



# **Griffin Christmas Carnival**

## **Stall Holder Application Form 2021**

### **Saturday 23<sup>rd</sup> July 2022 - 3pm-8pm**

Thank you for your interest in hosting a stall at this year's Griffin Christmas Carnival.

The Griffin Christmas Carnival is a community-based event attracting a large number of families from local and surrounding areas. It is co-ordinated and organised by the Griffin State School P & C and held on the school grounds with attendance between 5000-8000 people. It will include concert performances, market stalls, rides and attractions, Entertainment, Food and Fireworks.

The 2022 event will host food and market stalls located on the oval amongst the main entertainment area. It will be well marketed across newspaper, radio, and online including the official website [griffinchristmas.com](http://griffinchristmas.com) and [Facebook page](#)..

We encourage applications from food vendors, small business owners, our families at Griffin State School, local charities, and activity providers with a good quality product or stall.

**Please read through our Terms and Conditions below before filling in the attached application form.**

#### **EVENT DETAILS**

Date: Saturday 23<sup>rd</sup> July 2022

Time: 3pm to 8pm

Location: Griffin State School Sports Oval

#### **STALLHOLDER OPERATING HOURS**

**Bump-in time is STRICTLY 9am-1:00pm.** No vehicles will be permitted to enter after 1pm.

Vehicles can access their site during these times ONLY. Please keep speeds to a maximum of 5km/ph and be aware of pedestrians and other stall holders.

Stallholders must be completely set up and ready to trade by 2:30pm. Stalls must operate for the full event opening hours and are not permitted to pack down prior to 8pm. Stalls must seek permission from the event organiser should they need to pack down prior the conclusion of the event.

**Bump-out time is 8:30pm-10pm.** No vehicles may be moved prior to 8:30pm

Some stallholders may be asked to vacate their stall for a short time if an adjustment to the fireworks exclusion zone is required due to weather changes. By signing the below application stallholders agree to this term.

#### **STALL APPLICATION ASSESSMENT**

Event organisers will assess all applications based on the following criteria

- Product Type and Uniqueness
- Stall presentation and size requirements
- Professionalism

Local vendors to the Griffin area will be given preference during the assessment process as we like to support our local businesses. Suppliers with similar products and services will be considered and will be allocated to best benefit the event and attendees. The organisers decision is final.

If successful, stallholders will be emailed approval and invoice on or before Tuesday 21<sup>st</sup> June 2022.



### STALL SITE TYPES

There are three types of stall sites available at the 2022 GCC.

1. Premium Market,
2. Standard Market
3. Food/Beverage

Standard and Premium stall sites are all 3x3m and Food/Beverage Stall sites 6x3m. Premium sites are located directly adjacent to the main concert audience arena which is why they attract a higher premium. All marquees must fit within this size and must not encroach upon neighbouring stalls. Sites are allocated to stallholders by the organiser and the organisers decision is final. Due to limited capacity, we are unable to reallocate your site on the day if you do not fit.

### SITE FEES

**Standard Market sites are \$75.00 per 3x3m site.** Located on the Oval

**Standard Market Sites Not-for-Profit Organisations are NIL cost per 3x3m site for approved NFP's ONLY.** Limited sites available Located on the Oval.

**Premium Market Sites are \$110.00 per 3x3m site.** Located on the Oval, adjacent to concert audience.

**Food and Beverage stalls are \$225.00 for 6x3m site.** Located on the Oval

Payment for your site is due by Friday 1<sup>st</sup> July

Any cancellations after the payment date of July 1<sup>st</sup> 2022 will result in NO refunds being issued.

### COMMUNITY DONATION

The Griffin Christmas Carnival is a Not-For-Profit fundraising event, and all proceeds go directly to the Griffin State School P & C to benefit the school. It is highly appreciated if each stall considers a donation toward the event. This can be in the form of event sponsorship or merchandise and/or food and drink vouchers for prizes. Any stallholders providing a donation will be acknowledged on the GCC Facebook page and On-stage during the event.

### ELECTRICITY & LIGHTING

Please note that **NO** sites in the main entertainment area will have access to electricity. Stall lighting and power is the responsibility of the stall holder. Please indicate in your application if you are bringing a generator to power your stall. All electrical leads and equipment being used, whether power source is provided by stallholder generator or Griffin CC, **MUST** have current test and tag validation within 12 months of event date. Tags must be always showing. Any lead that does not have an up-to-date tag will be disconnected.

### STALL EQUIPMENT AND SECURITY

Stallholders must provide their own marquee and display equipment. All marquees must be appropriately secured with sandbags or similar. Please note that Griffin State School oval is a high wind area.

It is the responsibility of the applicant to ensure their site is always monitored and valuables secure.

Griffin State School and Griffin State School P & C will not be held liable for any loss or damage for any reason.

### VEHICLES ON-SITE

Vehicles are **NOT** permitted on-site during the event unless prior approval from event organisers is sought. Any on-site vehicles should be for operational purposes only and **MUST NOT** be moved between 1pm and 8:30pm. Vehicles may enter the site during bump-in ONLY and **MUST** be removed from the event site before 1pm. Please keep speeds to a maximum of 5km/ph and be aware of pedestrians and other stall holders.



### **PUBLIC LIABILITY**

A copy of your current public liability insurance must be included **WITH YOUR APPLICATION** to be considered for a stall at this event. Insurance must be for minimum \$20 million.

### **APPLICATION TIMEFRAMES**

Applications Open: Friday 10<sup>th</sup> June 2022

Applications Close: Monday 20<sup>th</sup> June 2022

Approval and Invoice: Tuesday 21<sup>st</sup> June 2022

Event stall details and Payment Due: Friday 1<sup>st</sup> July 2022

Confirmation pack and Site allocations: Sent from Monday 4<sup>th</sup> July 2022

Event Date: Saturday 23<sup>rd</sup> July 2022

### **KEY EVENT CONTACTS**

Event Co-ordinators – Dannielle Watson – [events@griffinsspc.org](mailto:events@griffinsspc.org) & Pam Connolly – [opsmanager@griffinsspc.org](mailto:opsmanager@griffinsspc.org)

Market Stall Supervisor – Acacia Urso - [markets.griffincc@gmail.com](mailto:markets.griffincc@gmail.com)

P & C President – Stephen McFetridge – [pandc@griffinss.eq.edu.au](mailto:pandc@griffinss.eq.edu.au)

P & C Treasurer – Maria Makapelu - [pandc@griffinss.eq.edu.au](mailto:pandc@griffinss.eq.edu.au)



## Stall Holder Application

|                          |          |           |
|--------------------------|----------|-----------|
| Applicant/Business Name: |          |           |
| Address:                 |          |           |
| Suburb:                  | State:   | Postcode: |
| Phone:                   | Mobile:  |           |
| Email:                   | Website: |           |
| Social Media:            |          |           |

|   |   |
|---|---|
| Stall Type (Please Tick the type that most identifies your stall) <b>Please note there is <u>NO</u> electricity or stall lighting available in Central market area.</b> |   |
| <input type="checkbox"/>  | Business/Product/Market Stall                   |
| <input type="checkbox"/>  | Premium Business / Product / Market Stall       |
| <input type="checkbox"/>  | NFP - Business/Product/Market Stall             |
| <input type="checkbox"/>  | NFP - Premium Business / Product / Market Stall |
| <input type="checkbox"/>  | Food Stall                                      |
| <input type="checkbox"/>  | Beverage Stall                                  |

|  |                 |
|--|-----------------|
| Please provide full details of what you will be selling/promoting: |                 |
|  |                 |
| Do you have EFTPOS facilities?                                     | <b>YES / NO</b> |



| Number of Sites Required   | Number    | Amount |
|--|-----------|--------|
| Standard 3 x 3m Site Not-for-Profit (Limited sites available- for approved NFP's ONLY) |           |        |
| Standard 3 x 3m Site @\$75.00  |           |        |
| Premium 3 x 3m Site @\$110.00  |           |        |
| Food and Beverage 6x3m Site @\$225.00  |           |        |
|  | Total Due | \$     |
| Payment is due on invoice once approved. <b>DO NOT</b> SEND PAYMENT WITH APPLICATION   |           |        |

|  |                |                    |       |
|--|----------------|--------------------|-------|
| Please circle from where you will be operating |                |                    |       |
| Marquee  | Van or Vehicle | Caravan or Trailer | Other |

If Other, please specify \_\_\_\_\_

|                                   |          |         |
|-----------------------------------|----------|---------|
| Will you be running a generator?  | YES / NO |         |
| Do you require a vehicle on-site? | YES / NO | Reason: |
|                                   |          |         |

#### **COMMUNITY DONATION**

Our event is not for profit and raises funds for Griffin State School resources. A donation toward prizes or sponsorship of the event is greatly appreciated from all market stalls. Any stallholders providing a donation will be acknowledged on the GCC Facebook page and On-stage during the event. All donations to be received by Friday 1<sup>st</sup> July 2022.

|  |          |   |
|--|----------|---|
| Yes, I can sponsor or donate toward the event fundraising. (Please circle) |          |   |
| Merchandise  | Vouchers | Sponsorship \$50 / \$100 / \$125 / \$150 / \$200 / Other \$ _____ |

Please specify details of donation: \_\_\_\_\_

Sponsorship monies will be included on your market stall invoice and payable Friday 1<sup>st</sup> July 2022



### Application Checklist

- o Yes, I have read, understand and agree to the Terms and Conditions on pages 1-3 and 6 of this application
- o Yes, I understand I must supply my own marquee and displays
- o Yes, I understand that **NO** power or lighting will be supplied.
- o Yes, I have included a copy of my food service license (stalls selling food)
- o Yes, I have included a copy of my logo in .png format
- o Yes, I have included a copy of my current public liability insurance policy.
- o Yes, I have included a copy of my Covid Safe plan.
- o Yes, I understand that by completing this application, it does not guarantee the applicant a site
- o Yes, I understand that stall sites are allocated by the organisers and their decision is final.
- o Yes, I understand that payment for approved sites is due in full by Friday 1<sup>st</sup> July 2022 or my site will be forfeited.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: All successful applicants will be informed by email, **on or before** Tuesday 21<sup>st</sup> June 2022

**Please forward your completed applications to:**

Acacia Urso, GCC Market Stall Organiser – [markets.griffincc@gmail.com](mailto:markets.griffincc@gmail.com)

Or by mail to

GCC Market Applications

Griffin SS P & C

19 Wesley Rd, Griffin QLD 4503

Office Use Only

|                                      |   |
|--------------------------------------|---|
| Date Application Received:           | Public Liability Received: YES / NO           |
| Application approved: YES / NO Date: | Are Public Liability dates Current?: YES / NO |
| Date Applicant Notified: Via:        | Donation/Sponsorship: Date Rec:               |
| Amount payable: \$                   | GSSPC Invoice no:                             |

## Griffin Christmas Carnival

### Stallholder Terms and Conditions

1. To register for a site at the 2022 Griffin Christmas Carnival, this application form must be completed, signed and returned to Griffin State School P & C by the closing date stated in the application.
2. All cancellations must be received **in writing** before Friday the 1<sup>st</sup> July 2022 via email to [markets.griffincc@gmail.com](mailto:markets.griffincc@gmail.com). Cancellation received after Friday 1<sup>st</sup> July 2022 will result in no stall fees being refunded.
3. In the case of the event being cancelled due to inclement weather or other circumstances, Griffin State School P & C will refund any paid stall fees in full. However, if the event goes ahead in inclement weather and the applicant chooses not to attend, no refund will be given.
4. Allocation of sites will be made to best benefit the event plans and patrons. Organisers decision is final.
5. The applicant agrees to operate their stall for the duration of the operational times listed on this application.
6. For safety reasons, vehicle access in the event site will only be permitted during specific bump in/bump out times and no onsite parking will be permitted.
7. The allocated site area is to be used solely for the purpose specified in this application. No sub-letting will be permitted. Gambling and/or fundraising activities are strictly prohibited unless authorised by event organisers. No selling, canvassing, hawking or distribution of printed or other matter will be permitted outside the area contracted.
8. Griffin State School P & C shall have the power to enter upon the site and remove any article, sign, picture or printed material or stop any undue noise created by a site holder, which, in their opinion may be a cause of offence to the public.
9. Site holders and their employees shall transact all business and sale of goods from their allocated floor space only. It is not acceptable for site holders to encroach outside the allocated space unless previously agreed to by event organisers.
10. Site holders shall leave their allocated area in a clean and tidy state, removing any litter, spills, by-products or equipment from their activities. Should the site require further cleaning or removal of equipment at the conclusion of the event, this expense may be passed onto the site holder.
11. All food stalls must provide adequate floor covering that clearly covers the dimensions of the allocated area to contain any spills.
12. Participants must only use equipment in good sound condition and if required, equipment must display a registration certificate in accordance with regulations governing the activity. All guards and safety shields on equipment must be used at all times.
13. All electrical leads and equipment being used, regardless if power source is provided by stallholder generator or Griffin Christmas Carnival, **MUST** have current test and tag validation within 12 months of event date. Tags must be visible at all times. Any lead that does not have an up-to-date tag will be disconnected.
14. Where a stall uses a gas or electrical appliance to cook or heat food, it is required to have a fire extinguisher for that class of fire and where a stall uses oils or fats it is required to have a fire blanket. The extinguishers and fire blankets must have an inspection tag attached showing the last test (within six months of event date).
15. All leads, hoses or other trip hazards must be suitably covered to prevent any trip hazards.
16. All marquees must be adequately weighted to ensure no movement due to heavy wind etc. All weights are to be clearly marked and visible to the public to prevent hazards. Please note, the event location can often receive heavy winds.
17. No hazardous substances are permitted on site unless prior clearance is obtained from event organisers.
18. All site holders must be aware of the locations of First Aid and all emergency procedures for the venue (these will be outlined in the confirmation pack).
19. All site holders must be aware of the recycling and waste management plan and dispose of waste accordingly (these will be outlined in the confirmation pack).
20. Any incident of loss, damage or injury must be reported to the event organisers located at the Event Info Tent immediately.
21. Food must only be prepared in accordance with the council's food standards.
22. Site area is to be kept clean and tidy at all times during the event.
23. All equipment brought into the event is to be the full responsibility of the site holder including signage, marquees, lighting, extension cords, tables, chairs and stock unless previously arranged with event organisers.



24. Griffin State School or Griffin State School P & C shall not be held liable for the loss or damage to the site holder's property while at the event for any reason whatsoever involved in negligence of Griffin State School P & C or its employees, representatives or said agents.
25. Should Griffin State School find it necessary to cancel or postpone the event, the contract shall cease to operate upon notice to that effect signed by Griffin State School P & C being served to the site holder either in person, mail or email and shall not be liable to the site holder or for any compensation whether on the grounds of loss of profits or otherwise in respect of such cancellation at all. Organisers may be required to cancel the event due to COVID-19/government changes. If this occurs, booked stalls may be rolled over to a later date including deferment until 2023.
26. Griffin State School P & C reserves the right to cancel this contract and to retain all monies paid in relation thereto if it is the opinion of Griffin State School P & C that there is any infringement of any of the forgoing conditions and or if the site holder does not occupy the said space at the commencement of and during the period of the event.
27. All stallholders are required to have on site a COVID Safe plan - Please remind your patrons of social distancing if necessary. You must have hand sanitizer at your stall for use by customers. You must regularly clean your products and stall to maintain high, hygiene standards. At all times, you must follow recommended COVID practices. Other COVID safe rules will apply if State or Federal Government requires further actions.
28. Smoking at this event is strictly prohibited and Stallholders are not permitted to smoke at their allocated site.
29. By signing the application form you authorise Griffin State School P & C to use any photography/videotaping taken of your site including images of your products, and staff for any publicity purposes including publications, promotional flyers, news articles, websites, television production, newsletters, and magazines.
30. By signing the application form you agree to receive marketing material from time to time that communicates the activities of the Griffin Christmas Carnival and Griffin State School P & C. You understand that you can opt out of these communications at any time.