

## Pre-Order Food EXPRESSION OF INTEREST FORM

Frost and Fire Saturday 22 June 2024

Forbes Ski Dam | 4pm – 10pm | Anticipated attendance 3000

Stallholder registration fee: \$150

**Closing date for EOIs: 5pm, Tuesday 30 April 2024**

Email: [community@forbes.nsw.gov.au](mailto:community@forbes.nsw.gov.au)



Business name:

Nature of product:

Stall name (if different):

Contact person (primary):

Mobile number:

Contact person (secondary):

Mobile number:

Address:

Email:

Site type:  Truck/trailer  Site only      Dimensions of vehicle (height, depth & width in metres):

Photo attached of your setup

Power required (if yes, please specify requirements):    Y  / N

Registration number/s for all vehicles accessing site:

Estimated duration of set up time in hours:

(arrival times slot will be allocated to you according to your set up time between 10am and 2pm)

### CONDITIONS OF PARTICIPATION:

To be eligible for consideration, you are required to provide us with the following:

- |  |                                   |
|--|-----------------------------------|
| 1. Certificate of Currency for Public Liability Insurance \$20 million   | <input type="checkbox"/> attached |
| 2. Food Safety Certificate   | <input type="checkbox"/> attached |
| 3. Vendors Conditions of Participation form completed and returned       | <input type="checkbox"/>          |
| 4. Forbes Shire Council Debtor form completed and returned (if required) | <input type="checkbox"/>          |

Signature:

## CONDITIONS OF ENTRY

1. Stallholders bump in time will be specified in a Conditions of Participation document to follow.
2. Stallholders must report to marked event staff for sign-in and site allocation, prior to commencing setup.
3. Stallholders consent to Council's Heath Surveyor undertaking a food shop inspection. A current Food Safety Certificate must be displayed.
4. All vehicles must be moved off event site by the specified time in the Conditions of Participation (to follow) and remain off-site for the duration of the event.
5. A representative from each stall must attend the pre event briefing.
6. Stalls must be set up and ready for trade by the required time.
7. Stalls must remain open for the duration of the event until 10pm.
8. Stallholders must bring all equipment required (e.g. tent, table, extension lead, additional lighting) and are responsible for their own property for the duration of the event setup, operation and pack down.
9. Stallholders commit to using safe work methods and ensuring the safety of their allocated site.
10. Stallholders must report any concerns or safety hazards to marked event staff as soon as possible.
11. Pre order stallholders must undertake their own marketing of their product. Some low-level promotion will be undertaken by event organisers, but additional lies with the vendor themselves
12. Stallholder registration fee is required by Friday 7 June 2024, payable to:
13. Forbes Shire Council - BSB: 032 822 | Account: 000102

Please note that completion of this form does not constitute a booking for this event. Event organisers will assess the applications and based on the event requirements and theme will select relevant vendors. This decision is final, and no correspondence will be entered into.

Signature:

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