

Saturday 29<sup>th</sup> & Sunday 30<sup>th</sup> September 2018

**Applicant Details**

Business Name: \_\_\_\_\_ ABN: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Phone/Mb: \_\_\_\_\_ Vehicle Registration : \_\_\_\_\_

**Site Details**

QTY			GST Inc.	
<input type="text"/>	<b>Outdoor Site</b> - own marquee, van or shade (photo required) 5m x 5m	\$ 110	\$	<input type="text"/>
<input type="text"/>	<b>Indoor Site</b> - shared marquee 3m x 3m	\$ 66	\$	<input type="text"/>
<input type="text"/>	<b>Single Table</b> - indoor shared marquee 1 table, 1.8m length max.	\$ 33	\$	<input type="text"/>
<input type="text"/>	Power Outlets required (give details below)	\$ 22	\$	<input type="text"/>
<input type="text"/>	Trestle Tables required	\$ 22	\$	<input type="text"/>
<b>TOTAL</b>				<input type="text"/>
<i>Less early bird discount if paid by 1st July 2017</i>			20%	<input type="text"/>
<b>Discounted Total</b>				<input type="text"/>

**Please note:** A current photograph of your own van or tent must accompany this application if you will be selling from your own van/tent. Please also attach a copy of your current Insurance Certificate of Currency. Acceptance will then be at the discretion of the Oysterfest committee.

**Power requirements**

Please indicate how many of each items that require power you intend to use:

Hot Water Urns     Lights     Computer     Printer

Other Items requiring power: \_\_\_\_\_

**Goods to be sold**

Please list **all** types of goods/products to be sold at Oysterfest 2018 (*attach an extra page if required*):  
*IF selling food, please provide your Food Business Number from SA Health in checklist section of this form* [www.sahealth.sa.gov.au](http://www.sahealth.sa.gov.au)

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## General Conditions

Please read this section carefully, and ensure that you understand it before signing this application. These conditions are not optional. I hereby agree to abide by the following conditions:

- I will supply all equipment required for my stall.
- I will immediately remove from sale or display any goods deemed not suitable for a family festival by the District Council of Ceduna ("DCC") or their representative.
- I understand that only communal water is available.
- All power cords, power boards and double adaptors must be electrically tested and tagged to ensure the safety of all on site.
- I agree to sell only items listed in the "Goods to be Sold" section of this form.
- I understand that if I cancel this booking after September 1, 2018, any site fee paid will not be refunded.
- I understand that the final position of the site is at the discretion of the Event Co-ordinator, and may change without notice. I hereby agree to be bound by the Site Officer's direction in the final placement of site.
- If the event is cancelled for any reason, no compensation will be sought. Refund of the site fee is at the discretion of the DCC.

*Indoor sites may be placed in a marquee where entertainment is also offered. If the stall holder specifically does not want to be in a marquee where entertainment is also offered, please notify the Event Co-ordinator at the time of booking. An additional fee may apply.*

*Security guards will patrol the site each night between the hours of 4pm and 7am, however each stall holder is responsible at all times for the security of items on their stall.*

**The following information ensures that all site holders have a clear understanding and responsibility to all patrons and staff.**

**Please ensure that you read and check that all measures are in place. Site inspections and inductions will be held prior to the event**

#### ACCESS AND EGRESS

- Entry and exit areas are clear and easily accessible for staff and expected crowd numbers
- Entry and exit areas are adequate for emergency exit and emergency services

#### SIGNAGE

- Signage for any hazardous areas or substances
- Clearly signed first aid and fire extinguisher locations

#### FIRE PREVENTION

- Suitable fire extinguishers (e.g. CO2, water, chemical) and blankets are in appropriate areas, tested and in date

*Before signing, please check all information is complete, as incomplete forms will **not** be processed.*

Signature of Stall holder or representative: \_\_\_\_\_

<b>Checklist:</b>	<b>Insurance papers attached?</b>	<input type="checkbox"/>
	<b>Photo of van/tent attached?</b>	<input type="checkbox"/>
	<b>LPG Cylinder used? Weight _____</b>	<input type="checkbox"/>
	<b>Food Business Number _____</b>	
<i>(if selling food)</i>		

#### STAFF, VOLUNTEER AND CONTRACTOR TRAINING

- Contractors provide detailed information on safe operating procedures and a current certificate of currency

#### ELECTRICAL

- Residual circuit devices (RCDs) are used where required, including all hand held electrical appliances and tools
- All portable electrical equipment including leads re tested (6 or 22 months in accordance with AS/NZS 3000:2000 Electrical Installations, known as the Wiring Rules, and AS 3533 – Amusement Rides and Devices). Tagging is also recommended
- Adequate protection of the public from electric shock and any trip hazards from cords are minimised
- All leads, plugs, etc. are protected from weather and other environmental conditions (e.g. water)
- Evidence of electrical safety can be provided upon request from an authorised person (e.g. tagging or documentation)

#### PERMITS, LICENSING AND REGISTRATION (INCLUDING BUT NOT LIMITED TO)

- Food Business Number must be supplied

#### LADDERS

- Ladders are well maintained and suitable for the type of work being undertaken (e.g. electrical – approved ladders only)
- Assessments of whether work is suitable for a ladder (e.g. can the person maintain three points of contact?)
- Assistance of a second person is provided where required

#### LIQUID PETROLEUM GAS (LPG) CYLINDERS AND HEATERS

- Small gas cylinders should be used where ever possible. Cylinders over nine kilograms should be hard plumbed, stored outside and fitted by a licensed gas fitter
- LPG cylinders are secured to increase stability
- LPG cylinders are clear of ignition sources and are in a well ventilated area in accordance with AS/NZS 1596:2002 – the Storage and Handling of LP Gas
- All LPG cylinders are checked to ensure they do not exceed 10 years of he stamped test date.

#### PERSONAL PROTECTIVE EQUIPMENT (PPE)

- PPE provided if needed (e.g. gloves, aprons, earplugs etc.)

**Please send the completed site application form to:**

Ceduna Oysterfest  
C/- District Council of Ceduna  
PO Box 175, Ceduna SA 5690

**Or email;** Oysterfest@ceduna.sa.gov.au

**Payment can be made to:** District Council of Ceduna, BSB 105 100 Acc 29078240, REF: OFSite  
and email remittance advice to Oysterfest@ceduna.sa.gov.au

**Expressions of Interest received after July 1st 2018 are not guaranteed a site at the 2018 Oysterfest**

OFFICE USE ONLY				Invoiced	Yes / No
Date Received:		Registration #:		Invoice #:	
File #:		Referred to:		A/c #:	