

2011 'Pirates in the Park' Festival



SUNDAY 30th October 2011

11AM to 8:00PM
Stirk Park, Kalamunda



STALL HOLDER INFORMATION & APPLICATION

Kalamunda Zig Zag Community Arts Inc. invites you to apply for a stall at our 2011 festival. An application form for a craft stall at the Kalamunda Zig Zag Community Arts Festival is enclosed.

The festival is a free event with entertainment, art activities for all ages, as well as food stalls. The arts and craft stalls are a popular feature of the festival and this year we are encouraging items with a pirate theme. The craft fair finishes at 5:00pm however there may be an option for some stalls to continue until 8:00pm.

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 as soon as possible, together with the fee, insurance certificate of currency (if applicable) and photos and/or samples if required.
- ***Applications close 31 August, 2011.***

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:

Gail Campbell 9257 3864 or gailcampbell99@gmail.com

Lyn Harris 0412 656 867

GENERAL ARRANGEMENTS, TERMS AND CONDITIONS

Zig Zag Festival Day - Sunday, 30 October 2011

Please read this information carefully.

LOCATION Stirk Park, Kalamunda Road, Kalamunda

TIME 11:00am until 8:00 pm – Craft fair 11:00am until 5:00pm (you may stay until 8:00pm by arrangement)

SETTING UP OF CRAFT STALLS

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

PACKING UP OF CRAFT STALLS

Cars are **NOT** allowed into the park in the afternoon. Stalls should not be packed up before 5pm. Assistance will be available, if necessary, to return stall holders goods to their cars after 5pm.

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 14 days prior to the festival (by October 16th). Cancellations received within this time will be levied a \$10 administration charge. Cancellations after this date will result in forfeit of all payments unless agreed by organisers. The organisers reserve the right to cancel agreement before or on day of the festival, with out prior notice.

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.
3. Stall holders will be responsible for providing their own SHADE, rain protection, chairs and table coverings.
4. 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.
5. All packing materials are to be stacked neatly during the festival and removed at the end of the day & all rubbish is to be placed in the bins provided.
6. Any electrical equipment used on the site must have a current Electrical Safety Tag. (see: http://www.commerce.wa.gov.au/worksafe/Content/Safety_Topics/Electricity/index.htm)

INSURANCE

Every craft, arts and food 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.
2. 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 and do not accept products that are not of a suitable standard.
3. Recent photographs of items to be sold are to be submitted to the organisers with the application form. Selection is usually from these photos and /or samples, as requested, and so should be representative of the quality of goods to be offered for sale.
4. Photos will not normally be returned, samples will be returned by arrangement. The organisers may use photos for publicity purposes, please print your name and address on the reverse of the photo.
5. Previous stall holders are not guaranteed a stall at subsequent Zig Zag Festivals.
6. All items shall be displayed appropriately and attractively. Any items being offered for sale which, in the opinion of the organisers, are not of sufficient quality, or which have not been included in the application form, may be removed from the stall at no cost to the organisers.
7. 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) Appropriate licences and permits from your local authority (i.e. Shire of Kalamunda or other) must be forwarded to the organisers 2 weeks prior to festival day.

For enquiries contact:

Gail Campbell - 9257 3864 or gailcampbell99@gmail.com

Lyn Harris – 0412 656 867

ARTS AND CRAFTS STALL APPLICATION
KALAMUNDA ZIG ZAG COMMUNITY ARTS FESTIVAL 2011
Application closing date – 31st August 2011

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?

Have you had a stall at the Zig Zag Festival before? YES When? _____
 NO

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)

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Do you have Public Liability Insurance?

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

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, including 1 trestle table of approx 1.8m x 0.9. 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, including 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, including 1 trestle table of approx 1.8m x 0.9. 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, including 4 trestle tables.

Please make cheques or money orders payable to 'Zig Zag Community Arts Inc.'

Fees will be returned to unsuccessful applicants.

Note: 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. Two weeks before Festival day your application must be submitted to the Shire.

I have read and agree to the General Arrangements, Terms and Conditions 2010.

Signed (all applicants)

..... Date

PLEASE ENSURE THAT YOU HAVE ENCLOSED

1. Completed Application Form.
2. Recent Photos (if you are new to our Festival).
3. Stall Fee.
4. Insurance certificate (if applicable)

SEND TO:

Zig Zag Community Arts Inc
PO Box 761
Kalamunda, WA 6926