



STALL HOLDERS EXPRESSIONS OF INTEREST FORM

CAPELFEST SUNDAY 28TH MARCH 2010

Please read the enclosed Information Sheet before completing this form.
Stall Coordinator Contact 0407 778 256

TYPE OF STALL REQUIRED – (please tick ✓)

FOOD PLANTS JEWELLERY WINE

CLOTHING COTTAGE INDUSTRY OTHER

NOT FOR PROFIT COMMERCIAL

Name of Contact Person: _____

Name of Organisation/Business: _____ ABN: _____

Postal Address: _____

Phone (W): _____ (H): _____ Mobile: _____

Email: _____ Fax: _____

Have you held a stall at CapelFest before? YES/NO Most recent year of attendance: _____

Type of goods or food to be sold (please be specific): _____

[SITE INFORMATION - Please see Information Sheet for fees associated with stalls.](#)

Total number of bays required: _____
(All general market stall bays are 3m frontage x 3m depth, non profit Food vendors 3mx3m, Commercial Food Vendors standard bay 6mx3m)

Selling from (please circle):

Own Trestle Table Own Marquee Own Shade tent Own Vending Van
Own Utility Own Car Other (Specify)

Note: Stall holders to provide all necessary infrastructure

Type & number of power points required
(only 15amp available @ \$22 per outlet)

**PLEASE SIGN THIS FORM
(DO NOT SEND ANY MONEY NOW)
AND POST TO:
CAPEL FEST PO BOX 303 CAPEL WA 6271**

CONDITIONS

1. **All expressions of interest forms will be considered within a selection process. Applicants will be notified as to the result of their application.**
2. **Expressions of Interest forms must be lodged to CapelFest no later than 30th November 2009. Please do not send any money now.**
3. The CapelFest committee reserves the right to refuse any applicant or change stall locations without notice.
4. Current Public Liability Insurance cover is the responsibility of the stall holder.
5. Stall holders participate in CapelFest at their own risk.
6. Stall fees will not be refunded should inclement weather or factors beyond the control of the CapelFest organising committee that may affect the event.
7. No refunds will be given for cancellations.
8. Behavior by stall holders is expected to be appropriate for professional customer service, and the committee reserves the right to close down a stall and direct the holder to leave.
9. Festival hours are 9:00am until 4:00pm. Stall holders should be set up and ready to commence trading at 9:00am. Support vehicles are to be removed to designated parking areas by 8:30am and will be permitted back to stall area at 4:00pm.
10. Vehicles will not be permitted to park in or behind bays unless this is essential to your type of sales and has been pre-arranged and confirmed in writing with your Location Map.
11. In the interest of public safety **NO DOGS ALLOWED.**
12. For safety reasons, no stall is permitted to sell cap guns or toys with any firing ability.
13. Trestles, tables, marquees etc are to be supplied by the stall holder. It is recommended that provision of shade be made by stall holder for your comfort and protection of goods.
14. Power requirements must be clearly stated on the Expression of Interest Form. Power will not be available on the day unless this has been previously booked and confirmed in writing with your Location Map. Stall holders are responsible for their own extension cords. Power boards are not permitted unless cleared with the Stall Coordinator. A Power Safety Information Sheet will be forwarded with your location map. Compliance with the guidelines is essential.
15. All fees are to be paid in full by Friday 29 January 2010. No refunds will be made after this date. Late applications received after this date will incur an additional \$20 processing fee.
16. All applicants will receive confirmation, receipt and location map prior to the event.

I (name) _____ have read and understand the above conditions that apply to my application to participate in CapelFest 2010.

Signed _____ Date _____

OFFICE USE ONLY

Amount _____ Receipt # _____ Date _____ Stall Ref _____

Bay # _____ Receipt, Confirmation & Map Sent _____

MARKET STALL INFORMATION FOR CAPEL FEST 28TH MARCH 2010

STALL CO-ORDINATOR 0407 778 256

Preference for stall space is allocated in the following order:

1. Local (Shire of Capel) community groups
2. Local (Shire of Capel) commercial
3. South-West community groups
4. South-West commercial
5. WA community groups
6. WA commercial
7. Australian community groups/charities
8. International charities
9. Australian commercial
10. Other

1. For the purpose of allocating stall space, stalls are considered "commercial" unless proceeds of sales are for a non-profit community group.

2. For the purpose of stallholder fees, "commercial" category refers to stalls selling products which are not handmade by the applicant **or** when sales of the product is planned, organized & carried on in a "business-like" manner.

FEES PER BAY FOR CAPELFEST 2010

	Non-profit community group	Commercial
General Market Stalls	\$47.00	\$73.00
Amusements (excluding Side Show Alley)	\$49.00	\$73.00
Food stalls (i.e. hot food, drinks, etc)	\$49.00 (one 3mx3m bay) additional bays \$49.00 per bay plus power requirements	\$170.00 (one 6mx3m bay) additional 3mx3m bays \$85.00 per bay plus power requirements
Information	FOC	\$73.00

**POWERED SITE = EXTRA \$22 PER 15AMP OUTLET OR PART THEREOF.
(NO 3-PHASE AVAILABLE)**

FOC= Free of Charge. All prices include GST

EXPRESSIONS OF INTEREST REQUIRED BY 30TH NOVEMBER 2009

PLEASE RETAIN THIS FOR YOUR RECORDS

Note that bays are based on a 3m frontage. Sites requiring a larger area will need to pay for the appropriate number of bays.

For Food & Drink stall holders only:

- Temporary food stalls must comply with Shire of Capel guidelines for food stalls.
- Enclose food vendor's license.
- Completed Expression of interest application form by due date.
- **To ensure that you receive all necessary information and receipts you MUST include one stamped, self addressed DL business size envelope.**

For Wine Area stall holders only:

- Completed Expression of interest application form by due date.
- **To ensure that you receive all necessary information and receipts you MUST include one stamped, self addressed DL business size envelope.**

For General Stall holders only:

- Completed Expression of interest application form by due date.
- **To ensure that you receive all necessary information and receipts you MUST include one stamped, self addressed DL business size envelope.**

For Amusement Stall Holders only:

- Completed Expression of interest application form by due date.
- Successful applicants must provide a copy of their current public liability insurance certificate.
- **To ensure that you receive all necessary information and receipts you MUST include one stamped, self addressed DL business size envelope.**

Please Note –

- The annual CapelFest is a non-profit event managed by volunteers from within the local community. Many local businesses provide sponsorship and in-kind support to ensure the day is a success. Funds generated by the food & market stalls, together with grants from government and other sources, are used to assist in the provision of children's activities, live entertainment, advertising and amenities. The provision of such activities and equipment ensures a huge crowd patronises the event. In turn, community groups and stallholders enjoy the benefits of fundraising activities and sales respectively.
- To show your appreciation stall holders are requested to provide a gift or produce to the value of \$10 to be used in a fund raising raffle to ensure future events are possible.
- Expressions of interest application forms are available from www.mysouthwest.com.au or by following the links from the Shire of Capel website www.capel.wa.gov.au

EXPRESSIONS OF INTEREST REQUIRED BY 30TH NOVEMBER 2009