



**Bizzy Butterflies Play Group
2017 Ficifolia Festival**



Stall Holder Registration Form

Bizzy Butterflies Play Group will be co-ordinating the Stall Holders for 2017. This will be a twilight festival with food stalls & children’s entertainment in the main section of Civic Park, and market stalls near the playground. The Street Parade will begin at 5:00pm and will end up in Civic Park approximately 6:00pm. Music and entertainment will be in the Sound Shell, Civic Park between 6-8pm, before the outdoor film begins at dusk and will finish around 10:00pm.

I/We wish to apply for a site at the Ficifolia Festival on Saturday 11th February 2017. I/We understand that this is an expression of interest only and does not guarantee a site at the Drouin Ficifolia Festival.

Return your application **C/- Bizzy Butterflies Play Group, PO Box 610, Drouin. Vic 3818** or via email to: **kensley@bigpond.com**

Name of Business/Group: _____

ABN/ACN: _____

Contact Person: _____

Postal Address: _____

Website (if applicable): _____

Mobile: _____ Fax: _____

Email: _____

List the main product / service / business type including retail prices (attach a separate sheet if required):

Site Requirements

Note: No Power is Available.

I/We agree to ensure stall is operational by start times of 3:00pm and all vehicles are parked away from the event site by 5:00pm.

I/We understand that submitting this application does not guarantee me a space at the festival, and that if my application is not accepted for any reason(s) determined by the Festival Committee, any payment will be returned.

I/We have attached a copy of our current public liability insurance to cover our stall operations.

I/We have attached copies of relevant permits or authorities including handling and selling food products.

I/We will be responsible for ensuring that the site shall be left clean and tidy.

Signature of Applicant: _____ Date: ____/____/____

PROOF OF YOUR CURRENT PUBLIC LIABILITY INSURANCE IS REQUIRED FOR YOUR APPLICATION TO BE CONSIDERED.

Site Fees

The Site Fee is inclusive of:

- Site fees are \$40 for businesses and \$20 for Not for Profit Community Groups.
- Sites must be **paid in full prior to occupancy.**

Site Attendance

The allocation of sites will occur on **Saturday 11th February 2016** commencing at **2:00 pm**. Please advise if you need access earlier.

- An email will be sent the day prior to the Festival, showing allocated stall holders their sites are for the day.
- On the day look for your number painted on the grass.
- All sites will be unsecured for the duration of the event so please make suitable arrangements for the security of your site.
- To ensure public safety, vehicular access to some of the sites will be limited.
- The annual Street Parade will commence at **5:00 pm**. People will be walking through the park approximately 4:00pm. The crowd will enter Civic Park around 6:00pm, where musical entertainment and other activities are planned to entertain the crowd into the evening before the outdoor movie starts around 8:00pm and will finish around 10:30pm.

Exhibitor Requirements

Exhibitors should hold a current certificate for Public Liability Insurance to the value of \$10 million (see details below.)

All commercial stall exhibitors at the Ficifolia Festival are required to have a current certificate of Public Liability Insurance for \$10 million for the duration of the setup, event and site dismantling periods. A copy **must be** provided to the Festival Committee no later than two weeks prior to the Festival opening. The Committee has scope to extend its cover for some public groups – please advise if this is required.

Exhibitor Agreement

The Agreement outlines the responsibilities of the Ficifolia Festival Committee and the exhibitor.

This site includes but is not limited to:

- Site access (prior, during and after the event.)
- Site set up and dismantling procedures.
- Occupational Health & Safety and Public Liability Insurance requirements.
- Other general information.

Signage

All signage must be provided by the stall holder (e.g. menu boards, price signs, etc.)