***Expression of Interest***

***Market Stall Holders***

***Food Vendors***

***Exhibitors***

***Helidon State School 150th Anniversary Fete***

***Saturday May 11th 2024***

***12:30pm to 7:00pm***

***16 School St, Helidon QLD 4344***

***2024 is a very exciting year for Helidon State School as we will be celebrating our 150th Anniversary. The major event planned for 2024 is our Anniversary Fete where our aim is to invite the whole of the Helidon community and the surrounding district to join us in our celebrations.***

***What you will receive for your site fee:***

* Reservation of a site at the fete
* Acknowledgement of your business prior to and during the event in school marketing publications and campaigns (Eg. newsletters, fete bulletins, and school social media).
* The satisfaction of supporting the Helidon State School P&C to support the school in its educational and wellbeing programs and initiatives.

***All proceeds will support the educational and wellbeing programs of Helidon State School.***

***For more information:***

***Website:*** <https://helidonss.eq.edu.au/our-community/150-th-anniversary-in-2024>

***Facebook:*** <https://www.facebook.com/HelidonSS> (see Events for the fete)

***Email:*** [PandC@helidonss.eq.edu.au](mailto:PandC@helidonss.eq.edu.au)

Sites are limited. Applications are completed and signed correctly and ALL relevent documents have been provided. Successful applicants will be notified within 14 days.

***Site Holder Application***

***Helidon State School 150th Anniversary Fete – May 11th 2024***

Complete this form and other required documents stated in the T&Cs in either printed or digitally and return to Helidon State School:

* ***Email:*** [PandC@helidonss.eq.edu.au](mailto:PandC@helidonss.eq.edu.au) (preferred)
* ***Mail:*** 16 School St, Helidon QLD 4344

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| ***Contact name/s:*** Click or tap here to enter text. |
| ***Type of site holder (check relevant box):***  ***Market stall holder***  ***Commercial Food Vendor***  ***Exhibitor*** |
| ***Company/Business/Stall Name:*** Click or tap here to enter text. |
| ***ABN (if applicable):*** Click or tap here to enter text. |
| ***Contact phone number:*** Click or tap here to enter text. |
| ***Postal Address:*** Click or tap here to enter text. |
| ***Email address:*** Click or tap here to enter text. |
| ***Website address:*** Click or tap here to enter text. |
| ***Facebook address:*** Click or tap here to enter text. |
| ***Description of products:*** Click or tap here to enter text. |
| ***Other relevant information or requests:*** Click or tap here to enter text. |
| ***Make, model and registration number of your vehicle:*** Click or tap here to enter text. |
| ***Site size (check relevant box):***  ***Standard 4m x 4m site for market stall holders and exhibitors ($50)***  ***Double site 7m x 4m site for market stall holders and exhibitors ($85)***  ***Commercial Food vendor – site size will be discussed closer to the event ($150)***  ***I/We will be bringing a generator to run electrical equipment*** |
| ***I would be willing to:***  ***Donate a prize to be raffled at the fete to the value of $*** Click or tap here to enter text.  ***Make a further donation to the Helidon State School P&C (Eg. cash amount,***  ***a percentage of revenue on the day, and in-kind product or service). Please specify:***  Click or tap here to enter text.  ***A member of the P&C working group will be in contact to discuss your generous gift.*** |
| ***Please read the attached Details and Conditions, and sign and date in the space provided.***  ***A site map with your site location, including details of driveway routes in and out of the school grounds will be emailed approximately 2 weeks prior to the fete.*** |
| **Fete organisers use only:**  Site number / location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Invoice for $\_\_\_\_\_\_\_\_emailed / posted \_\_\_\_\_\_\_\_ (initials)  Payment of $\_\_\_\_\_\_\_\_ received and receipted. \_\_\_\_\_\_\_\_ (initials)  Donation offered. Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Documents provided (staple to this application):**  Current public liability insurance certificate of currency. Sighted by: \_\_\_\_\_\_\_\_ (initials)  Current food service licence (food vendors only). Sighted by: \_\_\_\_\_\_\_\_ (initials)  Current copy of a workers’ compensation policy of insurance (if required). Sighted by: \_\_\_\_\_\_\_\_ (initials) |

***Conditions:***

***Site holders*** are market stall holders, food vendors and exhibitors.

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| ***Market stall and exhibitor site fee*** | $50 per 4m x 4m site. $85 for a double 7m x 4m site |
| ***Food vendor site fee*** | $150 per site |
| ***Payment*** | AInvoices will be issued by the Helidon State School P&C. The due date to secure your site will be 30 days from the issuing of your invoice. An official receipt will be provided after payment is confirmed. |
| ***Set up times*** | Site holders agree to be set up by 12:00pm until 5:30pm. The fete will conclude by 7:30pm following a fire works display. Site holders will not be permited to leave during the firework display due for WH&S reasons. |
| ***Parking for market stall holders*** | Market stall holders and exhibitiors agree that all vehicles are to be parked outside the school grounds between 12:00pm and and 5:30pm. Entry and exit will be via the gate in Plant St. If a market stall holder requires their vehicle to be adjacent to their site please make this request on the application form. Due consideration will be given by the organising working group. |
| ***Vehicle details*** | Site holders agree that only the vehicle fitting the description as per the application form will be permitted to enter the school grounds. Site holders are responsible for updating any changes to their vehicle details prior to the fete. |
| ***Power and Lighting*** | Power and lighting may not be available. Generators may be allowed provided they do not create excessive noise. |
| ***Promotion*** | Site holders may display signage, however the size must be contained within the boundary of their site.  The school will be glad to acknowledge business leading up to the fete. See details in the application form. |
| ***Insurance and compliance*** | All site holders must hold current insurance, including public liability insurance for a minimum of $20M.  Food vendors are to provide a current copy of their food business license as per the *Food Act 2006.*  If site holders are employing staff, a copy of a workers’ compensation policy of insurance in accordance with the *Workers’ Compensation and Rehabilitation Act 2003.* |
| ***Your site*** | Site holders agree to leave their site tidy and free of rubbish. Rubbish should be placed inside tied/sealed bags in the skip bins provided, or take it with them. |
| ***Community expectations*** | The fete will be conducted within the grounds of the Helidon State School (‘the school grounds’) and as such is a family orientated school event.  Site holders will conduct themselves and their volunteers and employees according to the Helidon State School values of being *Respectful, Responsible, and Safe*. Site holders agree that they will be directed by the school Principal to leave the school grounds immediately if their behaviour or the behaviour of their volunteers and employees does not meet school and community expectations, and will forfeit their site fee. |
| ***Registration on the day*** | All site holders (including volunteers and paid employees) will be required to sign in and out as per the school’s OH&S procedures. |
| ***Cancellation*** | Site bookings may be cancelled by negotiation between the site holder and the President of the Helidon State School P&C Association. The will be no refund if the site holder cancels their booking 4 weeks prior to the fete. |
| ***Selection*** | All applicants will be considered in the context of the HELIDON STATE SCHOOL P&C SPONSORSHIP POLICY. Consideration will be given to ensure there is a balanced and diverse range of stall holders. |

***Agreement:***

I/We, Click or tap here to enter text., (site holder) agree to the Conditions outlined in this document.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Click or tap here to enter text.

Signature/s Date

Approval is given the abovementioned site holder application.

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Principal’s Signature Date