

MEDOWIE Christmas CARNIVAL



Rotary
Medowie-Williamtown

Medowie Christmas Carnival

• CAROLS • ARTISAN MARKET STALLS • GOURMET FOOD VENDORS • SHOW BAGS • LIVE MUSIC • AMUSEMENTS • DANCE • SANTA

GOURMET FOOD VENDOR APPLICATION DETAILS

Thank you for your interest in being a part of the annual Medowie - Williamtown Rotary, 'Medowie Christmas Carnival' event for our community.

The 'Medowie Christmas Carnival' will feature a range of children's rides and amusements; carefully selected artisan market stalls; gourmet food vendors; live music and entertainment; as well as activity involving local schools, sport/dance/community groups, local businesses, Santa and much more!

The core organising committee consists of key volunteering representatives from Medowie - Williamtown Rotary Club, Lions Club and Members of the community. This year, through our various connections, we have also been able to attract several additional committee members who have professional skills and a wealth of experience in outdoor event sound and lighting, event catering, community fundraising, event management, sponsorship, community engagement, marketing, and publicity

Event Details:

Date: Saturday, 10th December 2022 (3:00 pm – 8:00 pm)
Venue: Ferodale Park - Ferodale Road MEDOWIE NSW 2318
Facebook page: www.facebook.com/MedowieChristmasCarnival/
Contact: Helen Colquhoun (Gourmet Food Vendor Coordinator)
Phone/SMS: 0466 304 718
Email: awayteam5@bigpond.com

Site Details:

Bump in: 10:00am – 2:00pm
Bump out: 8:30pm
Single site size: 4 metres x 4 metres
Site cost: \$150.00 all sites are unpowered, and use of a silent generator is permitted.
Set up: Stall holders are to supply their own equipment. Gazebos/marquees, tables and chairs etc. are not available for hire.
Stall holders will need to provide their own lighting.
Parking: Each vendor will have access to one (1) nearby reserved car park.
Style of Setup: Please advise in detail below the type of set up you have ie: van, trailer, tent, truck and measurements

Applications:

Deadline: Applications must be lodged via email no later than Friday, 26th August 2022.
Preference: Preference will be given applicants offering locally (Hunter Region) sourced products and who have a high calibre of product, presentation/marketing.
Notification: Applicants will be contacted by Friday, 2nd September 2022 to be advised if their application was successful. Successful applicants will be directed to an online booking system to make payment in full by Friday 9th September 2022. Sites will not be secured until payment is made.

Carnival Committee Chairman
Graham Giddey
Ph: 0435 225 929
Ggiddey1@bigpond.com

PO Box 38
Medowie NSW 2318

Club President
David Fisher
Ph: 0458 483 913
djfisher@gmail.com

**MEDOWIE CHRISTMAS CARNIVAL
GOURMET FOOD VENDOR APPLICATION FORM**

Contact name:

Business name:

ABN:

Contact phone number:

Postal address:

Email address:

Website address:

Facebook page:

Instagram page:

Type of Vehicle Operating from: Please supply the type and length including draw bar:

Vendor product summary:

(A brief summary of the what is to be sold from the stall. Please attach photos of your setup and food you will be selling - at least five photos and a sample menu to your application)

Terms and Conditions:

- Successful applicants will be directed to an online booking system to register their details, and must upload a copy of their **\$10 Million Market Traders Public Liability insurance policy** and pay for their site in full. Vendors wishing to sell food will also need to upload a copy of their **Temporary Food Permit from Port Stephens Council** and also a copy of their **NSW Food Authority Licence**. Please ensure all certification is valid to Sunday 11 December 2022.
- The event will run from 3pm Saturday 10th December 2022. By commencement all vendors must be set up and ready to trade by 3:00pm.
- The event has an expectation of some 5,000 – 8,000 visitors amongst which there will be a high proportion of children. From 2:30pm there is an expectation that there will be no outbound vendor vehicle traffic and all public foot traffic areas are free of vehicles.
- All marquees are to be well secured as the area has the potential for high winds. All marquees must be heavily weighted by at least 20kg on each leg (total 80kg) before trade can commence.
- All marquees must also be white in colour.
- Ferodale Park is an irrigated sporting facility, so no pegging is permitted.
- At the completion of the event all vendors are required to leave the area clear of waste and take their waste with them.
- Site allocation details will be sent via email to stall holders in the days prior to the event.
- In the event of unfavourable or extreme weather conditions, organisers may cancel the Carnival and no refund will be given.
- The site fee is \$150.00. Each site is 4 metres by 4 metres, with 4 metre frontages to the pedestrian traffic area.
- All registrations and licences required by law must be current and available for display.
- Electrical appliances must have current testing tags and be attached as required by law.
- By becoming a gourmet food vendor, you will always abide by all laws and regulations.
- All Stall holders and food vendors must follow NSW Government Rules regarding Covid19 at the time of the event.

I have read the terms and conditions above and wish to apply for a site at the Medowie Christmas Carnival.

Date:

Name: Signed:

(Vendor Applicant)

Please return your completed application form via email to Helen at awayteam5@bigpond.com as well as at least five (5) photos of your products/ food truck/van. This will allow us to gain a strong understanding of what you create and the visual style of your set up. Applications must be lodged via email no later than Friday, 31 August 2019.

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