

# Stallholders 2010

**The Kew Community Festival invites stallholders to be part of the 2010 Family Fun Day on Saturday 13<sup>th</sup> March, 2010 in Alexandra Gardens, Kew, from 10.30am to 4.30pm.**

- **Please note limited sites are available and application does not guarantee a site.**
- **Applications close 11<sup>th</sup> December, 2009.**
- **Notification of acceptance will be by mid December, 2009.**
- **On receipt of an Invoice, payment is due ASAP or by 1st February, 2010.**
- **Entry time and site allocation to Alexandra Gardens will be advised February 2010.**
- **Late applications and cancellation fees may apply.**

Contact Person		Name of Community Organisation or	
Postal Address		Name of Business	
Email		Description of your stall & what you plan to sell:	
Phone: (BH)		Will you be selling Food?	Yes      No
Phone (AH)		Do you require Power?	Yes      No
Mobile		List all the appliances to be used on the day. Attached list?	Yes      No
Fax		Certificate of Currency attached?	Yes      No

**Services & Equipment Bookings for stalls (please indicate your requirements but don't send money now as you will be invoiced.) All prices are inclusive of GST**

	Number Required	Kew Community Group	Non-profit (ex Kew) or Local Business	Business outside Boroondara	\$ Total
Site (3m <sup>2</sup> )		\$15.00	\$63.00	\$126.00	
Food Site (3m <sup>2</sup> )		\$40.00	\$90.00	\$190.00	
Marquee (3m <sup>2</sup> )		\$95.00	\$140.00	\$220.00	
Trestle Tables		\$13.00	\$20.00	\$25.00	
Chairs		\$ 3.00	\$ 3.00	\$ 3.00	
					\$

### Signature of Applicant

I/We have read and agree to the conditions as stated on this form.	
Name of Applicant .....	Position.....
Business Name/ Organisation .....	
Signature .....	Date.....

All stall holders must hold public liability insurance to the value of \$5,000,000. Evidence of public liability must be provided by way of enclosing a copy of your Certificate of Currency with this application. If not attached, certificate must be submitted no later than 1 February, 2010. Please call Festival Office if you have any questions.

Stalls operate from 10:30 am – 4:30 pm

If selling food, you are required to obtain a temporary Food Act registration. Please call 9278 4710 for further details. Food Act registration applications are required to be submitted a minimum of 14 days prior to the event. All stallholders are requested to use recycled packaging.

Power is supplied through 10 amp outlets. Please list all appliances to be used on the day. This will ensure that you are supplied enough power to meet your needs. Stallholders using power need to supply extension leads (min 17 meters) and power boards, which must be inspected and tagged by a licensed electrician.

Sites are 3 meters square. Please indicate how many sites and items you require. Stallholders supplying own marquees are not permitted to use spikes for securing, please advise size to ensure provision is made when space is allocated, charge rates may vary.

Applications are due 11<sup>th</sup> December, 2009. Completed application should be returned to:  
**Kew Community Festival Inc PO Box 715, Kew Vic 3101 or fax: 9853 2377 or email to [info@kewfestival.org](mailto:info@kewfestival.org) Enquiries: 9853 9576 or visit [www.kewfestival.org](http://www.kewfestival.org)**

An invoice will be sent on acceptance of your application. We intend to process and accept application by mid December, 2009 with final notification of site placement and entry time provided on receipt of payment by mid February, 2010. Late application and cancellation fees may apply.

### **KEW COMMUNITY FESTIVAL Inc. STALL POLICY**

The Kew Community Festival exists to celebrate life in Kew by means of a Festival. To this end the Festival Committee invites community groups and businesses to hold a stall as part of the Family Fun Day. Stalls may involve art and crafts, food, information or be activity based. Applications will be assessed by the Kew Community Festival Committee and shall be prioritised as outlined below.

1. Kew based community organisations
2. Kew based commercial business
3. Boroondara based community organisations
4. Boroondara based commercial business
5. Other community based organisations and businesses

All food stalls must complete an Application to Sell Food form and return to the Environmental Health Officer, City of Boroondara Private Bag 1, Camberwell, 3124. Forms and the guidelines for temporary food stalls will be sent to you. Food stall applicants will need to satisfy the requirements of the Food Act and the guidelines as explained by Boroondara Health Services. Not for profit organisations wanting to prepare food in domestic kitchens are restricted to preparing low risk food types. A fee may apply to Food stall applications. Please contact Norm Wootten on 9278 4710 for further details if required.

Other commercial operators will be considered according to balancing community needs.

No sales of weaponry toys, firing caps, string sprays or uninflated balloons, will be allowed. No stalls are permitted to use hay or hay bales as part of their stall presentation.

As there are limited numbers of marquees, the Festival Committee cannot guarantee that every request can be accommodated. The marquees are 3m x 3m in size.

The Festival Committee reserves the right to reject applications which do not meet the Committees guidelines, outlined above. (Preference will be given to local groups and organisations in the order listed above). The Festival Committee reserves the right to request a stallholder to leave the festival if their stall does not comply with the above conditions.

### **PROCESSING OF APPLICATIONS**

Confirmation and acceptance of your stallholders' application will be advised in writing mid December, 2009. An invoice will be included. Your payment is due ASAP or by 1<sup>st</sup> February, 2010.