



**SAVE THE DATE** **SATURDAY 17 FEBRUARY 2018**  
Great food, stalls, live entertainment, activities and more.

Application for Market Stallholder –  
Handmade , craft goods, one of kind goods.  
Creative providers and or entrepreneurs to  
exhibit their goods.

Love Lanes Festival – February 17, 2018

Love Lanes Festival is back in its 2nd year to be held in Wyong. The event will be held on Saturday 17 February 2018, to link with Valentine's Day, across 3 laneways in Wyong CBD from 4.00pm – 10.00pm. The event will be an abundance of colour, sounds and smells of a food market plus the buzz, hype and vibe of a huge outdoor festival encompassing the theme of 'Love'. Guests and stallholders will celebrate the fantastic food and entertainment from around the region with beautifully designed stalls and dining under the stars precinct created to soak up free live music across multiple stages, roving entertainment, circus precinct and art installations on local buildings. 2017 seen over 4500 people attend this event.

Please note that you will be required to set up by: 2.30pm and close down by: 10pm

**WE WANT YOU to be involved!**

We are looking for boutique and unique stalls that showcase handmade goods and labels, craft goods, one of kind goods. Creative providers and or entrepreneurs to exhibit their goods that have a great set up with "street appeal" who can theme their stall and provide an atmosphere that invites event attendees to your spot .

If you would like to be involved in Love Lanes, please complete this form, with details and email back to [cobey.linsley@centralcoast.nsw.gov.au](mailto:cobey.linsley@centralcoast.nsw.gov.au) by **Friday 12 January 2018**.

Successful applicants only will be notified within 1 week following the closing date.

## Application for Stallholder

<b>Type of Stall</b> <i>Pick one</i>	Handmade Label <input type="checkbox"/> Handmade goods <input type="checkbox"/> Entrepreneur exhibitor <input type="checkbox"/> _____		
<b>Trading Name of Legal Entity</b> <b>Business/Org Name</b>			
<b>Type of Legal Entity</b> <i>Pick one</i>	Individual <input type="checkbox"/> Sole Trader <input type="checkbox"/> Partnership <input type="checkbox"/> Trust <input type="checkbox"/> Sporting Body <input type="checkbox"/> Company/Government Department <input type="checkbox"/> Incorporated Not For Profit Body) <input type="checkbox"/>		
<b>ABN</b>		<b>Contact Name</b>	
<b>Contact Email</b>		<b>Mobile</b>	
<b>Registered Business Address</b>			
<b>Description of goods for sale</b>			
<b>Site area required</b> <i>Please indicate</i>	3x3 <input type="checkbox"/> or 3x6 <input type="checkbox"/>	<b>Is power required</b> <i>Please indicate</i>	YES <input type="checkbox"/> NO <input type="checkbox"/> What type? _____
<b>Stallholders need to supply</b>	Tables ~ Chairs ~ Marquee ~ Decorations etc.		
<b>All stallholders will need <i>Public Liability Insurance (\$20million)</i></b>			
Have you have attached a copy of your Public Liability Insurance (Certificate of Currency) Yes <input type="checkbox"/> No <input type="checkbox"/>		<b>ARE YOU A FOOD STALL?</b> Have you attached a copy of your Temporary Food Licence (if applicable) Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b><i>By checking yes to the above you are declaring that your documentation is current as of 19<sup>th</sup> December 2017</i></b>			
<b>Signature</b>		<b>Date</b>	
<b>SUBMISSION</b>	Please submit all documents via email		
<b>Site Fees</b>			
3 x 3 metres \$132 Including GST		3 x 6 metres \$264 Including GST	
Send your application to CCC without payment. If your application is approved you will be notified by email and sent an invoice from Central Coast Council with all payment details listed. <b>All invoices must be paid at least 14 days prior to the event</b>			

## Stall Holder Application Terms and conditions

1. Central Coast Council (CCC) reserves the right to reject any Stall Application it deems inappropriate
2. Stallholders will be given a set up time and must arrive on site by this time
3. Stallholders will be given a pack up time stallholders are to remain onsite until this time. No early dismantling of stalls is permitted
4. Stallholders must *not* bring their vehicles on site at any time other than set-up and dismantle times as directed by CCC
5. Site position and size will be determined by the CCC staff based on your application
6. Stallholders must conduct their business within the confines of their allocated site and must not move from their allocated site unless given permission or directed by CCC staff
7. All food stalls must attach a copy of their Temporary Food License (if selling food) to the application form
8. All food handling is to be conducted in accordance with the NSW food Act 2003, Food Regulation 2004, Australia New Zealand Food Standards Code Standard 3.22 Food Safety Practices and General Requirements
9. All Food Stalls *must* provide tarpaulins, drip trays or oil mats to provide protection to the ground of venue
10. Any Stallholder selling products that are *not* on their Application or without previous approval by CCC may be asked to cease trading and evicted from the event at any time
11. Any food, liquid waste or rubbish of any description *must* be removed from the site by the Stallholder. Stall holders must not use Public Bins to dispose of commercial rubbish
12. All stallholders must have Public Liability insurance certificate to a value of \$20m and attach to the application
13. *Only* Site Applications that have requested electricity will be supplied power. All Electrical extension cords must be 20metres minimum length, tagged as safe by an accredited electrician and comply with
14. Central Coast Council Standard Electrical Specification (E12B)
15. The Stallholder releases CCC and its officers, employees and agents from any liability for loss, damage, injury or death occurring at or in connection with the stall holder at any event
16. All Stallholders should comply with the regulations of the Occupational Health & Safety Act 2000, to ensure the health and safety of all visitors, suppliers and stallholders to the event
17. Dangerous or harmful goods including Silly String, toy guns or throw downs are banned from sale at the event. Any Stallholder not complying with this condition will be removed from the event
18. In the event of wet weather the event may be cancelled. This is at the discretion of CCC & Stallholders will be notified in advance where possible.
19. Stallholders are liable for any damage to any property owned by CCC, its partners, associates, staff, plus participants and visitors to the event caused by the stallholder
20. Stallholders agree to comply with any reasonable requests by the CCC
21. Submitting a stall application form does not constitute approval to commence operations. Trading at any event can only commence once written approval has been issued by CCC
22. All marquees, table & chairs are the stallholder's responsibility. Stallholders must ensure that all structures are tied down, secure and presented professionally
23. CCC encourages all stallholders minimise the environment impact of their stalls and to implement strategies to improve the environment. Please use recyclable materials where at all possible. Please note balloons are not permitted and stall infrastructure is not permitted to be attached to trees.
24. CCC reserves the right to cancel any stalls or market for any reason. No compensation for loss of business, stock purchased or any other financial liability suffered by the stallholder will be made by CCC.

**Agreement :**

*I have read and understood the terms and conditions and retained a copy for my records. I agree to comply with all terms and conditions.*

<b>Stallholder name</b>		<b>Trading name</b>	
<b>Date</b>		<b>Signature</b>	