

Greek Fest Darling Harbour 2022

Sunday 13 March: 10am – 10pm

www.greekfestivalofsydney.com.au



NON-FOOD STALL APPLICATION FORM

Applications Close: **Friday 28 January 2022**

AREAS FOR STALLS

Tumbalong Park and/or Darling Quarter Village Green North (depending on demand).
Position will be based on your power requirements.

SYDNEY HARBOUR FORESHORE AUTHORITY (SHFA)

All accepted stallholders must attend a briefing to confirm their understanding of all the requirements and available support on the day. Briefings will be arranged in groups & stallholders will be notified of available dates to attend.

CONDITIONS OF ENTRY

All stalls are offered on a **one-day** rental only and must send a copy of their current Public Liability Insurance Certificate for \$10 million with the completed application

All stalls are required to have a Greek theme. Stalls should be relevant to the Greek Festival in an obvious way and must be advised on the application form.

ANY product for offer must be directly pertinent to the Greek Culture

PAYMENT

All applications must be accompanied by a signed cheque or your application will not be considered.
All cheques will be returned as soon as possible if unsuccessful.

ALL CHEQUES MUST BE PAYABLE TO THE "GREEK ORTHODOX COMMUNITY OF NSW".

You will not be permitted to set any displays outside your designated stall area. All displays will need to be contained within your fete stall or marquee. Please keep in mind when selecting Fete Stall or Marquee

NB: Anything set outside your designated stall area will be removed

WHAT IS INCLUDED IN THE COST OF A NON-FOOD STALL

- Marquee – 3m x 3m
- Stall signage – No more than 23 characters
- Lighting
- Advertising of Festival in Greek, local and mainstream media
- Exposure to an excess of 200,000 people

BUSINESS NAME

ABN Number (If applicable)

Contact Name

Non-Food stalls:	Cost/Tender (including GST)	Quantity	Total Cost
Marquee (3m x 3m) at Tumbalong Park	\$770 (including GST)		
Marquee (3m x 3m) at Darling Quarter Village Green North	\$440 (including GST)		

Extras:	Cost (including GST)	Quantity	Total Cost
Power (other than for lighting)	\$20.00	N/A	
Trestle table (For hire in Marquees only)	\$25.00		
Chair	\$5.00		

All above prices are non-negotiable

Only chairs and tables provided by the Festival can be used. You cannot supply your own. If you require chairs and tables you must hire these – please list number required in above box

POWER

Lighting is provided.

Will you require additional power other than lighting?

Yes

No

If “Yes” please ensure you have included the above additional charge (\$20) in the total when making out cheque

NOTE: Power access is limited and all items requiring power must be clearly outlined on the following page to ensure adequate power is provided on event day. Failure to provide all information could result in:

- Equipment without power on event day
- Power Failure to the whole park

It is important that **ALL** items that require power are listed to avoid power issues on event days. Additional power requirements not specified on form will **NOT BE** accepted at a later date.

CHECKLIST (please tick)

COPY OF CURRENT PUBLIC LIABILITY INSURANCE CERTIFICATE OF \$10 MILLION ATTACHED

LIST OF ALL EQUIPMENT REQUIRED

CHEQUE ENCLOSED (payable to THE GREEK ORTHODOX COMMUNITY OF NSW)

Amount of enclosed cheque (GST incl.)

(Ensure all extras have been included in the total)

In Words:

\$

Conditions once you are accepted:

- You MUST hold a current certificate for \$10 million of Public Liability Insurance and provide a copy with this application.
- Once you are accepted, you must attend a briefing held onsite.
- You will be encouraged to offer a small gift/prize for competitions running on the day – this means we can plug your stall/business on stage.

SEND YOUR COMPLETED APPLICATION WITH A CHEQUE TO:

Greek Festival of Sydney

PO Box 324, Lakemba NSW 2195

Email: greekfestival@goc.com.au

All enquiries: 02 9750 0440

Applications close: Friday 28 January 2022

All applicants will be notified by Friday 4 February 2022
Cheques to unsuccessful applicants will be returned asap.

2. Place Management NSW STALL HOLDER APPLICATION FORM

1. GENERAL INFORMATION

EVENT NAME	
DATES	
CONTACT	
PHONE NUMBER	
EMAIL ADDRESS	

2. STALL INFORMATION

STALL NAME <i>This will be used on stall signage</i>	
STALL TYPE: FOOD OR GENERAL?	
TEMPORARY FOOD STALL PERMIT NUMBER	
REQUESTED STALL SIZE?	
DO YOU REQUIRE A FOOD PREPARATION AREA?	
DO YOU REQUIRE ACCESS TO WATER?	
NUMBER OF VEHICLES REQUIRING ACCESS? <i>Only approved vehicles may enter the site at approved times. Please list your request for vehicle access</i>	

3. POWER

Please complete the below table for all items in your stall. Please refer to **“PROVIDING POWER SPECIFICATIONS FOR A COMMUNITY FESTIVAL STALL”** listed page 3. Onwards for assistance

STALL EQUIPMENT	QUANTITY	ELEC OR GAS	PLUG TYPE	WATTS (W) FOR ITEMS WITH A 10AMP PLUG

2. Place Management NSW STALL HOLDER APPLICATION FORM



4. LIST OF ITEMS TO BE SOLD

Please complete the below table for all items to be sold

ITEM	PRICE

5. LIST OF ITEMS TO BE DISPLAYED AND DISTRIBUTED

* Please note you are not permitted to distribute stickers, balloons or third party promotional materials. All proposed advertising materials and signage must accompany this application form and will be submitted to Property NSW for approval

ITEM

I confirm I have read and understood the Conditions & Guidelines for the Use of Stalls for Events in Darling Harbour. By signing this document, I agree to abide by the Sydney Harbour Foreshore Authority's Terms & Conditions

Signature		Date	
Name of Stallholder			

PROVIDING POWER SPECIFICATIONS FOR A COMMUNITY FESTIVAL STALL

It is ***extremely important*** that all stall holders provide an accurate list or specification of power requirements for items they will be using within their stall. Providing accurate information will assist stall holders to receive the power they have requested and avoid electrical problems over the course of the event. It will also avoid the festival having to pay for additional generators and electrical services that may not be required.

The following pages are designed to assist in providing an accurate power specification that covers the majority of standard items used on community festivals. If a stall holder has an item not shown in these pages they should seek further information from festival organisers.

This information is relevant to electrical items that are designed and manufactured to run off standard Australian power and have not been modified after manufacture. All electrical equipment must be fit for purpose and tested and tagged.

Below is the spreadsheet from the stall holder application form.

STALL EQUIPMENT	QUANTITY	ELEC OR GAS	PLUG TYPE	WATTS (W) FOR ITEMS WITH A 10AMP PLUG

Stall equipment: -this is a simple description of each item eg – coffee machine

Quantity: -how many of each item do you have?

Elec or gas: -is the item powered by electricity or is it gas, such as a gas barbeque

Plug type: -if the item uses electrical power what type of plug does it have?

Watts(W) for items: -if an item has a 10AMP plug how many watts does it use?

THE FOLLOWING TWO PAGES SHOW HOW TO IDENTIFY WHAT TYPE OF PLUG AN ITEM HAS,
HOW TO WORK OUT THE WATTS FOR AN ITEM WITH A 10AMP PLUG AND HOW TO FILL IN
THE STALL HOLDER FORM

ELECTRICAL ITEMS WITH 10AMP PLUG

10 amp items and plugs are the most common type and are the same as those found in homes and offices.

They can either be a double insulated device with two pins (**Figure A**) or a single insulated device with an earth pin (**Figure B**)

Figure A



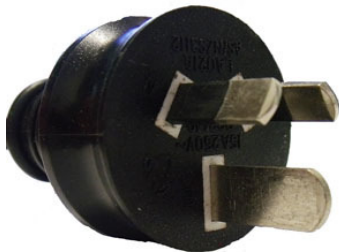
Figure B



ELECTRICAL ITEMS WITH 15AMP PLUG

15 amp plugs have a larger earth pin as shown below. The top two active and neutral pins are the same size as a 10 amp plug

15 Amp plug



15 Amp plug

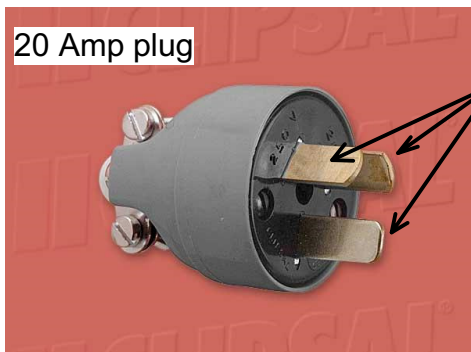


Larger earth pin

ELECTRICAL ITEMS WITH 20 AMP PLUG

20 amp plugs have a larger earth active and neutral pin as shown below

20 Amp plug



Each pin is larger



20 Amp plug with collar

HOW TO WORK OUT THE WATTS (W) OF AN ITEM WITH A 10AMP PLUG

For items that have either type of 10 Amp plug you should also provide the watts (W) if possible.

This information is often provided on the back, side or underside of the item. For example below is a Panasonic Blu - Ray player (**Figure A**). On the back of the player is an information panel (**Figure B**)

Figure A



Figure B



The watts are shown on the panel as W – so in this case the item uses 32W.

If the item does not have an information panel or does not clearly show watts, you should simply write “Not known”.

YOU DO NOT NEED TO PROVIDE WATTS FOR ITEMS WITH A 15AMP OR 20AMP PLUG

EXAMPLE POWER SPECIFICATION FOR FOOD STALL

Using the example of a food stall that will have a coffee machine, a grinder, a blu ray player, a television screen, two cash registers and a gas barbeque how would the form look when completed?

STALL EQUIPMENT	QUANTITY	ELEC OR GAS	PLUG TYPE	WATTS (W) FOR ITEMS WITH A 10AMP PLUG
Coffee Machine	1	Elec	20A	
Grinder	1	Elec	10A	400 Watts
Blu Ray player	1	Elec	10A	32 Watts
Television Screen	1	Elec	10A	450 Watts
Cash Register	2	Elec	10A	Not known
Barbeque	1	Gas		

Is it gas or electric?
Coffee machine has 20A plug so watts are not required

Simple Description of items
Number of each item
What type of plug does the item have if electric?
Information on watts (W) is not shown on the the Cash Register so is "Not known"