



Proudly supporting Fair Trade Fortnight 2011

## **Mother's Day Fair Trade Morning & Afternoon Tea – Melbourne, Victoria**

**Sunday 8th May 2011**

**Venue: Abbotsford Convent,  
1 ST Heliers Street, Abbotsford**

**Time: Morning Session: 10.30am – 12.30pm  
Afternoon Session: 2.30pm – 4.30pm**

## **Victorian Fair Trade Festival – Melbourne, Victoria**

**Sunday 22<sup>nd</sup> May 2011**

**Venue: Queen Victoria Market,  
Queen Street Melbourne**

**Time: 10am – 4 pm**

### **Stallholder Application Form**

**(Mother's Day Applications close: Friday 22<sup>nd</sup> April 2011)**

**(Victorian Fair Trade Applications close: Monday 2<sup>nd</sup> May 2011)**

**COMPANY DETAILS:**

Business Name	
Postal Address	
ABN	
Website	
Contact Name	
E-Mail Address	
Phone (business hours)	
Mobile	

**YOUR PRODUCT(S)**

Are you a member of FTAANZ, WFTO, FLO, Other (Please provide proof of membership. FTAANZ members will be given priority)

**Ethical for Non - Members**

For Non members – if your products do not carry the Fair Trade label or you are not a member of FTAANZ, you maybe able to participate at the Fair Trade Fiesta 2011 if your organisation can demonstrate the Fair Trade Standards listed below:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Creating opportunities for economically disadvantaged producers</li> <li>• Transparency and accountability</li> <li>• Capacity building</li> <li>• Promoting Fair Trade</li> <li>• Payment of a fair price</li> </ul> | <ul style="list-style-type: none"> <li>• Gender Equity</li> <li>• Working conditions</li> <li>• No Forced Child Labour</li> <li>• The environment</li> <li>• Trade Relations</li> </ul> |
|--|---|

Please provide a brief description of how your organisation demonstrates the above principles.

Brief description of your product or service:

## STALLHOLDER PACKAGES: Prices include GST

**\$150 Mother's Day** - Single Space includes 1 chair & 1 trestle (1.8m x .75).

**\$300 Victorian Fair Trade Festival 2011** - Single Stall Marquee 3m x 3m includes 1 chair & 1 trestle (1.8m x .75).

**\$570 Victorian Fair Trade Festival 2011** - Double Stall Marquee 3m x 6m includes 2 chairs & 2 trestle tables (1.8m x .75).

**\$400 Combined Package – Mother's Day & Victorian Fair Trade:**

**Includes:** Mother's Day Event - Single Space, 1 chair & 1 trestle (1.8m x .75)

Victorian Fair Trade Festival 2011 - Single Space & Single Stall Marquee 3m x 3m, 1 chair & 1 trestle (1.8m x .75).

**PLEASE NOTE:** by selecting the Combined Package does not guarantee you a place for both events. Moral Fairground organisers will screen all applications and have the right, at any time, to deny entrance to the events for any company, product or service which they feel does not meet the event criteria.

### ADDITIONAL EQUIPMENT REQUIRED:

Extra Table (1.8m) \$18 per table      Quantity: \_\_\_\_\_

Extra Chair \$5 per Chair      Quantity: \_\_\_\_\_

**The Stallholder is responsible for providing tablecloths to cover the trestles – uncovered trestles will not be permitted**

## ARE YOU PLANING TO SERVE FOOD OR DO FOOD TASTING?

Cooking and serving food, please describe

Food tasting, please describe

**YOU ARE REQUIRED TO HAVE A CITY OF MELBOURNE FOOD PERMIT LICENCE FOR SELLING COOKED OR PACKAGED FOOD AND FOR FOOD OR BEVERAGE TASTING. PLEASE REFER TO CITY OF MELBOURNE LINK BELOW**

<http://www.melbourne.vic.gov.au/enterprisemelbourne/industries/hospitality/Pages/Tempfoodperemises.aspx>

**POWER REQUIREMENTS:**

It is the Stallholder’s responsibility to ensure all power cords are tagged and tested prior to the event.

Do you require access to power?  No  
 Yes If yes, please complete the information below

**Electrical Requirements:**

Please itemise all electrical equipment you plan to use at your stall. Where possible please include the wattage of each item. Failure to provide this information may result in power shortage and inability to supply to your stall.

No.	Item	Watts
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

**Please Note:** Electricity is provided to each block of stalls only. You are required to provide your own power leads (Safety tagged by a Licensed Electrician) and plug boards. Double adapters are not permitted. All equipment must **be tested and tagged.**

**Gas Requirements:**

Please indicate if your stall will be using Gas Appliances Yes  No

If yes, please specify the type of Gas appliances: \_\_\_\_\_  
\_\_\_\_\_

**Please Note:** small portable gas burners are prohibited to be used in this event. Please ensure that all gas installations are safe and are certified as complying with current Regulations and Safety Standards.

**For more information in regard to electricity and, or gas safety and regulations contact Energy Safe Victoria [www.esv.vic.gov.au](http://www.esv.vic.gov.au) 1800 069 588**

**PUBLIC LIABILITY INSURANCE:**

All stallholders are required to provide a certificate of currency for public liability insurance to the value of \$10 million.

**PLEASE SEND A CURRENT COPY OF THIS CERTIFICATE ALONG WITH THIS APPLICATION**

## RAFFLE PRIZE: There will be hampers for the raffle prizes

Are you able to contribute product(s) for raffle prizes?  Yes  No

Please specify your raffle prize (product and dollar value) – (a list of products, their dollar value and the businesses who donated them will be attached to each hamper – it is also a good idea to attach a business card or contact details to any prize you donate so that entrants and ultimate winner are aware of your business).

Please send your item(s) to PO Box 122 Nunawading Vic 3131, clearly marked “**Victorian Fair Trade Festival Hamper**”.

## Terms & Conditions

### Selection Criteria:

Moral Fairground organisers screen all applications and have the right, at any time, to deny entrance to the events for any company, product or service which they feel does not meet the criteria set out by Moral Fairground.

### Stall Allocations & Set-up:

- Moral Fairground reserves the right to choose spots allocations for stallholder as it sees fit.
- Each exhibitor must store all materials and equipment safely within their designated stall area.
- Public access ways must be kept clear at all times with all merchandise, equipment, signs and furniture within stall boundaries.
- All stall equipment shall be firmly secured to protect personal and public safety.
- Each exhibitor will be allocated a bump-in, set-up and bump-out time by Moral Fairground event organisers. This time must be strictly adhered to.
- Trading is restricted to advertised hours of:  
**Mother’s Day Event Sunday 8<sup>th</sup> May 2011** - 10am to 4.30pm.

**Victorian Fair Trade Festival Sunday 22<sup>nd</sup> May 2011** – 10.00am – 4.00pm.

### Occupational Health and Safety:

It is the responsibility of the exhibitor to ensure that the requirements of Occupational Health and Safety Act 2000 and regulations are fully observed to the satisfaction of Workcover requirements.  
The exhibitor is required to follow Safe Operating Procedures for yourself and others as per the Safety legislation.

### Cancellation:

The Mother’s Day event & Victoria Fair Trade Festival 2011 will continue to trade regardless of weather conditions. However, Moral Fairground Pty Ltd reserves the right to cancel the event & festival if weather conditions are deemed too dangerous. **Cancellations by Exhibitors after 2<sup>nd</sup> May 2011 will be charged full stall rental.**

All cancellations prior to this date, regardless of circumstances, will incur a fee of 50% of the stall rental.

### Insurance:

All exhibitors must have their own public liability insurance and Workcover if you are employing people.

- \$10 million Public Liability Insurance is compulsory for all exhibitors for conducting of business outside of normal premises.
- Skincare or consumable products are required to have \$10 million Product Liability Insurance.
- Exhibitors have full responsibility for all licenses and insurances, including Workers Compensation and OH&S.
- Exhibitors are required to have any other licenses and insurances required to operate their business, and all products should comply with relevant safety and compliance Standards.

Copies of your relevant insurance certificate of **MUST** be submitted to Moral Fairground Pty Ltd with the application form unless otherwise agreed. No access to the site will be permitted unless a current policy has been submitted to us before the due date.

**Electrical:**

All electrical equipment must confirm to relevant statutory authorities and industry codes or standards. Extension leads must be fixed overhead or away from pedestrian or vehicular traffic and in accordance with the Australian Standard (AS/NZS 3002:2002) for Electrical installations-Shows and Carnivals.

All electrical equipment including extension leads are to be tagged with a current test/tag issued within the last 3 months or in line with Australian Standard (AS/NZS 3760:2003). Failure to do so may result in stall closure. The Event is providing power only to those exhibitors that requested it on their application form.

**Food Vendors:**

All food vendors are required to have temporary food registration from Melbourne City Council's Health Services Branch. Please refer to: <http://www.melbourne.vic.gov.au/enterprisemelbourne/industries/hospitality/Pages/Tempfoodpremises.aspx>

All food vendors must provide their own appropriate fire extinguisher and/or fire blanket. All food vendors will be provided with additional information and Guidelines once application has been accepted.

**Photographic Release**

The festival's organisers have the permission from stallholders and staff to take photographs of the stall, stallholders and staff and is authorised to publish and use those photographs, in whole or in part, for advertising or marketing purposes for this and any subsequent events and as part of the Festival's current and future general marketing and communication activities.

**Sales Disclaimer**

The festival's organisers do not guarantee that a stall will achieve any particular level of sales or profitability. The festival's organisers will not be held responsible for stalls not achieving expected sales targets.

**Release and Indemnity:**

The Participant unconditionally releases and undertakes to keep released Moral Fairground Pty Ltd and its employees and volunteers from all claims, suits, demands, actions or proceedings (whether at law, in equity or arising under any statute) arising out of or in connection with an act, default or omission of the Participant its officers or agents.

The Participant will at all times indemnify and keep indemnified Moral Fairground Pty Ltd and its employees and volunteers from against any damage, loss or liability incurred by Moral Fairground Pty Ltd arising from any claim, suit, action or proceedings (including legal costs on an indemnity basis) by any person against Moral Fairground Pty Ltd where such loss or liability is as a consequence of:

- any negligent act or breach of law by the Participant, its officers or agents;
- any claims made against Moral Fairground Pty Ltd (by any third party) arising from the Participant's exercise of its entitlements under this Agreement;
- any actual or alleged infringement of any third party's intellectual property rights.

**Waste Management****Conditions:**

Mother's Day event & the Victorian Fair Trade Festival aim to be a waste-free event. In the spirit of this commitment and to create a harmonious community in alignment with the environment,

we request you adhere to the following conditions in relation to waste:

- Plastic shopping bags are not to be used at these events.
- Balloons are not permitted at these events.
- First choice of packaging should be reusable packaging, followed by recyclable and biodegradable materials.

**General Rubbish:**

- Empty boxes from your stall are to be flattened and taken away by yourself.
- Each exhibitor is required to keep their site stall area clean and well presented at all times.

**Site Cleaning:**

Exhibitors are asked to ensure your direct area is clean of rubbish, empty boxes and any other event related equipment or materials. We do not have a specialised waste management service for this event, so please take with you whatever you bring.

**PAYMENT:**

	Amount of payment (includes GST)
Stallholder Package	\$ _____
Additional Equipment Required	\$ _____
<b>TOTAL PAYMENT MADE</b>	<b>\$ _____</b>

**Payment Options**

- Cheque** made out to Moral Fairground Pty Ltd
- Electronic Bank Transfer (Remittance advice required)**

Account Name: Moral Fairground Pty Ltd  
Bank: Bendigo Bank Ltd  
BSB: 633 - 000  
Account No: 1354 47803

**Please put your organisation name in the description field.**  
Please fax, email or post remittance advice with the completed form.

**AGREEMENT TO PARTICIPATE**

DECLARATION (Please Print Name/s and Organisation Name)

I/We.....

Of.....

confirm that the information provided above is correct. I/we have read and agree to abide by the terms and conditions as set out in this document and accept all conditions for participation in the Fair Trade Mother's Day event or the Victorian Fair Trade Festival 2011.

I/we agree that neither Moral Fairground Pty Ltd and its employees and volunteers shall be under any liability whatsoever for the death or any bodily injury, loss or damage which may be suffered or incurred by the above named as a result of participation in or being present at the Fair Trade Mother's Day event or the Victorian Fair Trade Festival 2011.

Signed: .....

Date: .....

**Please send this form along with payment (or remittance advice) and public liability insurance certificate to:**

**Email:** [aggie@moralfairground.com.au](mailto:aggie@moralfairground.com.au)  
**Fax:** (03) 9873 2418 Attn: Aggie Poliafico  
**Post:** **Moral Fairground**  
Attn: Aggie Poliafico  
PO Box 122,  
Nunawading  
Victoria, 3131

**Stallholder Enquiries: Bobby Vosinthavong 0419 373 891 or Aggie Poliafico 0418 716 835**