number of appliances to an absolute minimum.
- c) 3 phase power is not available.
- d) Waste disposal, including liquid waste, is the responsibility of the stallholder.

For general booking Terms and Conditions – see over.

GENERAL BOOKING TERMS AND CONDITIONS:

- a) It is a condition of this Application that stallholders comply with the following timetable. Set up or dismantle outside of these times is prohibited. Vehicle movement during trading time is prohibited in the interest of public safety.
- | | |
|---------------------------------------|--|
| Road closed | 1.00pm |
| Stallholder set up | 3.00pm - 4.30pm |
| Stallholder open for trade from | 4.30pm - 9.30pm (Fireworks 9pm - 9.10pm) |
| Dismantle and vacate | 9.30pm - 10.30pm |
| Roads re-open | <u>10.30pm sharp</u> |
- b) Stallholders must have Public Liability Insurance (minimum \$10m) for the duration of the event. **A copy of your current certificate is required to be lodged with payment, should your application** to participate be successful.
- c) It is the stallholder's responsibility to ensure that your activity meets Commonwealth, State and Local Government regulations relating to health, fire, safety, vendors licence requirements etc. Local/State Government inspectors may check the site.
- d) Food and catering stalls are required to provide a **Food Business Notification Number** (on application form above). If you do not have a FBN, please [click here](#) to complete a Food Business Notification Form or contact Dara Clayton, Environmental Health Officer, District Council of Loxton Waikerie on 08 8584 8020 or 0458 676 153. Council inspectors may check the site.
- e) Our event is conducted outside and will proceed in all varying weather conditions including wet and windy weather. It is the responsibility of the stallholder to bring their own covers, weights etc. for the purpose of protection in adverse weather conditions. No refunds are issued as a result of bad weather.
- f) The event manager has overall control of positioning and site allocation in keeping with the design and layout of the event and its various activities. All stallholders are required to follow the instruction of the event manager.
- g) All who attend Loxton Light Up Day do so at their own risk. The Loxton District Chamber of Commerce and its employees and all people connected with Loxton Light Up Day do not accept responsibility for any injury, damage or theft to any person or property arising by reason of attendance at Loxton Light Up Day.
- h) Site fees are non-refundable.

The Loxton District Chamber of Commerce is not registered for GST.

Please Note: All communication will be via email only.

This Application Form, when signed, serves as an agreement between Loxton Light Up Day and the stallholder.

I ACKNOWLEDGE THAT I HAVE READ AND AGREE TO THE ABOVE TERMS AND CONDITIONS:

Signed:

Stallholder Applicant

Date

CONTACT DETAILS:

Ms Sonya Altschwager, Business & Events Manager
Loxton District Chamber of Commerce, PO Box 999, Loxton SA 5333
Tel: 0427 064 825 Email: admin@loxtonchamber.com.au Web: www.loxtonlights.com

Please submit this application form accompanied by relevant supporting paperwork to:
Loxton District Chamber of Commerce, PO Box 999, Loxton SA 5333 or email admin@loxtonchamber.com.au

RETURN NO LATER THAN: Friday 8th November 2019.