



This application is for the Bungendore Harvest Festival's Market Day on Saturday 17th March 2018.

Preliminary Information and Invitation for Participants	
Name of Event	Bungendore Harvest Festival
Event Organiser	Southern Harvest Association
Location	Bungendore - Ellendon Street from the Carrington Hotel to Gibraltar Street plus the Village Square and Gibraltar street shops from Bungendore Cellars to the Royal Hotel (see map on page 3).
Date	Saturday, 17th March 2018
Time	10am - 4pm (set up from 8am to 9:30am, pull down from 4pm). Stall holders may not pack up prior to 4pm.
Description of Event	<p>The Bungendore Harvest Festival will be a celebration of local, cold climate food, how it grows, where it grows, where to get it, how to prepare it and how to eat it. The Festival will occur across a weekend to encourage overnight visitors and people from further afield.</p> <p>On Saturday 17th March, the streets of Bungendore will come alive with stalls, talks, cooking demonstrations and other activities that are inviting and attractive to locals and visitors alike. The Festival will take place in marquees along the footpaths in Ellendon Street, at the Carrington Hotel, in the vacant blocks along Ellendon Street and at the Village Square. Stalls along Ellendon Street will include food stalls from local farmers and will include garlic, tomatoes, fruit and other seasonal vegetables and produce, as well as food preserved from local harvests.</p> <p>Sunday 18th March will see visitors explore and recognise Bungendore as a regional food destination. Visitors will participate in farm and winery tours, sample Bungendore's freshest and finest local food at local cafes and restaurants, and attend courses about growing and preparing food.</p> <p>What you will find at the festival on Saturday:</p> <ul style="list-style-type: none"> • Fresh Local Produce • Local Beer, Wine and non-alcoholic drinks • Local businesses will be open • FREE Food and Sustainable Living Workshops • Kid's Activities • Community Information Stalls • Music

Bungendore Harvest Festival Stall Holder Information and Application

For more information contact Penny on 02 4842 1899 or hello@southernharvest.org.au

www.southernharvest.org.au

Advertising	<ul style="list-style-type: none"> • The event will be promoted as the “Bungendore Harvest Festival” • Posters and flyers will be displayed around Canberra, Bungendore and Braidwood • A succession of media releases will be distributed to local media (magazines, newspapers, radio and TV) • Paid ads/editorials will be placed in the Canberra Times and Bungendore Weekly newspaper • Roadside signs will be displayed on central roads leading to Bungendore in the weeks leading up to the festival.
Cost to participate	<p>\$80 per stall for the provision of a 3m x 3m space. \$60 per stall for Southern Harvest Members. Find out more about joining at www.southernharvest.org.au/join. Add \$10 per stall if electricity is to be supplied. There will be a small charge (TBC approx. \$5-\$10) if you require public liability insurance. You will need to provide your own marquees, tables & chairs. Please transfer the fee within 7 days, upon receiving a confirmation email: Account Name: Southern NSW Harvest Assoc Inc BSB: 633-000 Account No: 154750319 Please use your name as your deposit reference.</p>
Public Liability Insurance	<p>To participate, Southern Harvest requires all stallholders to have Public Liability Insurance to the amount of at least \$20 million. A copy of your public liability certificate must accompany your application. If you do not have insurance, Southern Harvest can provide insurance for the event for a small fee (TBA approx. \$5 - \$10).</p>
Products	<p>Only locally grown and/or produced food, beverages and related products can be sold at the Bungendore Harvest Festival. We will not allow stall holders who do not meet our criteria. As local businesses will be open, we ask that stall holders do not sell tea/coffee. Our definition of “local” is within in the Southern Harvest Region.</p>
Electricity	<p>Electricity is very limited, and it is preferred if you are able to run your stall without the need to access power. Please let us know on your booking form if you require electricity. An additional \$10 will be charged for electricity.</p>
Complimentary activities	<p>The Bungendore Harvest Festival will offer a wonderful market environment, with music, food, workshops and a relaxed family environment.</p>

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Growing local and regional food communities in Southern NSW and the ACT

BUNGENDORE HARVEST FESTIVAL STALLHOLDER APPLICATION FORM

Stall space is limited. Please return this form or contact us as soon as possible to secure your spot.
Applications close 1 March 2018 but may close early if bookings are oversubscribed.

The Bungendore Harvest Festival aims to encourage and promote integrity and freshness in the growing, breeding and production of produce in the Southern Harvest Region and to gain a regional identity for the producers of the region. The festival will promote all food, farming and fibre related businesses and non-food businesses and organisations are encouraged to have stalls to promote food and agriculture related products and services.

Any fresh produce sold must be produced by the stallholder within the Southern Harvest Region. Visit <http://southernharvest.org.au/about> for a map of the Southern Harvest region. Value-added products are accepted; locally sourced ingredients are strongly encouraged.

This is an application only and does not confirm a site booking. Please include all relevant documentation, this may include public and products liability insurance certificates, food business registration or food safety supervisor certificates, organic certifications, farm, produce and stall photos etc. You will be contacted with a decision on your application soon.

Name of Organisation or Business: _____

Contact person: _____

Phone number(s): _____ Email: _____

Postal Address: _____

Website or Facebook: _____

Please circle your answers and provide details where necessary.

1. Do you have your own stall set-up that will fit within a 3m x 3m square space (including table, chairs & tent shade/umbrella)? Y / N
2. Do you have public liability insurance to cover the day? Y / N – **If so, please attach a copy to this application. (If no, a limited number of stalls may be able to access Southern Harvest Association insurance for an additional payment of \$5, do you wish to apply for cover under the Southern Harvest Association policy? Y/N)**
3. Vehicle access required during the festival? Y / N _____

4. Would you like a link to your business to be included on [our website](#)? Y / N
If so, please include two images, logos or information with your application, or email to hello@southernharvest.org.au

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5. Brief description of your business/organisation (include any organic/fair trade certification where applicable, attach an extra page if needed)

6. Description of items / activities on your stall

7. Do you have any other special requests?

8. Southern Harvest will be running a guessing competition with a number of prizes on the day to raise funds to cover the costs of the Festival. As part of your participation on the day we ask if possible that you contribute a gift towards the silent auction. What gift will you be contributing?

9. Would you like to be kept on our mailing list to be informed of future events and activities that you may wish to participate in? If so, please provide your email address here:

Please include all relevant documentation, this may include public and products liability insurance certificates, food business registration or food safety supervisor certificates, organic certifications, farm, produce and stall photos etc.

Please return before the 1st March 2018.

Bookings may close early if all stalls have been allocated.

By email to hello@southernharvest.org.au

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