



(NON-EDIBLE) MARKET STALL APPLICATION FORM

SATURDAY 25 MARCH 2023

Applications close Friday 27 January 2023

Please note this is an expression of interest only, and if successful, you will be advised via email.

Application Timeline & Details	
<p>Applications open to Katanning-based stalls only This is for businesses, groups and organisations based within the Shire of Katanning area. Other stalls outside of these areas may apply but will not be considered until 14 November 2022.</p>	Monday 17 October 2022
<p>Applications open to all stallholders To keep variety in the festival, there will be a limit on the number stalls selling the same products. First preference will be given to Katanning stalls but if Katanning applications are not received before 14 November 2022, other stalls selling similar products may be selected instead.</p> <p><i>Please note that as we receive a high volume of applicants, once all stall applications open, stall spaces will be granted on a first in – first served basis.</i></p>	Monday 14 November 2022
<p>All applications must be received by due date</p>	Friday 27 January 2023

2023 KATANNING HARMONY FESTIVAL

The Katanning Harmony Festival runs over two days starting with the Friday Food Night on Friday 24 March 2023 ahead of the huge street festival on Saturday 25 March 2023.

The annual festival showcases the positive aspect of Katanning's cultural diversity as the community comes together to offer a festival that promises colour, culture, connection, and excitement. Featuring cultural dance, music, kids' zone, youth activities, market stalls, international food village, and more!

Only three hours from Perth with a variety of accommodation available, the festival has established itself as one of the highlights on the Great Southern Calendar with about 5,000 people expected to attend.

The 2023 Katanning Harmony Festival theme is "Communities Reconnecting", which will focus on bringing different communities and cultures together to reconnect and celebrate after the last few years of hardship, isolation, loss and more. For regular Harmony Festival updates please follow www.facebook.com/KatanningHarmonyFestival

OFFICE USE ONLY

FILE REFERENCE		DATE RECEIVED		DATE PROCESSED	
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**2023 KATANNING HARMONY FESTIVAL – SATURDAY STREET FESTIVAL
25 MARCH 2023, 12PM – 6PM, AUSTRAL TERRACE, KATANNING
(NON-EDIBLE) MARKET STALL APPLICATION**

Name of Organisation/Business/Group			
ABN (if applicable)			
Stall Name (for festival program)			
Contact Name		Contact Number	
Postal Address			
Email			
Organisation Type		<input type="checkbox"/> TYPE A - Business / individual / commercial / for-profit / government <input type="checkbox"/> TYPE B - Community group / not for profit / non-commercial / charity	
What will your stall be selling/displaying?			
<i>Please note that silly string, toy guns or weapons will not be allowed to be sold at Katanning Harmony Festival.</i>			
Cost calculation for business sites (TYPE A)	<i>Please remember to include the length of tow balls and awnings in your measurements.</i> <input type="checkbox"/> 1 site: Business / Individual - 3m (depth) x 3m (width) \$27.50 <input type="checkbox"/> 2 sites: Business / Individual - 3m (depth) x 6m (width) \$55.00 <input type="checkbox"/> Custom size (please specify): TBA		
Cost calculation for community group sites (TYPE B)	<i>Please remember to include the length of tow balls and awnings in your measurements.</i> <input type="checkbox"/> 1 site: Community group/not-for-profit - 3m (depth) x 3m (width) Free <input type="checkbox"/> 2 sites: Community group/not-for-profit - 3m (depth) x 6m (width) Free <input type="checkbox"/> Custom size (please specify): Free		
Power requirements: (3 phase is NOT available- sorry for any inconvenience)	<input type="checkbox"/> x1, 10 amp \$10.00 <input type="checkbox"/> x2, 10 amps \$20.00 <input type="checkbox"/> x1, 15amps \$15.00 <input type="checkbox"/> x2, 15 amps \$30.00 <input type="checkbox"/> Own generator FREE <input type="checkbox"/> Unpowered FREE		

We recommend using your own generator where possible as power availability is very limited. Power requirements may impact where your stall is placed.

*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 AT LEAST one 50 metre extension cord for each plug requested above.** (e.g., If you selected x2, 10 amps you need to bring two 50 metre extension cords). It is your responsibility to make sure that your cords will reach the power generators.*

Marquee hire	<p>A limited number of marquees are available to hire. Marquees cannot 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.</p> <p>Marquee hire – Business / Individual</p> <p><input type="checkbox"/> 1x Marquee bond and hire \$50.00 bond + \$100.00 day hire</p> <p><input type="checkbox"/> 2x Marquee bond and hire \$50.00 bond + \$200.00 day hire</p> <p>Marquee hire – Community group / non-commercial</p> <p><input type="checkbox"/> 1x Marquee bond and hire \$50.00 bond + \$50.00 day hire</p> <p><input type="checkbox"/> 2x Marquee bond and hire \$50.00 bond + \$100.00 day hire</p>		
Stall structure type (please tick all that apply)	<input type="checkbox"/> Marquee <input type="checkbox"/> Van <input type="checkbox"/> Trailer	<input type="checkbox"/> Car <input type="checkbox"/> Table only <input type="checkbox"/> Other	Height of stall required: (please list in metres)
TOTAL COST	\$		
Have you attached your public liability insurance with your application?			
Temporary public liability can be obtained from https://mymarketinsurance.com.au/			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
How will your stall be demonstrating cultural diversity and build connections with festival visitors?			
This is an important aspect of the Katanning Harmony Festival and we recommend ideas like:			
STALL SUGGESTIONS			
<ul style="list-style-type: none"> • Showcase your culture or heritage with posters, flag bunting or banners • Dress in colourful or traditional outfits • Decorate your stall to reflect what you are selling (flag of origin, materials/hanging ornaments, carpet) • Display a brief history or explanation of what you are selling or about the people behind the stall 			

DECLARATION BY APPLICANT

I, the undersigned, certify that I have read and agree to comply with the terms and conditions set out above.

Full Name	
Signature	
Date	

Application closing date - Friday 27 January 2023

Please return this application to:

Shire of Katanning

By post: PO Box 130, Katanning WA 6317

In person: 52 Austral Terrace, Katanning WA 6317

By email: harmonyfestival@katanning.wa.gov.au

Please keep a copy of this application for your records.

Important Information

Accommodation

We recommend booking in advance: <https://www.katanninghub.com/katanning-accommodation>

Attendance numbers

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

Stall Enquiries

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

Terms and Conditions

Successful Applications and Attendance

1. If your application is successful, the Shire of Katanning will notify you via email or phone call.
2. All stallholders will be informed in writing of their stall site locations, bump in time and location at least one week prior to the Katanning Harmony Festival. All stall allocations are final.

Stall Payment, Cancellation and Refunds

3. Invoices (if applicable) for stalls will be issued in January and February. Stalls who have not paid their fees by the event will have their stall removed or given to someone on the waitlist. If you decline your stall offer, no fees apply.
4. Once your stall offer is accepted and paid for, should you cancel two (2) or more weeks prior to the market date for which you have been accepted, you will be entitled to a 100% refund of your stall fee. To be refunded successfully, there may be a creditor form that needs to be completed (if you aren't already in the system for payment).
5. Cancellations received within two (2) weeks or less, prior to the specified market date for which you have been accepted, are non-refundable. Emergency circumstances are exempt from this and will be refunded.
6. Notification of non-attendance is required in with an explanation provided, in writing, as to the reason for non-attendance.
7. Failure to appear at the festival will be considered a breach of contract, and no refund of monies will be made.
8. If for reasons the Katanning Harmony Festival is cancelled, the Shire of Katanning will contact all stall holders via phone or e-mail of event cancellation with as much notice as possible and stalls will receive a full refund. To be refunded successfully, there may be a creditor form that needs to be completed (if you aren't already in the system for payment).

Stall Presentation and Traffic Management

9. Strictly no vehicles are allowed in festival zone after 11.00am for bump-in. Failure to abide by this rule may result in a fine and disqualification from future Shire of Katanning events. Street parking is available within walking distance and will be clearly marked on the site maps that will get sent closer to the event date.
10. **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.
11. During bump-in and bump-out there is a strict traffic flow. You may only enter at the allocated entry point, following the one-way traffic flow and must exit at the allocated exit point. There are no exemptions to this as it is for patron safety. Please remember that there may be pedestrians in the event area during set up. All vehicles must drive slowly through the road closure area during the allocated times above.
12. For easy flow, stalls may be given times to bump-in based on where their stall is located. Please adhere to the recommended times to allow for a smooth set up. Please make sure you have enough people to assist in setting up your stall effectively as festival staff may not have the time to help.
13. Stalls must not commence pack up prior to the advertised closing time.
14. Strictly no moving vehicles are allowed in festival zone before 6.00pm for bump-out. Failure to abide by this rule may result in a fine and disqualification from future Shire of Katanning events.
15. Stallholders must comply with the market's traffic plan and parking allocation for stallholders.

16. Stallholders are required to unload their market supplies at their allocated bump-in location, and immediately move their car to the event parking.
17. Stallholders requiring extra assistance when moving between event parking to the event (for any reason) must notify event staff or volunteers.
18. Stallholders must follow directions of market staff at all times to ensure safety.
19. All stallholders are responsible for the removal of their own rubbish and must leave their allocated space in the condition it was found prior to bump-in.
20. 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:
 - Marquee with side walls and sandbags or weights (to hold marquee down).
 - Lighting for when it gets dark.
 - Large bin & cleaning materials for spillages on road/paving.
21. 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.
22. Damage caused to sites will be the responsibility of the vendor.
23. Sites must be left in a clean and tidy condition with all rubbish taken with you.
24. Stallholder displays and materials must stay within their assigned stall space. Failure to do so may result in items being removed by festival staff for safety reasons.
25. Please show all consideration to safety of yourself, your team, your fellow stallholders and patrons. For any safety concerns you have during the event at or near your stall, please contact Katanning Harmony Festival staff or volunteers as soon as possible to prevent injury.
26. Shire of Katanning and Katanning Harmony Festival take no responsibility for the weather. Please come prepared for all weather conditions.

Stall Operation

27. Stall holders must be ready to trade by the start of the Katanning Harmony Festival at 12:00pm.
28. Stallholders agree to trade for the entire duration of the Katanning Harmony Festival they have accepted to participate in.
29. Stallholders are responsible for the area of their stall and surrounds and must leave the area clean and tidy.
30. All stallholders must be respectful and considerate of their neighbouring stallholders, their spaces and any shared areas. This is not only to ensure the safety of stallholders and patrons, but to maintain a courteous and friendly environment for all.
31. Stall holders are not to sell silly string, toy guns or weapons at the Katanning Harmony Festival.
32. As the event continues into the evening, please ensure to bring battery or solar powered lighting or lanterns for your stall.

Regulations and Insurance

33. Stall holders must hold their own Public Liability Insurance that includes cover for the 2023 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
34. Smoking and alcohol consumption is not permitted at the event.
35. Stallholders must not at any time insult or intimidate anyone including other stallholders, customers, visitors and staff. Failure to comply may result in the immediate closure of your stall and you will be prohibited from trading at the next or any future Shire of Katanning events. You must not engage in any conduct which is disruptive or inconsistent with the purpose of the Katanning Harmony Festival. This includes but is not limited to online bullying, engaging in false claims in online reviews or slander of the Shire of Katanning or Katanning Harmony Festival, our stallholders, our venues, or our staff.

Electrical Safety and Requirements

36. All electricity requirements must be stated on the application form. No power can be provided unless stated on form.
37. All your electrical gear and cords must be tagged and tested **prior** to the festival, this is to ensure the safety of everyone and to avoid electrical faults. Stalls will be inspected on the day of the festival prior to the start of the event. **If your equipment has not been tested and tagged, you may be unable to operate.**
38. Exhibitors must supply their own power cords and cord covers (**minimum length required 50 metres per plug**). Any cords that go across a walkway will be covered by festival staff. Please group any cords that run across a walkway together with other stallholder cords to make it easier for cables to be safely covered.
39. The Shire of Katanning is not responsible for any damage to electrical equipment. Stall holders are encouraged to bring their own generator.
40. 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.

Other

41. While all care is given where possible, the Shire of Katanning and Katanning Harmony Festival are indemnified from any theft, loss or damages to persons, money, or goods as a result of participating in the festival.
42. Images of stallholders and stallholder products may be used as promotional material by the Shire of Katanning for media and publicity purposes. By applying to be a stall holder you grant the Shire of Katanning full rights to use the images resulting from the photography/video filming, and any reproductions or adaptations of the images for marketing or, publicity for future Katanning Harmony Festival promotion. This might include (but is not limited to), the right to use them in their printed and online publicity, social media, press releases and funding applications.
43. Emergency exits will be marked on the site allocation letters. A first aid kit will be available at the 'Shire Marquee' outside the front of the Shire of Katanning Administration and Civic Centre, 52 Austral Terrace, Katanning, on the day of the event.
44. Stallholders found in breach of any of the terms and conditions outlined within this document, risk exclusion from future events, determined at the discretion of the Shire of Katanning.