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**NON-EDIBLE VENDOR APPLICATION FORM**

**Homegrown Katanning vendor applications open 17 September 2018**

**(Applicants located within Shire of Katanning)**

If Katanning applications are not received before 1 November 2018 the Harmony Festival Committee may accept other vendor applications of a similar nature.

**All vendor applications open 1 November 2018**

**Applications close Friday 15 February 2019**

**Please return to** [admin@katanning.wa.gov.au](mailto:admin@katanning.wa.gov.au) **or in person at the Shire of Katanning Administration.**

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## TERMS AND CONDITIONS

* If your application is successful, the Shire of Katanning will issue you an invoice (if applicable). Your vendor booking is not confirmed until you have paid your invoice in full.
* An information pack will be forwarded to successful exhibitors by Friday 8 March 2018.
* No vehicles are allowed in festival zone after 11.00am. Street parking is available within walking distance. The Ranger will issue fines if your vehicle remains in the festival zone.
* Bump In 10.30am. Vendor vehicle street access from 10.30am-11.00am.
* Trading starts 12.30pm. Trading finishes at 7.00pm.
* The festival is held outdoors on bitumen road and paved footpaths therefore you are unable to ‘peg in’ marquees and there is no protection from rain. We strongly encourage you to bring the following:
  + 1. Marquee with side walls and sand bags or weights (to hold marquee down).
    2. Lighting for when it gets dark.
    3. Large bin.
    4. Cleaning materials for spillages on road/paving.
* A *site* is ground space only; exhibitors are required to provide all materials to erect a stall, including tables, chairs, power leads (minimum 50 metres length), marquees, rubbish bins, signage etc.
* Damage caused to sites will be the responsibility of the vendor.
* Sites must be left in a clean and tidy condition with all rubbish taken with you.
* Failure to appear at the festival will be considered a breach of contract, and no refund of monies will be made.
* Stall holders must hold their own Public Liability Insurance that includes cover for the 2019 Katanning Harmony Festival event. If you do not have public liability insurance, please visit one of the following websites:

[www.stallholders.com.au/insurance](http://www.stallholders.com.au/insurance) Or [www.localcommunityinsurance.com.au](http://www.localcommunityinsurance.com.au)

* Smoking and alcohol consumption is not permitted at the event.
* All electricity requirements must be stated on the application form. No power can be provided unless stated on form.

## IMPORTANT INFORMATION

### Accommodation

We recommend booking in advance: [www.katanning.wa.gov.au/explore/public-facilities/accommodation](http://www.katanning.wa.gov.au/explore/public-facilities/accommodation)

### Attendance numbers

2019 is the 10th year birthday celebration of the Katanning Harmony Festival. We are anticipating approximately 7000 people to visit over the weekend.

### Electricity

15 and 10amp electric power is available. Exhibitors must supply their own power cords and cord covers **(minimum length required 30 metres per plug)**, which must be tag tested for safety. Sorry there is no 3phase power available. The Shire of Katanning is not responsible for any damage to electrical equipment. Stall holders are encouraged to bring their own generator. Generators should not contribute unduly to noise or vibration levels. All generators, electrical cabling, switches, fuses and the like should be kept clear of patrons and properly and safely secured.

### Emergency

Emergency exits will be marked on the site allocation letters. All stall holders must review and sign the risk management plan. A first aid kit will be available at the ‘Shire Pop Up Shop’ on the day of the event.

### Enquiries

[publicrelations@katanning.wa.gov.au](mailto:publicrelations@katanning.wa.gov.au) (08) 9821 9999

facebook.com/KatanningHarmonyFestival

***STALL SUGGESTIONS***

* Showcase your culture or heritage
* Offer traditional cutlery or serving methods (chopsticks, banana leaf, etc)
* Offer samples or $1 “tasters” so visitors can try a bit or everything
* Dress in colourful or traditional outfits
* Decorate your stall to reflect what you are selling (flag of origin, materials/hanging ornaments, carpet)
* Have a colourful/bright menu and price list
* Display a brief history or explanation of what you are selling
* Large banner with the name of your stall

### Please indicate which best describes you:

* Business / individual / commercial / for profit
* Community group / not for profit / non commercial / charity

### Name of Organisation / Business / Group:

**ABN:**

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**Stall name (to be listed in festival program):**

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### Contact Person:

### Postal Address:

### Email: Phone:

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### Summary of what are you selling or displaying?:

### Cost calculation for business sites:

* 1 site: Business / Individual. 3m (depth) x 3m (width) $25
* 2 sites: Business / Individual. 3m (depth) x 6m (width) $50
* 3 sites: Business / Individual. 3m (depth) x 9m (width) $75
* Custom size: \_\_\_\_\_\_\_\_\_\_\_\_ $TBA

### Cost calculation for community group site:

* 1 site: Community group. 3m (depth) x 3m (width) Free
* 2 sites: Community group. 3m (depth) x 6m (width) Free
* 3 sites: Community group. 3m (depth) x 9m (width) Free
* Custom size: \_\_\_\_\_\_\_\_\_\_\_\_ Free

*Please remember to include the length of tow balls and awnings in your measurements.*

**Power requirements: (3 phase is not available)**

* x1, 10 amp $5.00
* x2, 10 amps $10.00
* x3, 10amps $15.00
* x1, 15amps $5.00
* x2, 15 amps $10.00
* Own generator FREE
* Unpowered FREE

**Powerboards are not to be used**. Please bring one 30 metre extension cord for each plug requested above (eg. If you selected x2, 10 amps you need to bring two 30 metre extension cords).

**TOTAL COST: = $**

**Height required:**

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### Please indicate your type of stall structure (marquee, van, trailer, etc):

## Have you attached your public liability insurance with your application:

* Yes
* No

**Organisation Facebook address:**

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**Organisation Instagram address:**

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### Declaration by Applicant:

By submitting this form, I, the undersigned, certify that I have read and agree to comply with the terms and conditions set out in this application.

Full name:

Signature:

Date:

## Please keep a copy of this application for your records.

**For regular Harmony Festival updates please follow facebook.com/KatanningHarmonyFestival**