

STALLHOLDERS & EXHIBITORS APPLICATION FORM 2018

Sat 25th & Sun 26th August 2018

**Trading Saturday 10am – 4.30pm
Sunday 10am - 3pm**

**Stalls Manager Fran 0499 396 643
e: medievalcarnivale@hotmail.com**



Applications close 1 July 2018

Limited stalls available
Please complete ALL sections,
scan & return via email or
post - Balingup Medieval Carnivale.
Stall Applications,
PO Box 235, Balingup WA 6253

Business Name _____
Contact Person _____ Mobile _____
Email _____ Vehicle Rego _____
Postal address _____ postcode _____
Name of Assistants _____

Documentation (tick) All applicants must attach / enclose:

New stalls - photos of your stall and products you wish to sell Yes ___ No ___
All stalls - a copy of 'Certificate of Currency' covering - 26th & 27th August 2018 Yes ___ No ___
Food stalls - a copy of your food business registration with your local shire Yes ___ No ___
Wine stalls - your liquor license number Yes ___ No ___
 business registration with your local shire Yes ___ No ___
Would you be interested in trading Saturday night until 8.00pm? Yes ___ No ___
 This would require that you provide lighting and be placed in the area near the Burning of the Dragon

Stall type (tick) CRAFT ___ **FOOD** ___ **WINE** ___ **EXHIBIT** ___ **OTHER** (Description) _____

List all the products you will sell _____

STALL SIZE- (must include any extrusions eg: awnings, signage, towbars etc.) **Width** ___ m X **Depth** ___ m

	(for both days & includes entry for 2 people)	Unit Cost	Quantity	Subtotal
Non-Powered bay	3 x 3 metre	\$170.00		
Extra Space	Cost per extra metre – including all extrusions	\$40.00		
Bins Hire	240 Litre bin - to be located next to my stall (1 per stall)	\$20.00		
Power	10 Amp - per outlet	\$60.00		
	15 Amp - per outlet	\$70.00		
	32 Amp 3 Phase - per outlet - limited availability on select sites	\$150.00		
TOTAL				

List all electrical appliances
Specify amps required
(eg 1 x display fridge 10 amps)
Please note - maximum of 5 appliances
per stall

Appliance	Amps

Payment (Please send ONLY after you have been notified your application has been successful) – We will provide an Invoice

I've read the attached conditions, I agree to the attached conditions and request to be considered

stallholder signature

Accommodation arrangements

Do you wish to camp at the Balingup Primary School (BPS) grounds on the Fri & Sat Nights **Yes** ___ **No** ___
 NOTE: If you plan to camp at the school you will receive information from the BPS P&C and fees will be paid directly to them

STALLHOLDERS CONDITIONS OF ENTRY 2018 P1

1. Trading

- a) Hours of trade are strictly 10am to 4.30pm Saturday (Allocated stalls can continue trading during Saturday night entertainment until 8pm) and 10am to 3pm Sunday.
- b) It is expected that Stallholders will operate and have enough supplies to operate during these times.
- c) Stallholders shall be set up and ready to commence trading at 10am Saturday and Sunday.
- d) Early trading is not permitted.

2. Public liability insurance

- A. Stallholders participate in the Balingup Medieval Carnivale at their own risk and are required to indemnify and hold harmless the BMC committee against any claim for damages, costs, claims, expenses and liabilities. (Including without limitations consequential loss and loss of profits) in respect of any loss, damage, injury, disease or death caused through any of the Stallholders activities at the Balingup Medieval Carnivale.
- B. It is mandatory that you provide evidence of your Public Liability Insurance and the amount of the cover requested is \$10,000,000 to be enclosed with this application.

3. Licences and permits - stallholders shall hold appropriate Licenses (to be submitted with their application).

- a) Food vendors must have a current itinerant food vendors licence. These will be forwarded to the Shire of Donnybrook- Balingup's health officer for approval.
Temporary food stalls must comply with Shire of Donnybrook-Balingup's food stalls guidelines.
- b) Wineries must submit licenses and permits. These will be forwarded to the Shire of Donnybrook-Balingup's health officer and the WA Government racing, gaming and liquor department for the liquor permit.

4. Electrical equipment

- A. All electrical equipment must be listed on the application.
- B. Stallholders who've booked a powered site shall provide their own electrical leads. They must be tested and tagged in accordance with the electrical regulations.
- C. Please bring the longest extension leads you have plus a spare as you may be some distance away from a distribution point. Leads provided without tags or outdated tags will be tested on site for a charge of \$12 per.
- D. For calculation purposes deciding on the extension lead size, use the conversion figure of 4 amps per kilowatt.
Example: a fifteen amp lead will safely carry 3Kw, a ten amp lead will carry 2.5Kw.
- E. All changes must be notified prior to the event. The power draw is monitored.
- F. The BMC committee reserves the right to refuse connection to power if safety standards are not adequate.

5. Products sold

- a) You must provide a list of all the products you will be displaying for sale on the application form. Unlisted goods will not be permitted for sale.
- b) Preference will be given to handcrafted, bespoke and medieval themed items.
- c) Misrepresentation of products can result in a request to remove stall from the Balingup Medieval Carnivale Event and denial of attendance in future. No refund of Stall Fees will be forthcoming in this instance.
- d) The sale, distribution or use is prohibited of:
 - Any Weaponry without correct licensing and compliance with State & Federal Weapons Legislation
 - Any item which may by its use or operation cause alarm or distress to any person or animals (Inc - cap guns, caps for cap guns, bird-whistles, party poppers, or any other similar items, fireworks, laser and water pistols).
 - Any licensed weaponry to anyone under the age of 18.

6. Stall fees and refunds

- A. full payment must be made before a stall number is allocated. there are no exceptions.
- B. No refunds will be given for cancellations of bookings within 4 weeks (28 days) prior to Event.
- C. Stall fees will not be refunded should inclement weather or factors beyond the control of the Balingup Medieval Carnivale organising committee affect the event - unless the event is cancelled.

STALLHOLDERS CONDITIONS OF ENTRY 2018 P2

7. Displays

- a) Stallholders must attempt to decorate stalls in a medieval themed appearance.
- b) Stallholders are to provide their own tables, chairs and weather protection (shades, tents etc.) and provide their own weights or methods of securing shelters in these cases.
Stallholders are responsible for the erection and dismantling of their own shades.
- c) The use of loud speakers and other amplified equipment is prohibited unless to give coverage only to the inside of your exhibition.
- d) Water tap is available – please ask our staff for directions.
- e) Stallholders should ensure they maintain their site in a clean and safe condition. Please dispose of rubbish appropriately. If stallholders have hired a bin, as indicated in the application form, the bin must be discretely located behind the stall and emptied into a 'Hastie waste bin' at the end of the Carnivale. Cardboard must be flattened and disposed of in a central location, to be advised.

8. Stallholders and Assistants

- A. Are required to wear a Medieval themed costume (These can be hired from the BMC).
- B. Please be aware that Images taken of Stallholders and assistance by those authorised by BMC Can and will be used in advertising, website & press releases. Ensure that all of your assistants are aware of this.
- C. Only 2 entry tickets per bay will be allotted. Should there be a requirement for extra entry tickets – the Balingup Medieval Carnivale may require an additional fee. Please contact the Stallholders Co-ordinator.
- D. NO dogs or other pets are to be brought to the grounds – (any licenced support animals -documentation to be provided) or unless as part of an approved exhibit.
- E. NO smoking or drinking of alcohol onsite.
- F. Please use the portable toilets provided. The staff toilets are for BMC staff & volunteers only (low capacity).
- G. Balingup Committee, event organisers and volunteers are to be respected at all times.
- H. Under no circumstances shall any stall or exhibitor interfere with another stallholder's display or activity.
- I. No Abuse in any form will be tolerated including distribution of material or promotion of activities that are deemed defamatory, sexist, racist or homophobic.

9. Stallholders Set up and Vehicle movement

- a) Any support vehicles entering the site must provide the Vehicle Registration number on the application.
Any vehicle registration changes must be submitted no later than 7 days prior to the event.
- b) Access to the site for set up - Friday - 12pm – 7pm and Saturday 6am – 9am
- c) Support vehicles MUST be removed from site by 9am Saturday & Sunday.
- d) Should you require to remove a vehicle offsite for re-loading of stocks after hours – please arrange this with the Stallholder Manager so gates can be un-locked.
- e) NO vehicles are to move around the site, enter or exit - until the event site is cleared of the Public for safety reasons. Stallholders are permitted to pack up from 3pm Sunday. Vehicles will not be allowed to enter site until 3:30pm
- f) At all times, follow the direction of our gate and traffic movement staff.
- g) Minimal parking is available in the area between the site and the fire station. There is No Parking in Brockman Street or over the bridge (Birdwood Park).
The Balingup Medieval Carnivale committee reserves the right to tow-away and forward costs to anyone who parks in No Parking Zones or Disabled Parking Areas without permit.

Balingup Medieval Carnivale Committee

The Balingup Medieval Carnivale is a subcommittee of the Balingup Progress Association Inc.

The annual event runs as a non-profit event and is managed by volunteers from within the local community.

Many local and out of town businesses provide us with assistance and sponsorship.

Stallholder fees go towards administration and organization of the stall areas and upkeep of the facilities.

We thank you for your support.