



Fantasy Medieval FAIR

MOUNT GAMBIER, SA
15 & 16 APRIL, 2023

Stallholder Applications





About the Fair

The Mount Gambier Fantasy Medieval Fair is a two-day event hosting a range of activities related to the medieval era, running from 10am – 4pm daily, to be held at the Mount Gambier Showgrounds, Pick Avenue.

The Fair is organized by Limestone Coast Festivals & Events Incorporated Association, hereby referred to as LCF&E.

We are seeking stallholders with products that are consistent with the theme, and have an expectation that you enter into the spirit of the "Fantasy Medieval Fair" by enhancing your stall with decorations such as pennants, bunting, & medieval style signs, and to dress in costume. You are also encouraged to display information about the historical significance of your produce, crafts and skills.

To learn more on how to decorate your stall and yourselves, please view our handy tips:

<http://fantasymedievalfair.com/stallholders-activities/>

Covid-19

LCF&E will be operating under whatever guidelines are imposed by SA Health at the time. This may include a COVID management plan, and you'll be advised of your obligations accordingly to ensure we deliver a responsible and safe event.

About the process

Please read through the application thoroughly before completing the form, including the Terms and Conditions.

Spaces are limited. Indoor spaces even more so. Submission of an application DOES NOT guarantee a stall at the event. This is an 'Expression of Interest', and stall applications will be determined by event organisers & you will be notified as to approval or decline. The more details you submit and the more in line with the medieval or fantasy theme, then the better chance of success. All applications are for both days of the festival. You are expected to commit to both the Saturday and Sunday event.

Setup & Packdown

Stalls are required to operate for both days of the festival. If your application is successful you will be supplied with a site map detailing your position. Once onsite you agree to take direction of the event organisers and their volunteers.

ACCESS TIMES:

Saturday 15 April, 2023

Showgrounds opens at 7:00am.

Vehicles used for loading must be offsite by 9:30am SHARP.

Gates open to public at 10:00am.

Gates close at 4:00pm. Security will remain onsite all night as will some volunteers.

Sunday 16 April, 2023

Vendors back on site from 8:30am. Gates reopen to the public at 10:00am and close at 4:00pm. Vehicles may reenter the site at 4:30pm Sunday 16 April.



Camping onsite

Limited camping positions for stallholders are available onsite. Stallholders will have access to a shower and toilet block. An additional fee of \$20 will apply. Please indicate the following:

- I will be camping with my stall. Nothing is required.
- I will be camping with my stall but require access to power
- I have a vehicle to camp in and can camp anywhere
- I have a tent/swag and can camp anywhere

Liabilities

The stallholder must hold and provide a copy of their Certificate of Currency (Public and Product Liability) for an amount not less than \$10,000,000. (See item 4, terms and conditions)

Fees & charges

Food & beverage – cost includes both days & electricity

Indoor Kitchen (Show Hall – 1 only) - \$300
Outdoor Food trade - 3m frontage - \$150
Outdoor Food trade- 6m frontage - \$250
Alcohol Tavern trade space (4 available) - \$500

FOOD PROVIDERS – must attach their Food Business Notification number. If you have not obtained one you will need to contact the Environmental Health Officer, City of Mount Gambier, 8721 2555, to obtain one. More information is available here:

<https://www.mountgambier.sa.gov.au/services/food-and-health-services-1/food-safety>

Alcohol trade spaces must obtain a limited license and provide RSA accredited staff.

Fees & charges – general wares – cost includes both days & electricity

Outdoor General trade - 3m frontage - \$75
Outdoor General trade - 6m frontage - \$120
Indoor General trade - 3m x 3m - \$150
Indoor General trade - 6m x 3m - \$250



Terms & Conditions



1. APPLICATION PROCESS

- a. Persons requesting a stall at the Fantasy Medieval Fair must first complete an application form, and must read and adhere to these terms and conditions.
- b. All applications must include a full description of the products or services to be offered and the applicant's involvement in the creation of these products/services
- c. Acceptance of applications is at the discretion of LCF&E and is based on the information provided by the applicant on their application form. Product suitability, quality, product mix and regulatory certificate requirements will form part of the decision process.
- d. LCF&E reserve the right to reject applications and not enter into any correspondence for its decision. All decisions are final. Stall allocations are totally at the discretion of LCF&E
- e. Once a stallholder application is confirmed an invoice for stallholder fees will be issued and is due one month prior to the event. Should the fee go unpaid the stall position will be forfeit and offered to another provider.
- f. In the event of a cancellation due to COVID restrictions, the stallholder fee will be refunded, minus a 10% administration fee.

2. GOODS

- a. It is the responsibility of the stallholder to ensure that their products conform to all safety, hygiene, licensing or compliance arrangements.
- b. Product insurance is the responsibility of the stallholder, and certification of currency must be provided to LCF&E as part of the application process (see 4a).
- c. Raffle tickets may only be sold by members of community groups in line with raffle and ticketing legislation in South Australia.

3. STALLHOLDERS

- a. Stalls are open from 10:00am to 4:00pm over both days of the fair, and stallholders must remain on their site for the full duration.
- b. During setup and packdown vehicles must drive at a safe limit while on site at 5km/h. All vehicles must be removed at least half an hour before gates open to the public. And all vehicle drivers must follow directions of LCF&E and their volunteers.
- c. Stallholders must provide their own equipment (e.g. tables, chairs, racks, signage and marquee if outdoors), and stalls must be presented in a neat and tidy fashion.
- d. Stallholders must confine their displays to their stall site, and keep all walkways and public areas clear for patrons at all times.
- e. Stallholders must remove all rubbish from their stalls on completion of the market. Sites must be kept tidy, sanitary, smoke free and clear of litter. Site bins provided are for general public use, and not for the disposal of stall packaging etc.
- f. Stallholders must report to the LCF&E team any incident or accident to any person or property within the market area that involves loss or could be expected to give rise to a future claim.
- g. LCF&E provides a First Aid service at the event. This will be available to stallholders and the public during event times.

4. EQUIPMENT

- a. All equipment must be in good repair, be operated in a safe, responsible manner, and conform to any General OH&S requirements published by SafeWork SA, and any compliance standards pertaining to the handling and use of the stallholders equipment.
- b. Stallholders using gas cylinders must ensure that cylinders, valves, connections and hoses are fit for purpose and in good working order.
- c. Stallholders using gas and/or electrical appliances must have suitable fire extinguishers and fire blankets available and positioned in a manner that will allow access to them in the event of a fire. Front and rear of marquees must be fully open when gas is being used.

5. INSURANCE, LICENCES AND REGISTRATIONS

- a. The stallholder must hold and provide a copy of their Certificate of Currency (Public and Product Liability) for an amount not less than \$10,000,000.
- b. The stallholder indemnifies LCF&E against any claim, proceeding, demand or liability (of whatever nature) made in respect of personal injury, death or damage to property arising from the stallholder's presence/activity at the Fantasy Medieval Fair.
- c. All food vendors must provide a Food Business Notification number and comply with any Local, State and Federal Health regulations and Food Acts. Failure to comply with health department standards and regulations may result in immediate closure of stalls.
- d. Stallholders must ensure that all electrical appliances, equipment and power leads are labelled with a current test tag in accordance with all relevant State and Federal Laws.

FAILURE TO COMPLY TO ANY CONDITIONS, or FAILURE TO PAY APPROPRIATE FEES, WILL RESULT IN REMOVAL OF STALLHOLDER.

The Application



CONTACT DETAILS			
Business name:			
Contact name:			
Contact number:			
Contact email:			
Billing details: Please provide address and contact number for invoicing, should your application be successful.			
STALLHOLDER DETAILS			
Which stallholder category are you applying for: <small>(Please select your first preference. If there are limited numbers we may contact you to see if you'd take up a different site)</small>	<table border="0"> <tr> <td style="vertical-align: top;"> Food & Beverage: Indoor Kitchen \$300 Outdoor 3m frontage Food trade \$150 Outdoor 6m frontage Food trade \$250 Alcohol Tavern trade space \$500 </td> <td style="vertical-align: top;"> General wares: Outdoor 3m frontage General trade \$75 Outdoor 6m frontage General trade \$120 Indoor 3m x 3m General trade \$150 Indoor 6m x 3m General trade \$250 </td> </tr> </table>	Food & Beverage: Indoor Kitchen \$300 Outdoor 3m frontage Food trade \$150 Outdoor 6m frontage Food trade \$250 Alcohol Tavern trade space \$500	General wares: Outdoor 3m frontage General trade \$75 Outdoor 6m frontage General trade \$120 Indoor 3m x 3m General trade \$150 Indoor 6m x 3m General trade \$250
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Briefly describe your wares/ services:			
How will they relate to the theme of Fantasy/Medieval and/or how will you present your site in line with this theme:			
Have you read the terms & conditions of this application?	yes <input type="checkbox"/> no (then go back and read before submitting)		
Do you hold a current certificate of insurance for public and product liability?	yes no		
The LCF&E team raises funds for the event via a Fair raffle. Are you able to donate any items for this purpose?	yes no		

THIS IS AN APPLICATION ONLY, AND DOES NOT AUTOMATICALLY GUARANTEE A SITE. If your application is successful you will be required to submit a copy of your insurance, alcohol licensing (if applicable) and food business notification number (if applicable).

Please complete and return to: traders@fantasymedievalfair.com

Signed: _____ Date: _____