



Karratha/Dampier
Lions Club

Stallholder Application Form

The Lions 46th Annual FeNaCING Festival
5th & 6th August, 2017 9.30 am – 11.00pm daily
Bulgarra Oval, Karratha

Stallholder Contact Details

Name of Business: _____
 Contact First Name: _____ Surname: _____
 Postal Address: _____ Postcode: _____
 Telephone: (Home) _____ (Work) _____ (Mobile) _____
 Fax Number: _____ Email: _____

Stall Information & Requirements

Please tick the box below that best describes your business / stall -

- | | | |
|-------------------------------------------------|--------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Community / non profit | <input type="checkbox"/> Commercial Trader | <input type="checkbox"/> Display / information |
| <input type="checkbox"/> Food / Drink | <input type="checkbox"/> Jewellery | <input type="checkbox"/> Amusements / mechanical rides |
| <input type="checkbox"/> Clothing | <input type="checkbox"/> Handmade Crafts | <input type="checkbox"/> Produce |
| <input type="checkbox"/> | _____ | |

Size of stall required

	Width	Depth	Rent	Please tick	Application Closing Dates: 1 st June 2017 You may have a combination of stall sizes Please Note: Applications received after this date may not be accepted and will incur a late application fee \$50.00
Small	3m	10m	\$300.00 Inc. GST	<input type="checkbox"/>	
Standard	6m	10m	\$550.00 Inc. GST	<input type="checkbox"/>	
Medium	12m	10m	\$1100.00 Inc. GST	<input type="checkbox"/>	
Large	18m	10m	\$1650.00 Inc. GST	<input type="checkbox"/>	
Indoor A/con Booth	Please contact Nick Barrett on 08 9244 2431				

Power Requirements

Type of appliance	We provide ONLY 1 15 AMP per stall.
	If you require more power you will need to
	source your own generator.

Invoices will be email to you when application is approved

FeNaCING Festival
PO Box 1539
KARRATHA WA 6714

For more details contact Dee or Kerry Secretary/Event Co-ordinators on fenacng@gmail.com

Please Note:

We will not permit the sale of the following items at the FeNaCING Festival –

Toy guns. Laser pointers.

Herbal Pills, or the following Drinks: V, Mother, Red Bull, Guarana etc.

If you have a product that needs checking for suitability please contact Department of Commerce - Tel: 9185 0900.

Public Liability Insurance:

Please send a copy of current (dates for the festival) insurance with your stall holder's application form. If your current insurance is not for the period of the Festival, then you need to email the updated one as soon as it is renewed.

You MUST have a copy of your insurance on the stall for duration of the festival.

BUMP IN/BUMP OUT TIMES:

Please check in at the Frank Butler Centre, where you will be given a bay number and you will be shown to your bay.

Carnival rides may set up from **Wednesday 2nd August, 2017**

Large Show Units / Camping Display Corner can set up on **Thursday 3rd August, 2017** – **if you are unsure what category you fall under, please email to check.**

All other participants may set up from Friday 4th August, 2017 or first light on Saturday 5th August, 2017

You may camp on your site, but please remember to stay in the bays you have been allocated.

All stalls must be packed up and off the Oval by 12 noon Monday after the Festival

Please Sign and return with your application as well keep a copy for your information
For more details contact Dee or Kerry Event Coordinators at fenacIng@gmail.com

General Conditions

Please read this section carefully and ensure that you understand all General Conditions and sign below

Payment

- **FULL PAYMENT** must be received by 30th June.
- Please contact the co-ordinator if you are not able to make payment by 30th June. All monies will be refunded should the stall space be unavailable.
- Applications received after the closing dates will incur a \$50 late application fee.
- **Cancellation:** A cancellation fee of \$100.00 will apply. Stalls cancelled within 4 weeks of the festival will result in forfeiture of FULL stall fee.

Insurance

- The Lions Club of Karratha Dampier Inc. accepts no responsibility for accidents or incidents that may occur on the stallholders allotted stall space.
- All stallholders **MUST** hold a current public Liability insurance policy for not less than \$10m. A certified copy of the current Certificate of Currency issued by the insurer must accompany this application form.

Use of Power

- Our electricians advise that Australian Standards limit the number of leads from the main power supply to each stall to a maximum of two (2) each terminating in one (1) only 10 amp Distribution Board (Powerboard) To a Maximum of 15amp per stall if you require extra please supply own generator. **NO GENERATED POWER WILL BE SUPPLIED UNTIL FRIDAY NIGHT.**
- All electrical cords and appliances must be tagged by an accredited electrician certifying compliance with Australian Standards. Additionally, all electrical cords crossing the grass must be heavy-duty cable.
- Equipment used at the festival must comply with the relevant Australian Standard and will be subject to testing and inspection on Friday 4th August, 2017.
- A compulsory full load test of all stallholders' electrical equipment will be carried out on Friday evening prior to the commencement of trading on Saturday 5th August, 2017

Health and Safety Regulations

- All stallholders must adhere to relevant Health & Safety regulations as determined by the City Of Karratha and State Health Department.
- Stallholders must ensure that a fire extinguisher and/or fire blanket is on hand at all times.
- All stallholders shall ensure that their stall structures are safely secured to the ground, due to the presence of underground services around the oval, no pegs or star pickets of any sort will be driven into the ground without the permission of the stall manager on duty on the day.

Dangerous and Restricted goods

- Stallholders must only sell those items as specified in this application.
- Stallholders must not sell, distribute use or offer as prizes items as detailed on the "Prohibited Items List", no sparklers, wooden skewers or glass containers are to be used in any way whatsoever.

Rubbish

- Stallholders are responsible to leave their stall area in a clean and tidy state, if this is not adhered to you will incur a \$200.00 charge
- Large boxes etc. to be **crushed** and placed in **BULK BINS** provided.
- Food Stalls we will have a grease and fat collection point on the oval please make sure you use it. **DO NOT** dump tins of oil in skip bin, leave them on the oval or tip fat or grease into other areas of the oval. In 2016 2 stalls used the electrical pits of the oval to bump oil and caused the oval electrical system to short out. The City of Karratha will fine stallholder the cost of repairs. The total cost for the 2016 was over \$10K. The Lions Club of Karratha will not allow that stall holder to trade at any further festivals.
- **General**
- All stallholders are responsible for their own equipment required for their stall such as marquees, trestle tables, power cords, etc.
- Due to liquor licensing regulations no alcohol is to be sold or consumed on the festival grounds unless in approved licensed areas. Under no circumstances will BYO alcohol be permitted including stallholders and the public.
- Stallholders must stay within the bounds of the stall area allocated.
- Other than normal patrols by the WA police there is no security provided on the ground.
- You are permitted to enter the ground with a vehicle to set up your stall/activity, however we advise that **THERE ARE NO VEHICLE MOVEMENTS ON THE OVAL FROM 8.00AM TO 11.00 PM ON SATURDAY AND SUNDAY OF THE FESTIVAL.** - If you need to leave within those hours please park vehicle in the public car park
- For safety reasons stall holders are requested not to dismantle their stall prior to 11.00 pm on the **Sunday night.**

THE ORGANISING COMMITTEE WILL ENDEAVOUR TO PLACE YOUR STALL IN YOUR REQUESTED AREA BUT WITH OVER 200 STALLS NOT ALL REQUESTS WILL BE ABLE TO BE GRANTED. IF YOU REQUEST A CERTAIN AREA PLEASE BOOK AND PAY EARLY.

I hereby agree to adhere to the above conditions: _____ (signature)

Please Sign and return with your application as well keep a copy for your information
For more details contact Dee or Kerry Event Coordinators at fenacng@gmail.com

