

# CARRIAGEWORKS

## Christmas Market Stallholder Application Form

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### Applications for the Christmas Market are now open!

To apply for a stall, please complete the attached Stallholder Application Form, ensuring you fit the required information and stall type.

Please note, this year's Christmas Market will be different to last year in that the offering will be strictly food, produce and gifting relating to cooking/kitchen only (for example, handmade chopping boards, tea towels, ceramics, cook wear and utensils etc.)

Stall sizes will all be 2.4m x 2.4m with an overhead tent supplied for weather protection.

The market will run to regular trading hours of 8am – 1pm on Saturday 23<sup>rd</sup> December, rain or shine.

### SCHEDULE FOR DELIVERY

| ITEM                            | DEADLINE                     |
|---------------------------------|------------------------------|
| First round applications open:  | Monday 11 September 2017     |
| First round applications close: | Monday 13 November 2017      |
| Payment Due:                    | On acceptance of application |
| Media Announcement:             | November                     |

### DOCUMENTATION

All stallholders must provide the following documentation on application:

- Stallholder Application Form
- Public Liability Insurance up to \$10 million
- NSW Food Notify Number (if required)
- Temporary Food Stall Permit
- Food Safety Supervisor Certificate (if required)

### TIME AND PLACE OF DELIVERY

- Applications must be received by Carriageworks, **before 5pm Friday 27 October 2017**
- Applications should be emailed to [Lucinda.c@carriageworks.com.au](mailto:Lucinda.c@carriageworks.com.au)

### FURTHER ENQUIRIES

Lucinda Cole, Producer – Food Events

Phone: 8571 9182

### APPLICANT INFORMATION

|   |  |
|---|--|
| <b>Company/Organisation Name:</b>   |  |
| <b>Business Address:</b>  |  |
| <b>Farm Address:</b><br><i>(if different to business address)</i>               |  |
| <b>Production Address:</b><br><i>(if different to business or farm address)</i> |  |

|  |  |
|--|--|
| <b>Postal Address:</b><br><i>If the same as one of the above, please tick one of the following:</i><br><input type="checkbox"/> Business address<br><input type="checkbox"/> Farm address<br><input type="checkbox"/> Production address |  |
| <b>Contact Name:</b>   |  |
| <b>Telephone Number/s:</b>   | Business:<br>Mobile:   |
| <b>Email Address:</b>  |  |
| <b>ABN:</b>  |  |
| <b>Trading Name:</b>   |  |
| <b>Website:</b>  |  |
| <b>Facebook:</b>   |  |
| <b>Instagram:</b>  |  |
| <b>Twitter:</b>  |  |
| <b>Please indicate the category that you fit into:</b>   | <input type="checkbox"/> Food producer<br><input type="checkbox"/> Giftware<br><input type="checkbox"/> Food truck |
| <b>Do you require electricity for your refrigeration vehicle while on site?</b>  | Yes <input type="checkbox"/> No <input type="checkbox"/>   |
| <b>Do you require electricity for your stall?</b><br>If so, please list what equipment you will be using that requires power, and how much power each item draws.  |  |
| <b>Do you use a refrigerated display cabinet as part of your stall?</b>  | Yes <input type="checkbox"/> No <input type="checkbox"/>   |
| <b>Please indicate if your stall needs to be connected to water?</b>   | Yes <input type="checkbox"/> No <input type="checkbox"/>   |
| <b>Will you use gas?</b>   | Yes <input type="checkbox"/> No <input type="checkbox"/>   |
| <b>Will you be using/bringing any hazardous substances?</b>  | Yes <input type="checkbox"/> No <input type="checkbox"/>   |

**PRODUCT INFORMATION**

(Please attach additional pages and images if required)

**1) Please describe the nature of your business**

**2) Additional Information – please add any additional information you would like us to know in support of your application e.g. awards received, product reviews received etc.**

**3) Please provide detail on how you meet the Carriageworks Farmers Market Charter:**

**4) STALL COSTS - please tick your stall preference/s:**

- |   |                 |
|---|-----------------|
| <input type="checkbox"/> Produce stallholder (2.4m x 2.4m)  | \$335.00 +GST   |
| <input type="checkbox"/> Giftware stallholder (2.4m x 2.4m) | \$400.00 +GST   |
| <input type="checkbox"/> Food Truck                         | \$1,000.00 +GST |

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Applicant's Name:

\_\_\_\_\_  
Applicant's Signature:

\_\_\_\_\_  
Date: