

KALAMUNDA  COMMUNITY ARTS Inc
STIRK ISLAND

SUNDAY 30th October 2016

11am to 7:30pm

Stirk Park, Kalamunda

STALL HOLDER INFORMATION & APPLICATION

This is the 31st year of Zig Zag Community Arts Festival in Kalamunda. The festival is a free event with entertainment, art activities for all ages, as well as food stalls. Our theme this year is "**Stirk Island - one hundred years on**". We would like to invite you to apply for a stall at our festival to be held at Stirk Park, Kalamunda on **Sunday 30 October 2016**.

An application form is enclosed. Please complete a description of all goods for sale on the application form and enclose photos/ samples (if this is your first year). Applications will undergo selection according to the criteria set out in the attached terms and conditions. The Festival is registered for GST, and the stall fees are subject to GST charges. An invoice (stating our ABN) and receipt for stall fees will be sent to all successful applicants. Full application fees will be returned to unsuccessful applicants. An administration fee of \$10 will be levied for cancellations.

- Please return your application **ASAP**, together with the fee, insurance certificate of currency (if applicable) and photos and/or samples if required.

The festival is an open air event and each year the layout changes to accommodate the various activities which take place in the park on the day. Successful applicants will be notified of plot location, park entry and parking details prior to the festival.

PLEASE NOTE THAT SHADE, RAIN PROTECTION, SEATING AND TABLE COVERINGS ARE TO BE PROVIDED BY THE STALL HOLDER.

Thank you for supporting the Kalamunda Zig Zag Community Arts Festival.

For enquiries contact:

zigzagcommunityarts@gmail.com or

Nicole on 0416 152 997 or Gail on 0404 926 400

GENERAL ARRANGEMENTS, TERMS AND CONDITIONS

Zig Zag Festival Day - Sunday, 30 October 2016

Please read this information carefully.

LOCATION Stirk Park, Kalamunda Road, Kalamunda

TIME 11:00am until 7:30 pm – Craft fair 11:00am until 5:00pm (you may stay until 7:30pm by arrangement)

SETTING UP OF CRAFT STALLS

Cars are permitted into the park from **8:00am until 9:30am ONLY!** Set up must be completed by 11am.

PACKING UP OF CRAFT STALLS

Cars are **NOT** allowed into the park in the afternoon until a Zig Zag co-ordinator escorts you in and out. Stalls should not be packed up before 5pm. The craft fair finishes at 5:00pm however, by prior arrangement and depending on site placement, some stalls may continue until 7:30pm.

PARKING

There will be parking available in Stirk Park off of Elizabeth Street. This parking area will be limited to stall holders ONLY. A parking permit and more details will be sent to successful applicants.

CANCELLATIONS

Cancellations shall be in writing to the arts and crafts co-ordinator to be received no later than 8 days prior to the festival. Cancellations received prior to this date will be levied a \$10 administration charge. Cancellations after this date will result in forfeit of all payments unless agreed by organisers.

STALL PLOTS

1. An outdoor plot of the size requested on the application form will be provided for the fee stated on the application form. This is a rate per plot.
2. There is **no** power available. Stall holders will be responsible for providing their own SHADE, rain protection, chairs and table coverings.
3. Stall holders are to keep their plots clean and tidy during the festival and to leave the plot in the same condition as found at the beginning of the day.

INSURANCE

Every stall at the Zig Zag Festival is required to carry Public Liability Insurance. If you **do** carry Public Liability Insurance please forward a copy of your certificate of currency with your application. If you **do not** have Public Liability Insurance, Zig Zag Community Arts will provide your stall coverage for the event; however we must charge an extra fee of between \$10 and \$11 to cover the cost of the policy.

ARTS AND CRAFTS SELECTION

1. **Only art or craft items detailed on the application form and agreed by the organisers can be offered for sale.** Previous stall holders are not guaranteed a stall at subsequent festivals. Preference will be given to items that are **hand made, unique, creative and of excellent quality.** The organisers reserve the right to select applicants at their discretion. Recent photographs of items to be sold are to be submitted with the application form and should be representative of the quality of goods to be offered for sale. Samples and photos can be returned by arrangement.
2. The organisers may request use of your photos for publicity purposes, please print your name and address on the reverse of the photo. All items shall be displayed attractively. Any items for sale which have not been included in the application form may be removed from the stall.
3. Food items (e.g. cakes, pickles etc) shall only be offered for sale with permission from the organisers and shall comply with current Health (Food Hygiene) regulations.(details available on request) A permit to sell food from the Shire of Kalamunda (**Shire cost involved**) must be forwarded to the organisers **3 weeks prior** to festival day.

ARTS AND CRAFTS STALL APPLICATION
KALAMUNDA ZIG ZAG COMMUNITY ARTS FESTIVAL
SUNDAY 30th October 2016

NAME: _____

EMAIL: _____

NAME OF STALL: _____

ADDRESS: _____

PHONE..... MOBILE.....

VEHICLE REGISTRATION NUMBER (for parking permit purposes)

DO YOU TRADE AS:

A BUSINESS ABN _____

OR A HOBBYIST?

DETAILED DESCRIPTION OF ALL ITEMS FOR SALE

Please include recent photographs or samples of items for sale (if you are new to our Festival).

PLEASE NOTE: Descriptions, photos/samples are used for selection process, so they need to be representative of all goods for sale.

Detailed description

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.....

Which parts are handmade by the stallholder?

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.....

Are any of the finished items bought or imported? (please specify)

.....
.....

Do you have Public Liability Insurance?

(if so, **please send a copy** of your Certificate of Currency from your insurance company with this form).

SUNDAY 30th October 2016

STALL PLOT REQUIREMENTS **Please tick one option:**

STALL PLOT FEES

IF YOU DO HAVE PUBLIC LIABILITY INSURANCE FOR YOUR STALL

- FULL PLOT:** \$110.00 PER PLOT (\$100 FEE PLUS \$10 GST) approx. 4m x 4m (includes 1 trestle table of approx 1.8m x 0.9 which must be returned to place of pickup before you leave). Two or more people, arranged by stall holder may share a plot.
- GROUP PLOT:** \$275 PER PLOT (\$250 FEE PLUS \$25 GST) approx. 12m x 4m (includes 4 trestle tables).

IF YOU DO NOT HAVE PUBLIC LIABILITY INSURANCE FOR YOUR STALL

- FULL PLOT:** \$121 PER PLOT (\$110 FEE PLUS \$11 GST) approx. 4m x 4m (includes 1 trestle table of approx 1.8m x 0.9 which must be returned to place of pickup before you leave). Two or more people, arranged by stall holder may share a plot.
- GROUP PLOT:** \$286 PER PLOT (\$260 FEE PLUS \$26 GST) approx. 12m x 4m, includes 4 trestle tables which must be returned to place of pickup before you leave.

PAYMENT OPTIONS **(please tick one)**

- Direct Deposit-** (Bendigo Bank)

Account Name: Zig Zag Community Arts

BSB: 633000

Account: 152838876

Description: PLEASE USE THE FOLLOWING: "**VENDOR**" & YOUR "**NAME OF YOUR STALL/COMPANY**"
eg: VENDOR, EASY ART

Please email your **receipt**, your **application form** & your **insurance certificate** to:

zigzagcommunityarts@gmail.com

- Mail**

Make cheque out to: **Zig Zag Community Arts Inc.**

Mail **cheque, Application Form & insurance certificate** to:

Zig Zag Community Arts Inc

PO Box 761

Kalamunda, WA 6926

Fees will be returned to unsuccessful applicants.

The Shire of Kalamunda has a surcharge of \$50 for every food stall at the Festival, however fundraising and community groups are exempt from the charge. Three weeks before Festival day your application must be submitted to the Shire. We will send you the Shire application later.

For more information contact:

zigzagcommunityarts@gmail.com or

Nicole on 0416 152 997 or Gail on 0404 926 400

<http://www.zigzagfestival.org/>

I have read and agree to the General Arrangements, Terms and Conditions.

Signed (all applicants)

Sign..... Date