

# Leura Village Fair Application

Saturday 12th and Sunday 13th October 2024

## Thank you for your interest in this year's Leura Village Fair.

The Leura Village Fair has operated for over 40 years, and provides the perfect opportunity for visitors of all ages to celebrate spring in the Blue Mountains. Set over two days, this vibrant event sees market stalls lining Leura Mall and extending into Megalong Street Carpark.

**This is a two day, all weather outdoor event which runs regardless of weather conditions.**

**You must attend both days.**

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## STALL PLACEMENTS FOR PACKAGED FOOD, EAT-ON-SITE FOOD, WINE AND BEVERAGES

The Leura Village Association advises that all food stalls will be located in the Megalong street car park. This includes all hot food (or eat-on-site) stalls, packaged food, wine and other beverages.

The Leura Village Fair's main focus is on artisans with a strong emphasis on interesting, unique and quality products, plants and seedlings, which are given priority to being located on Leura Mall. The car park area is designated as a food hub for all kinds of food-related products, which the public are now well-used to visiting during the Fair.

Promotion of this area, as always, will be included in our Facebook posts and general advertising in the lead-up to the event. Signage will be placed to direct the public to this location from the Mall and from Megalong Street.

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## APPLICATION PROCEDURE

### 1. Have your documents ready before you proceed:

- Certificate of Currency for Public Liability Insurance
- Photos of your product and stall set up (up to 4 photos, max 2MB each)
- Food Safety Supervisor certificate (eat-on-site food stalls only)
- Producer / Wholesale Liquor Licence (alcohol producers only)

**2. Complete all required fields in full.**

**3. Please make sure you read, understand and accept the terms and conditions before submitting your form.**

**4. Receipt of application**

You will receive an email that your application has been received.

This is NOT a confirmation of acceptance.

**5. Please note the following:**

- Applications will be assessed by the Fair Committee after the closing date and applicants will be notified within 2 weeks after the closing date.
- Selection for attendance is at the sole discretion of the Fair Committee.
- Stall locations are at the sole discretion of the Committee. Requests will be considered but cannot be guaranteed.
- Attendance in previous years does not guarantee attendance this year.
- Payments are not required until you receive confirmation of acceptance and an invoice.
- Payments not received by the due date will result in forfeiture of the position.

**STALL FEES**

General Stall	\$515	General merchandise that is not food
Packaged Food Stall	\$615	Any food that is packaged, preserved or pre-made
Wine & Beverage Stall	\$615	
Eat on Site Stall	\$815	Food that is prepared or cooked on site for consumption on the day
Power outlet	\$95	For food stalls only, limited availability, 10 amp

**Subsidised Artisan** (conditions apply):

General Stall	\$275	General merchandise that is not food
Packaged Food	\$325	Any food that is packaged, preserved or pre-made

**LVA Members only** (must be financial as of 1 September 2024):

Table at front of shop	\$225	
General Stall	\$265	General merchandise that is not food
Packaged Food Stall	\$315	Any food that is packaged, preserved or pre-made
Eat on site	\$515	Food that is prepared or cooked on site for consumption on the day

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# Applications close: Friday 23rd August 2024

## Application Details

### Contact Name

First

Last

### Stall Name

### Business Name (if different to Stall Name)

### ABN

### Postal Address

Address Line 1

Address Line 2

City

State / Province / Region

Postal / Zip Code

### Mobile Phone

*This will be used to contact you on the day*

### Secondary Phone

### Email

### Website

### Facebook

**Are you a member of the Leura Village Association?**

Yes  No

*Must be financial as at 1 September 2024*

**Are you a new or emerging artisan based in the Blue Mountains region?**

Yes  No

**Subsidised Artisan criteria**

- Applicant's business must be based in the Blue Mountains Region (defined by local government area)
- Applicant is a new or emerging artist
- Product is innovative, unique and/or distinctive
- Design, art or craft is of high quality
- High level of personal involvement in design, creation and production of the product

Priority will be given to applicants who personally produce their own products and to products that are designed and made in the Blue Mountains.

Subsidy is granted to successful applicants for a maximum of 2 occasions only.

Your product descriptions and the quality of the photos you provide will directly influence the outcome of your application. Please note that only products listed in your application will be permitted to be sold on your stall.

## Stall Details

### Stall Notes

Stall sites are 3m x 3m

All stallholders are required to supply their own marquees, fixtures and fittings, including weights. Stalls must be weighted down regardless of weather.

If required, marquees and tables can be hired from Blue Mountains Special Event Hire.

All stallholders must have Public Liability insurance of at least \$10,000,000 that is current on the date of the Festival.

**This is an outdoor event which runs regardless of weather conditions.**

### Food Stalls

The current Blue Mountains City Council fee for food stall inspections has been included in the application fee for Eat on Site stalls, and other stalls selling food products, including packaged food.

Your details will be submitted to BMCC as part of their requirement to operate a food stall.

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**Which category best describes your main product? *Select (or highlight) only one***

- |  |   |   |
|--|---|---|
| <input type="radio"/> Accessories        | <input type="radio"/> Art, Ceramics           | <input type="radio"/> Community Group           |
| <input type="radio"/> Eat on Site Food   | <input type="radio"/> Fashion                 | <input type="radio"/> Health, Beauty & Grooming |
| <input type="radio"/> Homewares, Candles | <input type="radio"/> Jewellery               | <input type="radio"/> Kids' Clothing            |
| <input type="radio"/> Packaged Food      | <input type="radio"/> Plants, Flowers, Garden | <input type="radio"/> Wine, Beverages           |
| <input type="radio"/> Other              |   |   |

**Type of goods or activity conducted or sample menu**

**Number of stall spaces required:**

*Stall spaces are 3m x 3m each*

**Type of stall space required – select (or highlight) one only**

- \$515 - General Stall
- \$615 – Packaged Food Stall
- \$615 – Wine & Beverage Stall
- \$815 – Eat on Site Stall
- \$265 – LVA General Stall
- \$315 – LVA Packaged Food Stall
- \$315 – LVA Wine & Beverage Stall
- \$515 – LVA Eat on Site Stall
- \$225 – LVA Table in front of shop
- \$275 – Subsidised Artisan Stall – General Stall
- \$325 – Subsidised Artisan Stall – Packaged Food Stall

**Do you need power for your Hot Food or Eat-on-Site stall?**

- None
- 1 outlet - \$95.00
- 2 outlets - \$190.00
- 3 outlets - \$285.00

*10 amps. CHECK your power requirements. LIMITED availability. No generators (see T&Cs).*

**Do you supply any of your products to local Leura retailers?**

Yes  No

**Have you sought agreement from the retailer?**

Yes  No

**Name of retailer/s**

The following items are to be attached with your application:

- Public Liability Certificate of Currency**
- Food Safety Supervisor Certificate** (*Eat on Site Stalls only*)
- Producer / Wholesaler Liquor Licence** (*Alcohol Stalls only*)
- Photos of your stall set up** (*Max 4 files; max 2MB each*)
- Photos of your products or goods** (*Max 4 files; max 2MB each*)

**RSA Competency Declaration** (*please “x” to confirm*)

*I declare that alcohol tastings and bottle sales will be conducted by a person with current RSA training at all times*

**SUBSIDISED ARTISAN STALLS**

**Upload 4 photos: 1: product, 2: 'work in progress', 3: raw materials, 4: studio or workspace** *Max 4 files; max 2MB each*

**What do you design or make? Describe your range of products in detail**

**Comments / additional information / requests:**

## Terms and Conditions Acceptance

I have read, understood and will comply with the terms and conditions of this event.

Yes

No

**Name**

First

Last

### LEURA VILLAGE FAIR

#### TERMS AND CONDITIONS

It is the responsibility of all stallholders to read the Terms and Conditions carefully before submitting an application.

Submitting an application implies that you have read and accepted all Terms & Conditions.

**THIS IS AN OUTDOOR EVENT WHICH RUNS REGARDLESS OF WEATHER CONDITIONS.**

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#### APPROVAL & PAYMENT

- Successful applicants will be notified by email within 2 weeks after the closing date.
- Acceptance in prior years or at other Fairs or Festivals run by the Leura Village Association does not guarantee acceptance at this event.
- All stall selection and allocation decisions are at the sole discretion of the Leura Village Association.
- The Leura Village Association reserves the right to reject any stallholder application considered inappropriate or not fitting the Festival's concept or brand.
- Please do not send payment until your application is accepted and an invoice has been issued. The invoice will include EFT detail. Full payment must be made by the due date on your invoice. There is no GST component in the stall fee.
- Failure to pay by the due date may result in forfeiture of your stall.
- Stall allocations and an accompanying map of stall locations will be issued at least 1 week prior to the event.



## **CANCELLATION POLICY**

- If you cancel your booking before Monday 9th September 2024, a reimbursement less a \$50 administration fee will apply. Cancellations after Monday 9th September 2024 will not be reimbursed.
- If the event is forced to be cancelled by the Leura Village Association due to extreme weather conditions, stall holders will be notified by text using the contact number provided. No refunds will be issued.

## **INSURANCE**

- Public Liability Insurance is compulsory for all stallholders and must be current at the date of the event.
- Stallholders must provide a current Insurance Policy Certificate showing the insurer, limit of liability and expiry date.
- If up to date insurance details are not received 14 days prior to the event, the booking will be cancelled and no refund given.

## **PHOTOS**

By including photos of your stall set up and products as part of this application form you are giving permission for their use by the Leura Village Association for promotion of the event in print and digitally, including social media.

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## **TIMES**

- Trading is strictly 9.00am to 4.30pm on Saturday and 9.00am to 3.30pm on Sunday.
  - Vehicle marshalling and entry from 6.30am. No vehicle movements permitted from 8.30am.
  - Stalls must be set up by 8.30am each day. Stallholders running late or are unable to attend must contact the Festival Co-ordinator by 8.00am on the day.
  - Pack down must occur from 4.30pm on Saturday and 3.30pm on Sunday. Stalls must be packed down ready for loading before collecting vehicle.
  - Roads must be clear for reopening by 6.00pm on Saturday and 5.00pm on Sunday
  - Maps, vehicle passes and a detailed information pack will be issued prior to the event.
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## STALLS & ALLOCATION

- Suitability and stall allocation decisions rest solely with the Leura Village Association.
- Eat-on-site food stalls will be located in the Megalong Street car park area only.
- Allocation is for stall space only.
- Stallholders must supply their own marquees, fixtures and fittings, including weights. Stalls must be securely weighted down, irrespective of the weather.
- There are no covered spaces. Should you require cover, please make your own arrangements.
- If required, stalls and trestle tables can be hired by Blue Mountains Special Event Hire, in addition to the stall fee for the 3m x 3m space. For more information, call (02) 4782 1023 or visit their website.
- Any umbrella, tent, awning or other structures erected by the stallholder must be secured properly for safety reasons. This is the responsibility of the stallholder.
- Stallholders may not swap stall locations or set up outside the stall areas.
- Public access ways must be kept clear and open at all times.
- Plastic bags may only be used if recyclable.
- No balloons permitted.
- Stall holders are responsible for removing non-recyclable or non-compostable waste their stall generates.
- All non-recyclable or non-compostable waste must be taken away. **NO RUBBISH IS TO BE LEFT IN LEURA MALL OR THE CAR PARK.** Please ask staff at the recycling stations if you have any questions regarding waste and sustainability on the day.

**NOTE: Any stall holders who leave rubbish behind will be permanently banned from all future LVA events.**

## PRODUCTS

- Preference is given to stallholders selling merchandise that is consistent with the themes of 'Made in Australia', 'individually crafted' or 'home grown'.
- Applicants must provide a detailed description and photographs of goods to be sold.
- Only products declared to be sold on this application are permitted to be sold.
- If products to be sold are also stocked by a retail shop in the event precinct, prior agreement to do so must be sought from the local retailer.
- The Leura Village Association reserves the right to prohibit the sale of any item.

## **FOOD STALLS**

- All food stalls must comply with NSW Health Department regulations. All food stallholders must be registered with the NSW Food Authority.
- All food stallholders must comply with Food Standards Australia/New Zealand.
- All containers, cutlery and cups must be compostable or recyclable.
- No plastic straws are permitted.
- Recycling stations will be available for all recyclable and compostable waste.

## **POWER**

- No generators accepted. The committee reserves the right to make exceptions at their discretion.
- Power is available at an extra cost for Eat on Site stalls only (limited availability).
- All equipment and leads must be tagged and tested. You will not be permitted to operate without current certification.
- No running multiple high-powered appliances from one outlet. Outlets are max 10 amp only.
- Adherence to safety procedures as distributed with the information pack is required.

## **WASTE**

- No plastic bags (unless recyclable) are to be used at the event.
  - Please encourage patrons to use the recycling and composting stations provided.
  - Stallholders are responsible for removing ALL non-recyclable or non-compostable waste their stall generates.
  - No dumping of rubbish in Leura Mall at the end of the event.
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## **SAFETY & SECURITY**

- Ensure marquees and goods are kept within the stall space at all times.
- It is the stall holder's responsibility to keep their goods and money safe.
- The Leura Village Association accepts no liability for goods or money stolen or lost.
- Report any suspicious behaviour or theft to the Event Coordinator or representatives as soon as possible.
- Follow directions of emergency services personnel, event organisers and traffic controllers at all times.

## **DOGS**

- For safety reasons, Blue Mountains City Council requests that stallholders DO NOT bring dogs to the event.
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## **TRAFFIC REGULATIONS**

The safety of visitors to the Leura Village Fair is paramount. Stallholders are expected to conform to traffic procedures which ensure safety and access for emergency vehicles.

- Leura Mall will be closed between Railway Parade and Megalong Street on Saturday from 5.30am to 6pm and on Sunday from 5.30am to 5pm.
- The traffic marshals have absolute authority in directing vehicles. Unloading and loading of vehicles is to be carried out swiftly and the marshals may direct drivers of large vehicles to fall back behind smaller vehicles if it is considered that this will facilitate a more efficient set-up and closedown of the event.
- To facilitate movement at the end of the event, the organisers will give notice of one half hour to remaining visitors that the event is closing. Stallholders should cease trading at the end of that half hour period.
- Traffic controllers will determine when safe movement of vehicles is permitted within the event area after trading ceases to allow visitors to leave and stallholders to dismantle stands.
- In the event of adverse weather conditions necessitating early closure, the organisers will proceed in the same manner as above but at a designated time.
- Stallholders wishing to vacate their space prior to official closing of the event should inform the Event Co-ordinator, and be aware that they will not be able to bring a vehicle within the area of the event. Removal of goods and equipment will have to be accomplished by other means.

## **PARKING**

- There is no parking permitted within the event area.
  - Please note, Leura now has paid parking in place please check all signage around.
  - Stallholders are required to park as far away from the event as possible to allow maximum parking space for visitors and disabled patrons.
  - **NO STALLHOLDER PARKING IS ALLOWED IN MEGALONG STREET CARPARK OR GROSE STREET, WHICH WILL BOTH BE MONITORED ON THE DAY.**
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## **FORCE MAJEURE**

For the purposes of this clause "Force Majeure" means an event or circumstance beyond the reasonable control of a party, including acts of God, war, rain, hail, fire, explosion, civil disobedience, legislation not in force at the date of this Agreement or labour disputes.

Neither party will be in breach of this agreement and neither party will be liable to the other party, for any delay or failure to perform an obligation under this agreement due to Force Majeure. Further, the participant acknowledges it is not entitled to any reimbursement in respect of any event or circumstance that prevents or disrupts the event, including inclement weather.

## **DISCLAIMER**

- Information, conditions and traffic regulations contained herein form part of the Application for Stall spaces and your acceptance and name on the acceptance page of the application form implies acceptance of these details.
  - Neither the Leura Village Association nor the Blue Mountains City Council accept responsibility for any damage that is caused to any person or property by reason of any activity of the Fair. The Association requires stallholders to arrange their own Public Liability Insurance.
  - Stallholders agree to release the Leura Village Association and the Blue Mountains City Council and any of their officers from any right, claim or remedy which they have or may have by reason of any connection with the conduct of the Fair.
  - Stallholders agree that no representations have been made to them by any person on behalf of the Association concerning the type of activities at the Fair, the number of persons attending the Fair, the occupants of any other stall, the positions of their stalls, their success or profitability, or any other matter in relation to the conduct of the Fair.
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**Your assistance is essential to ensuring a smooth-running and enjoyable event.**

**Thank you for your co-operation.**

Adele Cannella  
Leura Fair and Festival Co-ordinator

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