

# MEDOWIE Christmas CARNIVAL



Medowie Christmas Carnival

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

## ARTISAN MARKET STALL HOLDER APPLICATION DETAILS

Thank you for your interest in being a part of the annual Rotary Medowie - Williamtown, '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 a number of 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, 10 December 2022 (3pm to 8pm)  
**Venue:** Ferodale Park - Ferodale Road MEDOWIE NSW 2318  
**Facebook page:** [www.facebook.com/MedowieChristmasCarnival/](http://www.facebook.com/MedowieChristmasCarnival/)  
**Contact:** Katrina Becker (Stall Holder Coordinator)  
Phone/SMS: 0409 713 773  
Email: [katrinalbecker@gmail.com](mailto:katrinalbecker@gmail.com)

### Site Details:

**Bump in:** 10.00 am – 2.00pm  
**Bump out:** 8.30pm  
**Single site size:** 3 metres x 3 metres  
**Site cost:** \$150.00 all sites are unpowered.  
**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 self powered lighting (solar/battery)  
**Requirement:** All gazebos/marquees must be white or navy  
**Parking:** Each stallholder will have access to one (1) nearby reserved car park. Vehicles are not permitted to drive beyond the car park.

### Applications:

**Deadline:** Applications must be lodged via email no later than Friday 26<sup>th</sup> August 2022  
**Preference:** Preference will be given to applicants offering local (Hunter Region) hand-crafted/designed or locally sourced products and who have a high calibre of product, presentation/marketing.  
**Notification:** Applicants will be contacted by Friday 2<sup>nd</sup> 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 9<sup>th</sup> September 2022 - Sites will not be secured until payment is made.

Carnival Committee Chairman  
Graham Giddey  
Ph: 0435 225 929  
[Ggiddey1@bigpond.com](mailto:Ggiddey1@bigpond.com)

PO Box 38  
Medowie NSW 2318

Club President  
David Fisher  
Ph: 0458 483 913  
[djfisher@gmail.com](mailto:djfisher@gmail.com)

**MEDOWIE CHRISTMAS CARNIVAL**  
**ARTISAN MARKET STALL HOLDER APPLICATION FORM**

**Contact name:**

**Business name:**

**ABN:**

**Contact phone number:**

**Postal address:**

**Email address:**

**Website address:**

**Facebook page:**

**Instagram page:**

**Stall holder product summary:**

*(A brief summary of the what is to be sold from the stall- please attach photos of your product and stall - at least five photos)*

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**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 stall in full. Stall holders 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 3.00pm on Saturday 10 December 2022. By commencement all stall holders 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 stall holder 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 or navy in colour.
- Ferodale Park is an irrigated sporting facility, so no pegging is permitted.
- At the completion of the event all stall holders 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 3 metres by 3 metres, with 3 metre frontages to the pedestrian traffic area.
- There is no power available to sites. A silent generator is permitted.
- 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 stall holder, you will abide by all laws and regulations at all times.

## Mandatory Requirements

1. Agree to abide by COVID safe requirements for markets and COVID-safe directions by market management, Council, Police or NSW Health Officer.
2. If the stall operator/owner or staff are unwell (fever, cough or sore throat), they are not permitted to attend the market. If they become unwell on the day, they must return home immediately and inform management.
3. Must have hand sanitiser openly available on their stall for customer and staff use.
4. Must have disinfectant and disinfectant wipes to clean products and surfaces where required.
5. Food and drink stallholders are required to (this applies to stallholders selling food in any form or variety):
  - Complete their own Covid-19 Safety Plan (<https://www.nsw.gov.au/covid-19/industry-guidelines/restaurants-cafes-food-courts>), and keep a copy in their stall.
  - Have a splash guard for displayed food that is not covered
  - Use takeaway containers only, no reusable plates, cups or cutlery
  - Have menus that are laminated and cleaned between use, or displayed or single-use.
6. The below stallholders must complete a **Covid-19 Safety Plan** (<https://www.nsw.gov.au/covid-19/industry-guidelines/beauty-and-other-services>), keep a list of customers and their contact, and keep a copy of the plan in their stall.
  - Beauticians
  - Therapists
  - Massage
  - Tattoo (henna)
  - Hairdresser
  - Face painting

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

Date: .....

Name: ..... Signed: .....  
**(Stall Holder Applicant)**

**Please return your completed application form via email to Katrina at [katrinalbecker@gmail.com](mailto:katrinalbecker@gmail.com) as well as at least five (5) photos of your products/stall. This will allow us to gain a strong understanding of what you create and the visual style of your stall. Applications must be lodged via email no later than Friday 26<sup>th</sup> August 2022.**