



13<sup>th</sup> March 2018

Attention: Stall Holder

Dear Sir/Madam

RE: 2018 Multicultural Festival (Friday October 26<sup>th</sup>, 2018)

We are pleased to extend an invitation to you to be part of this special and wonderful annual even and major fundraiser for North Geelong Secondary College. This fundraiser enables the College to purchase equipment, text books, uniforms, scholarships and programs to support our students.

We endeavour to make this event a great day for the students and the wider community, providing entertainment, fun activities, food and market stalls. We hope you will be part of the 2018 Multicultural Festival as it is sure to be a great day.

This year the festival will be held on Friday October 26<sup>th</sup> at North Geelong Secondary College from 11.00 am to 3.00 pm. It would be greatly appreciated if you could fill in the attached application forms with your details and return to the General Office.

If you require any further information or wish to discuss this opportunity further please contact our Events Coordinator, Emily Dowling on (03) 5240 5800 or via email [dowling.emily@ngsc.com.au](mailto:dowling.emily@ngsc.com.au).

Yours faithfully,

A handwritten signature in black ink, appearing to be "Emily Dowling", written in a cursive style.

Ms. Emily Dowling  
Events Coordinator

A handwritten signature in black ink, appearing to be "Nicolas Adamou", written in a cursive style.

Mr. Nicolas Adamou  
College Principal



**STALL HOLDER APPLICATION FORM**

Thank you for your interest in the annual celebration, Multicultural Festival. We look forward to an exciting festival and hope you will find the event enjoyable. **We ask that you read the following information provided and complete the application form, ensuring you agree to the terms and condition set forth below.** Please direct any queries to the College Events Coordinator, Emily Dowling on (03) 5240 5800 or [dowling.emily@ngsc.com.au](mailto:dowling.emily@ngsc.com.au)

**Event Date: Friday October 26<sup>th</sup>, 2018**

**Time: 11.00am to 3.00pm**

Stall Holder Name: \_\_\_\_\_

Business/Stall Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

ABN: \_\_\_\_\_

**Please include a list of items for sale.**

**Cost: Single site \$50.00 upon approval**



## **Terms**

You are required to have a Food Handlers Certificate and a Food Safety Supervisors Certificate if your stall has any food items for sale. It is the stall holders responsibility to provide a copy of these certificates upon application.

Applications must be approved by the College Events Coordinator before receiving the indemnity form and confirmation of attendance.

The festival is held on the College grounds, exact location is determined based on the number of stalls.

Allocation of space will be communicated via email prior to the festival. Stall holders are responsible to provide own vending tent, booth or other including all supplies.

All sites will be approximately 3m x 3m. Additional space can be requested.

Items for sale list to be provided upon application. Spot checks will be conducted and if found to have items not listed and approved might be closed down.

Arrival on the grounds is no earlier than 8.00am and must be set up and ready to begin business by 11.00am. Stalls must remain open until 3.00pm unless approved by the Events Coordinator.

Upon approval, payments are due by Friday October 12<sup>th</sup>, 2018. No sites will be allocated if payment has not been received by this date. No refunds. Payment can be made to the Main Office at 130 Separation Street, North Geelong, Victoria, 3215 or over the phone on (03) 5240 5800.

Please make cheques payable to: North Geelong Secondary College  
Attention: Sue Marin, Business Manager

**Signature:**

**Date:**