



Boorowa Community Bank  
**IRISH WOOLFEST**

**"THE RUNNING OF THE SHEEP"  
SATURDAY 19 MARCH 2022**



***We invite you to join us at the Irish Woolfest in Boorowa.***

***This is a signature event within the Canberra Region drawing visitors from the district as well as a large number from Canberra, Sydney and across the State.***

**Section 1 - Business details** (Please print clearly and complete all sections)

I wish to book a Stall at the Irish Woolfest on **Saturday 19<sup>th</sup> March 2022** in Boorowa.

*Note: Please ensure you read ALL sections carefully prior to completing this application form.*

<b>Business name (Please also provide ABN if applicable):</b>	
<b>Description of goods to be sold:</b>	
<b>Do you grow any of these products yourself? If so what percentage:</b>	
<b>Contact name:</b>	
<b>Address:</b>	
<b>Mailing Address:</b>	
<b>Phone number (Contact number during daytime hours):</b>	
<b>Mobile:</b>	
<b>Email address:</b>	
<b>Website/Facebook:</b>	
<b>Previous Stallholder: [ ]</b>	<b>New Stallholder: [ ]</b>
<b>Do you have your own Marquee/Gazebo?</b>	
<b>If so what size (3m x 3m)</b>	<b>Can it be secured by weights?</b>

Locked Bag 5  
Young NSW 2594

Email [vic@hilltops.nsw.gov.au](mailto:vic@hilltops.nsw.gov.au) | 1800 628 233  
[irishwoolfest.com.au](http://irishwoolfest.com.au)

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## **Section 2 – Insurance**

**Stallholders must hold a current Public and Product Liability Policy. Hilltops Council requires participants to hold a minimum public liability for \$20 million.**

The Certificate of Currency must:

- Include a provision that notes Hilltops Council as an interested party for the Irish Woolfest.
- Provide confirmation that the policy covers public liability (for \$20 million) and product liability.

**PLEASE CHECK THAT YOU HAVE APPROPRIATE COVER WITH YOUR INSURER.**

Note: Quotes, schedules or invoices will not be accepted. **Stalls will not be reserved without proof of insurance.**

## **Section 3 – Risk Assessment Form**

Stallholders are required to complete a Risk Assessment form. **See attached as a separate document.** There is a guide on the back of the form for your reference.

## **Section 4 – Power**

Powered Sites are **VERY LIMITED**. If you require **power, please contact the office before submitting your application form** - Tel: 1800 628 233.

Power leads are not supplied. Stallholders are required to provide their own extension leads. All leads must be tested and tagged by an Electrician and suitable for external use. Leads must be taped and covered.

## **Section 5 – Food Stalls**

You will need to comply with the NSW Food Authority **“Guidelines for Food Businesses at Temporary Events”**. To obtain the guidelines for temporary events refer to the NSW Food Authority website ([www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au)), and follow the prompts: click on **“Retail”** at the top, and then click on **“Markets & Temporary Events”** and then click on **“Food Safety Controls”** and open the document **“Guidelines for Food Businesses at Temporary Events”**. See attached illustration for your reference.

You will also need to determine if your stall requires a **Food Safety Supervisor (FSS) Certificate**, and if so, a copy of your Food Safety Supervisor Certificate will need to be provided with your application prior to the day of the Irish Woolfest. For example, your stall will need a FSS if you are processing and selling food that is ready to eat (ie, making and selling ham and salad sandwiches); plus, the food is potentially hazardous (ie requires temperature control), and the food is not sold in the suppliers original packaging).

**Note:** that at present **coffee vendors who only heats milk and not-for-profit community and charity causes do not need a FSS Certificate.**

For any queries please contact: Hilltops Council’s Environmental Health Officer T: 1300 445 586

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## Section 6 – Conditions

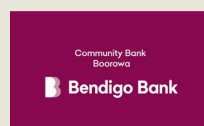
### As a stallholder, I understand that:

1. Only quality handmade, handcrafted, fresh produce, plants, Australian Wool, Boutique, Irish and gourmet food products will be accepted. Products determined according to the Irish Woolfest Committee and Hilltops Council's discretion.
2. New stallholders are required to provide samples of products and display for consideration. Not all stallholder applications are accepted. **Note:** Stallholders may be precluded from selling certain items
3. Council reserves the right to determine the location of your stall or display.
4. The festival will go ahead regardless of weather conditions on the day. No refunds will be offered.
5. Stallholders are responsible for ensuring structures and displays are firmly secured in the event of wind/inclement weather.
6. All Stallholders must hold a current public liability insurance policy of a minimum of \$20 million. The Certificate of Currency (COC) must identify Hilltops Council as an interest party.  
**Note:** If the COC expires prior to the event the stallholder is required to provide Council with an updated copy. Otherwise, the stall will be automatically excluded on the day.
7. Stallholders are required to provide their own tables, chairs, and whatever equipment they require for the day. It is the stallholder's responsibility that setup complies with Work Health and Safety (WH&S) requirements and return a completed Risk Assessment.
8. Photographs/film may be taken to be used by the Hilltops Tourism and Events team for media and promotional purposes.
9. Your stall must comply with the current “**Guidelines for Food Business at Temporary Events**” published by the NSW Food Authority. **Attached** is an illustration for your reference.  
**Note:** If your Food Safety Supervisors Certificated (FSS) expires prior to the event then the stallholder is required to provide Council with an updated copy. Otherwise, the stall will be automatically excluded on the day.
10. Stallholders cooking food on the pavement area of the street are required to provide protection underneath to avoid splatter of substances.
11. Standard Stall sites are 3 metres x 3 metres
12. Power leads **are not supplied**. Stallholders are asked to provide their own extension leads. All leads must be tested and tagged in accordance with WH&S legislation and suitable for external use. Leads must be taped and covered.
13. Access to site for set up from **7:00am** and completed by **8:30am** on Sunday morning. Stallholders must exhibit **until 4:00pm**.
14. Barriers will be erected in the main street from 9.00am to prepare for the Street Parade.  
**It is imperative that all vehicles are removed from the Street by 8.30am at which time activities will commence.**
15. Stallholders should be considerate of other stallholders during setting up/dismantling and activities throughout the course of the day.
16. All insurance is the responsibility of the stallholder and shall indemnify Hilltops Council for all fines, penalties, claims, suits, demands, actions and proceedings against Hilltops Council, its employees or agents, in respect of injury, loss or damage arising out of the actions of the stallholder and/or their agent. This insurance will also cover you for any damage caused to Council assets during the event.
17. Council reserves the right to reject any stallholder application, or any stallholder on the day of the event if these terms and conditions are not being met.

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**Section 7 - Stallholder Checklist**

***Stall applications must be received by our office **NO LATER** than 10 January 2022.***

<b>Business name:</b> (Please print clearly)	
<b>Mailing Address:</b> (Please print clearly)	

**I have completed/attached the following:**

- Application Form (Section 1),
- A Risk Assessment for Stall (Separate document);
- Certificate of Currency nominating Hilltops Council as an interested party for this event.

**I am a Stallholder:**

**Standard site:**

- Residing within the Hilltops Local Government Area –**\$65.00** (Inc. GST)
- Residing outside of the Hilltops Local Government Area – **\$80.00** (Inc. GST); or

**Powered site: (Powered sites are very limited – please contact the office on 1800 628 233 before submitting your application.**

- Residing within the Hilltops Local Government Area - **\$70.00** (Inc. GST);
- Residing outside of the Hilltops Local Government Area - **\$85.00** (Inc. GST);

Amps required:  **10amp** or  **15amp**

- I have my own generator. Decimals of generator: \_\_\_\_\_ estimate

**My Certificate of Currency for Public (\$20 million) and Product Liability Insurance:**

- Enclosed (note: Quotes, schedules or invoices will not be accepted); or
- I will send a copy through on renewal. Date due for renewal: \_\_\_\_/\_\_\_\_/2021

**My Food Safety Supervisor Certificate:**

- Enclosed
- I will send a copy on renewal. Date due for renewal \_\_\_\_/\_\_\_\_/2021
- Not applicable

**Payment Arrangements (**IMPORTANT** - please note)**

**A Tax Invoice will be sent from Hilltops Council to stallholders for payment once your application has been received and processed by our office.**

**I have read and agree to comply with ALL the Terms & Conditions for Saturday 19th March 2022.**

Contact: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/ 2021

*Please return your Stall Application to Hilltops Tourism and Events:*

Boorowa Irish Woolfest  
Locked Bag 5, YOUNG NSW 2594

Or email [vic@hilltops.nsw.gov.au](mailto:vic@hilltops.nsw.gov.au)

**For enquiries phone 1800628 233**

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