



## Stallholder Information

The **2024 Collie Labour Day Festival** will be held on Saturday, 2<sup>nd</sup> March 2024 and Sunday, 3<sup>rd</sup> March 2024.

The Festival Markets will be held, at Central Park on Forrest Street, from 10.30am until 4.00pm Sunday 3<sup>rd</sup> March 2024.

The markets officially open at 10.30am. Stallholders will be required to remain until 4.00pm. Setup of stalls will commence at 8.00am and will be completed by 10.30am.

Live music will be playing until around 5.00pm - 5.30pm.

<b>Location</b>	Central Park, Forrest Street, Collie
<b>Critical dates</b>	Event is to be held on Sunday, 3 <sup>rd</sup> March 2024, from 10.30am to 4.00pm. Applications for stalls, including payment, are due by Friday, 2 <sup>nd</sup> February 2024. Please read these guidelines prior to applying.
<b>Enquiries</b>	Jamie Moloney 0408 946 720 <a href="mailto:colliecycleclub@bigpond.com">colliecycleclub@bigpond.com</a>
<b>Facebook</b>	Collie Labour Day Festival @collielabourdayfest

## Important information

If you intend selling food or drinks, please be aware that all food and consumable products must comply with your current **Certificate of Registration - Food Business Certificate/Registration from Your Local Authority (a copy of this must be supplied)**.

If you are not registered with the Shire of Collie a food Notification/Registration form will need to be filled out.

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 and stall holders notified in the week leading up to the event. Bare sites (3x3m) are available for \$35. 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 \$70. 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.

You **MUST** have Public Liability Insurance. Please provide a copy of your current Public Liability Insurance Certificate with your application.

**There will be extensive advertising for the event.**

## Submitting your application

**Email attached form to:** Jamie Moloney - [colliecycleclub@bigpond.com](mailto:colliecycleclub@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  
0408 946 720

**Facebook** Collie Labour Day Festival @collielabourdayfest

## 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 Organising 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 2<sup>nd</sup> February 2024 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 8.00am on Sunday. Stalls must be open for business by 10.30am and the area vacated by 5.30pm.**
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.

# 2024 Stallholder Registration

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

## Registration fee

	Price	Quantity	Total \$
<b>Number of bays</b> 3m x 3m each	\$35 each		
<b>TOTAL \$</b>			
<b>How are you making payment?</b>	Direct deposit Collie Cycle Club BSB – 633000 A/C - 162173546		<input type="checkbox"/> Cheque

## 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?

<b>Requirements or suggestions:</b>

## Declaration

- I have read and understood the 2024 Collie Labour Day Festival 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).
- Shire of Collie food Notification/Registration form (if applicable).
- Certificate of Currency of Public Liability Insurance attached.
- Relevant Shire & Racing, Gaming & Liquor permits.

<b>Signature:</b>
<b>Name (printed):</b>
<b>Date:</b>