



NON-EDIBLE VENDOR APPLICATION FORM

- **Katanning vendor applications open 5 October 2020 (located within Shire of Katanning)**
- **All vendor applications open 6 November 2020**

If Katanning applications are not received before 6 November 2020 the Harmony Festival Committee may accept other vendor applications of a similar nature.

LIMITED STALL SPACES

Applications close Friday 29 January 2021

Please return to harmonyfestival@katanning.wa.gov.au or in person at the Shire of Katanning Administration.

Please note that as we receive a high volume of applicants, once all vendor applications open, stall spaces will be granted on a first in – first served basis.

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 5 March 2021.
- 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 9.30am. Vendor vehicle street access from 9.30am-11.00am.**
- **Trading starts 12.00pm. Trading finishes at 6.00pm.**
- **Bump Out 6.00pm. Vendor vehicle street access from 6.15pm onwards.**
- 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:
 - i. Marquee with side walls and sand bags or weights (to hold marquee down).
 - ii. Lighting for when it gets dark.
 - iii. Large bin.
 - iv. 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 2020 Katanning Harmony Festival event. If you do not have public liability insurance, please visit one of the following websites: www.stallholders.com.au/insurance Or 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.
- Please note that silly string, toy guns or weapons will not be allowed to be sold at Katanning Harmony Festival.

IMPORTANT INFORMATION

Accommodation

We recommend booking in advance: www.katanning.wa.gov.au/explore/public-facilities/accommodation

Attendance numbers

The Katanning Harmony Festival attracts approximately 5000-6000 people. The event has indicated a steady increase each year.

Electricity

15 and 10amp electric power is available. Exhibitors must supply their own power cords and cord covers (**minimum length required 50 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.

Lighting

As the event continues into the evening please ensure to bring battery or solar powered lighting or lanterns for your stall.

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 Marquee' or Pop up shop on the day of the event. Location to be identified when information packs sent out.

Stall Enquiries

Natassia (Tash) Shirazee, Community Relations Officer
harmonyfestival@katanning.wa.gov.au or (08) 9821 9999

KATANNING HARMONY FESTIVAL – SATURDAY 13 MARCH 2021

NON EDIBLE VENDOR APPLICATION FORM

STALL SUGGESTIONS

- Showcase your culture or heritage
- Offer samples so visitors can try a bit of 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 price list
- Display a brief history or explanation of what you are selling
- Large banner with the name of your stall
- Solar powered fairy lights on or around display of items you are selling

Name of Organisation / Business / Group:

ABN:

Stall name (to be listed in festival program):

Contact Person:

Postal Address:

Email:

Phone:

Please indicate which best describes you:

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

Cost calculation for business sites

- 1 site: Business / Individual. 3m (depth) x 3m (width) \$27.50
- 2 sites: Business / Individual. 3m (depth) x 6m (width) \$55.00
- Custom size: _____ \$TBA (\$27.50 per site)

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
- Custom size: _____ Free

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

Power requirements: (3 phase is NOT available- sorry for any inconvenience)

- x1, 10 amp \$10.00
- x2, 10 amps \$20.00
- x3, 10amps \$30.00
- x1, 15amps \$15.00
- x2, 15 amps \$30.00
- Own generator FREE
- Unpowered FREE

Please note 1x 10 amp OR 1x 15amp is suited to 1 appliance. **Power boards are not to be used.** Double adaptors can be used for items such as toaster/electric whisk/kettle/etc. Please bring one 50 metre extension cord for each plug requested above (eg. If you selected x2, 10 amps you need to bring two 50 metre extension cords).

Marquee hire

A limited number of marquees are available to hire. Marquees can not be guaranteed and availability will be confirmed with you before your application is processed. Bond money will be returned after the marquee has been inspected on return.

Marquee hire – Business / Individual

- 1x Marquee bond and hire \$50.00 bond + \$100.00 day hire
- 2x Marquee bond and hire \$50.00 bond + \$200.00 day hire

Marquee hire – Community group / non-commercial

- 1x Marquee bond and hire \$50.00 bond + \$50.00 day hire
- 2x Marquee bond and hire \$50.00 bond + \$100.00 day hire

TOTAL COST:

= \$ _____

What will your stall be selling/displaying:

Please note that silly string, toy guns or weapons will not be allowed to be sold at Katanning Harmony Festival.

Height of stall required:

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:

Organisation Instagram address:

If you would like to have your stall promoted on the Katanning Harmony Festival page if successful, please attach promotional photos with your application or email them to harmonyfestival@katanning.wa.gov.au

The Katanning Harmony Festival 2021 theme is ‘Making Connections’. How does your stall fit within the Harmony Festival theme? **Must be filled out*

How would your stall promote the Harmony Festival and ways of ‘Making Connections’? (See Stall Suggestions for ideas)

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.

Please tick the following to confirm that:

- I have read the terms and conditions for the Katanning Harmony Festival

Full name:

Signature:

Date:

Please keep a copy of this application for your records.

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

| FOR OFFICE USE ONLY | | | |
|---------------------|--|--------------|---|
| DATE RECEIVED | | PROCESSED ON | |
| RECORD NUMBER | | SUCCESSFUL | <input type="checkbox"/> Yes <input type="checkbox"/> No |