



NON-EDIBLE VENDOR APPLICATION FORM

**Homegrown Katanning vendor applications open 9 October 2019
(Applicants located within Shire of Katanning)**

If Katanning applications are not received before 11 November 2019 the Harmony Festival Committee may accept other vendor applications of a similar nature.

All vendor applications open 11 November 2019

Applications close Friday 14 February 2020

Please return to admin@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 6 March 2020.
- 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.**
- **Bump Out 7.00pm. Vendor vehicle street access from 7.30pm 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 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' located at the start of the Food Village on the day of the event.

Stall Enquiries

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

SITE APPLICATION FORM

STALL SUGGESTIONS

- Showcase your culture or heritage
- Offer samples or \$1 “tasters” 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) \$25
- 2 sites: Business / Individual. 3m (depth) x 6m (width) \$50
- 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
- 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 \$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

Power boards are not to be used. Double adaptors can be used for items. Please bring 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).

TOTAL COST:

= \$ _____

Height 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:

The Katanning Harmony Festival 2020 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.

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