



STALLHOLDER INFORMATION

The **2020 Collie Labour Day Festival** will be held on Saturday, 29 February 2020 and Sunday, 1 March 2020.

The Festival Markets will be held, at Central Park on Forrest Street, on Sunday, 1 March 2020, from 12pm until 6pm.

The markets officially open at 12pm. Stallholders will be required to remain until 6pm. Setup of stalls will commence at 10am and will be completed by 12pm.

Live music will be playing until 8pm.

Location	Central Park, Forrest Street, Collie
Critical dates	Event is to be held on Sunday, 1 March 2019, from 12pm to 6pm. Applications for stalls, including payment, are due by Friday, 14 February 2020. Please read these guidelines prior to applying.
Enquiries	Jamie Moloney 0428 677 595 vjmoloney1@bigpond.com
Facebook	Collie Labour Day Festival @collielabourdayfest

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IMPORTANT INFORMATION

If you intend selling food or drinks, such as food prepared off site and drinks that are pre-packaged, such as cans or bottles, please be aware that all food and consumable products must comply with the current **Certificate of Registration of a Food Business from Your Local Authority**.

It is not permitted to sell dangerous and potentially hazardous goods such as firecrackers, knives or Silly Spray String in pressurised containers, for example.

Sites will be allocated on a first come, first served basis but not before 10.00am on the day of the event. Bare sites (3x3m) are available for \$20. Sites will be charged for every 3m of frontage. If you have a 4m tent or require extra space you will need to book two sites and will be charged \$40. Stalls must have a set of secure foot support leg pole weights. **Please note: NO PEGS!**

Power is available. Electrical compliance is required to ensure public safety.

If you have Public Liability Insurance please provide a copy of your current Public Liability Insurance Certificate with your application. If you do not have Public Liability please contact Jamie Moloney on 0428 677 595.

There will be extensive advertising for the event.

SUBMITTING YOUR APPLICATION

Email attached form to: Jamie Moloney - vmoloney1@bigpond.com

Payment:

Cheque: Post to PO Box 443, Collie WA 6225

Direct deposit to account: Collie Cycle Club (Inc)

BSB: 633-000

Account No: 162173546

Reference: **Your Registered Name (important)**

Enquiries Jamie Moloney

0428 677 595

Facebook

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CONDITIONS

1. The Collie Labour Day Festival Committee (hereafter referred to as “The Committee”) reserve the right to scrutinise all prospective stallholders prior to acceptance.
Stalls or products considered to be inappropriate or in contravention of applicable trading laws will be rejected and the decision of The Committee shall be final.
For example, it is not permitted to sell dangerous or potentially hazardous goods such as firecrackers, knives or Silly Spray String at this event.
2. The Committee will endeavour to limit the number of competing food stallholders to encourage a widespread of food alternatives. However, stallholders should not assume that competing food types will not occur.
3. **The Committee is unable to accommodate “preferred” site placement.**
4. Stall holders must comply with requests made by the Organisers. Stall holders may be ejected from the event in cases of non-compliance or at the request of the Shire of Collie.
5. The Committee or the Collie Cycle Club (Inc) will not be liable for any loss or damage to stallholders’ property whilst on site.
6. If, for any reason the Committee finds it necessary to cancel or postpone the event, it shall not be liable for compensation to exhibitors or stallholder other than the refund of payments made for sites.
7. No monies will be refunded if the stallholder cancels after the 14th February 2020 or if a stallholder has agreed to a stall and fails to appear on the day.
8. Bare sites will be available for stall holders by 10am on Sunday. Stalls must be open for business by 12pm and the area vacated by 10pm.
9. As space is at a premium, stall holder vehicles are to be removed from the event area unless they are essential (for example, coffee and food vans).
10. Stalls are to be kept within the designated area marked for their site.
11. Equipment must be in transport position when moving about the site and must not unduly damage the grounds, or car park. Travel speed is restricted to 5kph on the site during the event (Walking Pace).
12. All sites must be maintained in a clean and tidy condition during the market and upon vacation of the site. Any rubbish is to be removed by the stall holder.
13. Stall holders must reinstate any damage made to the grounds caused by their stall holding.
14. No public address systems are to be used apart from the official public address system provided, except by prior arrangement.
16. Stall holders are responsible for the safety of all persons and exhibits on their sites.
17. All electrical leads must be safety tested by a qualified person and have a current safety tag attached before use. The safety tag must remain on the electrical lead at all times. Electrical certification is a requirement of the Collie Shire Council Permit approval to conduct the event.
18. In the interests of public health, “no smoking” is to be encouraged at all times, especially around food items.
19. Alcohol is not permitted to be consumed during the event.

2020 STALLHOLDER REGISTRATION

Organisation/Business Name: (if applicable):	
Contact Name(s):	
Address:	
Email:	
Phone:	Phone:
Type of stall:	
Main items or services for sale:	
Do you have Public Liability Insurance? (If yes, please attach a copy of the certificate of currency) <input type="checkbox"/> Yes <input type="checkbox"/> No	
What type of structure or vehicle will you be using? <input type="checkbox"/> Van <input type="checkbox"/> Trailer <input type="checkbox"/> Truck <input type="checkbox"/> Gazebo	
Will you need power? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes what do you require <input type="checkbox"/> 10 amp <input type="checkbox"/> 15 amp <input type="checkbox"/> 20 amp <input type="checkbox"/> 3 phase	

REGISTRATION FEE	Price	Quantity	Total \$
Number of bays (3m x 3m each, maximum four)	\$20 each		
How are you making payment? <input type="checkbox"/> Direct deposit <input type="checkbox"/> Cheque Collie Cycle Club BSB – 633000 A/C - 162173546			

ADDITIONAL INFORMATION

Do you have any other additional preferences, requirements or requests not already indicated, or any suggestions for future improvements, if you have attended this event in the past?

Requirements or suggestions:

DECLARATION

- I have read and understood the 2019 Collie Christmas Pageant Festival and Markets Conditions and agree to abide by them.
- My electrical leads have been tested and tagged by a qualified electrical tagger.
- Certificate of Registration of a Food Business attached (if applicable).
- Certificate of Currency of Public Liability Insurance attached (if applicable).

Signature:
Name (printed):
Date:

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