



STREETFAIR

10am – 4pm, Saturday 2 September, Chatswood CBD

First round applications due Monday 5 June 2017

GENERAL INFORMATION

Background

StreetFair transforms the Chatswood CBD into a showcase of craft, fine art, food, live performance and family activities.

How to Apply

Complete the online application form and provide relevant supporting documentation. Applications without ALL required documentation will not be considered.

Closing Date and Notification

First round applications are due on **Monday 5 June 2017**

First round applicants will be notified by email and/or phone prior to Monday 3 July 2017.

Fees and Payment

Stall Type	Cost
Retail stall	\$410
Food stall	\$510
Community / Non-profit stall	\$140
Corporate stall	\$2050

Do not send cheques or money with your application. If you are successful, you will receive a booking and payment instruction email via Willoughby City Council's online booking system. Fees are due by Monday 24 July 2017. Failure to pay in full by the due date will result in the stall space being reallocated.

Waste Management

A waste management plan must be completed by all stallholders. All rubbish must be taken away at the conclusion of trade. Council waste facilities are not to be used by stallholders. Stallholders must use recyclable, biodegradable or compostable packaging, food & beverage containers and utensils. Failure to do so will result in a cease of trading until this is supplied. A list of suppliers can be obtained from Council.

Frequently Asked Questions

Can I bring my own stall?

Stallholders can either use the council supplied stall as shown on the next page or request to use their own 3m x 3m marquee.

What are the operational times?

Set up is from 6am, cars offsite by 7:30am and trading begins from 10am. Stallholders must cease trading at 4pm and all vehicles are to be off site by 6:30pm.

What do I need to apply?

A checklist of documents required for you to upload with your online application form is listed on the last page of this general information document.

Where can I get product and public liability insurance from?

Council is unable to recommend an insurer. We suggest you shop around to find one that suits you. A simple search online with the term "Market Insurance" will give multiple results.

What happens if there is adverse weather?

If adverse weather is forecast, stallholders will be kept updated by phone or email. If adverse weather develops on the day, StreetFair will continue unless there is danger to any person. There are no refunds in either situation. Do not apply if you are unwilling to accept the risk of adverse weather.

The bureau of meteorology, www.bom.gov.au is Council's preferred website to monitor weather forecasts.

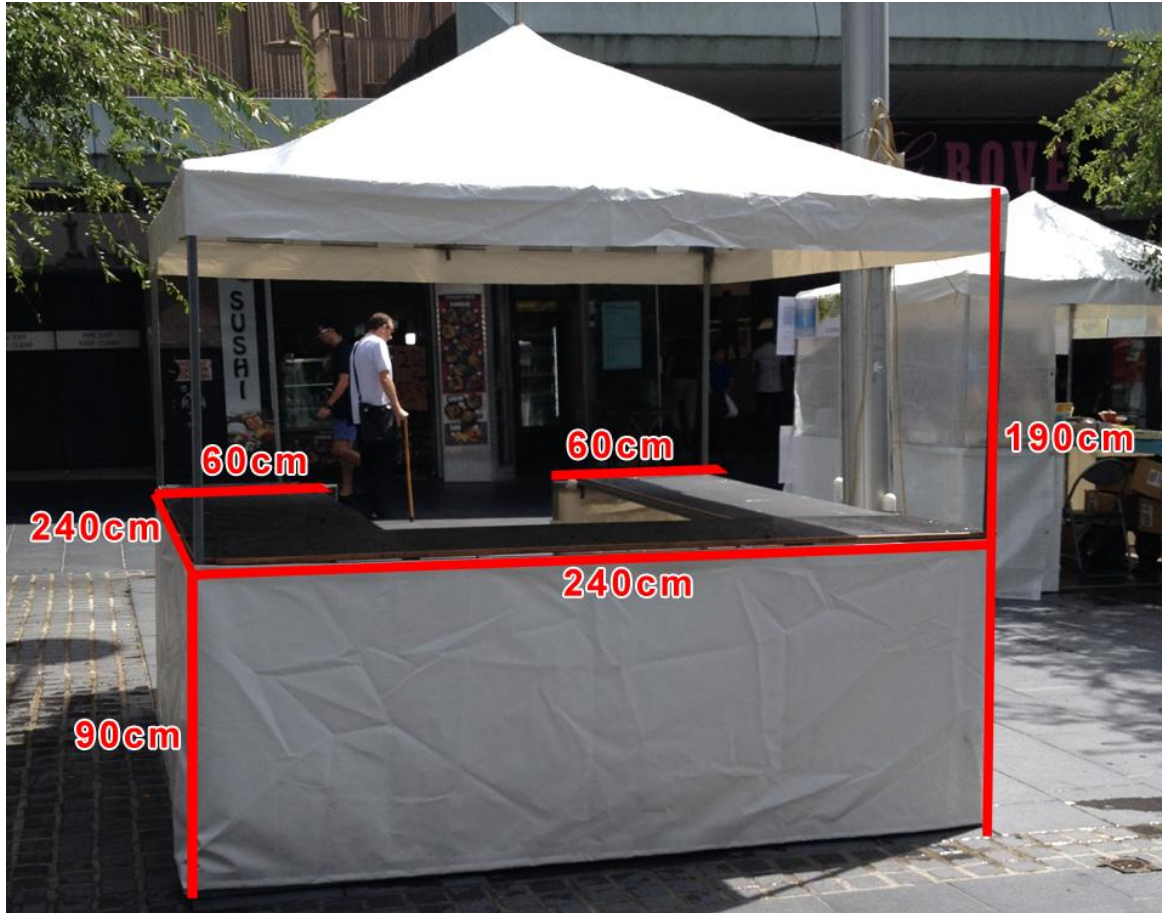
Can I bring my own appliances?

No electricity is available to stallholders on site at StreetFair. Generators are not permitted. Only a limited number of gas powered appliances may be used.

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Fete Stall Dimensions



FETE STALL: The supplied fete stall is not 100% water proof. Stallholders are recommended to bring plastic sheeting to cover their products in case of wet weather and plastic boxes to keep items dry.



SITE NOTICE

Vehicle Access in Chatswood Mall

Only allowed with guidance from authorised Council staff.

Alcohol & Smoking in Chatswood Mall

Chatswood Mall is a no alcohol or smoking zone. Fines apply.

IMPORTANT REMINDER

Waste

All rubbish must be taken away from site at the conclusion of trade.
Council waste facilities are not to be used by stallholders.

Cleaning

The area that your stall is located in must be left in the condition that you found it in. Fines apply for non-compliance.

For further information, please contact **Willoughby City Council**

Phone: **02 9777 1000**

Email: **markets@willoughby.nsw.gov.au**



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STREETFAIR 2017 STALLHOLDER CHECKLIST

Please ensure that you have the following ready to upload before submitting your application. Applications without ALL of the applicable requirements will not be considered.

- A valid copy of your product and public liability insurance certificate of currency. (\$10 million for retail, corporate and community stalls, \$20 million for food stalls)
- Photos and description of the products you wish to sell
- Product and price list
- Waste management plan - a short written document outlining how you will deal with waste generated by your stall.

In addition, for **food stallholders** only:

- If it is your first time at a Willoughby City Council event, registered your food business at <http://www.willoughby.nsw.gov.au/community/food-businesses/food-business-registration/>
- A copy of the operator's Food Safety Supervisor certificate, if one is required by the NSW Food Authority.
- A site plan of the food stall showing the location of different pieces of equipment, labels indicating where different processes are carried out and arrows indicating the flow of production of the food.
- A written statement about the business that addresses the following:
 - Description of the food products that will be made and/or sold.
 - Relevant information relating to food preparation onsite including methods and equipment used and relevant food safety and hygiene matters.
 - Details on food transportation and storage conditions.
- If any food product is prepared offsite, a copy of the food premises inspection report from the respective local council over the previous 12 month period is required.
- If any food product is prepared offsite, a site plan of the premise showing the location of different pieces of equipment, labels indicating where different processes are carried out and arrows indicating the flow of production of the food.