



# SunFest 2012 – Stall Registration Form

Sunbury Festival - 'the third weekend in March each year'

Saturday 17<sup>th</sup> and Sunday 18<sup>th</sup> March 2012

**1. Indicate type of site – please tick**       Food Site       Non Food Site

Please print clearly in BLOCK LETTERS. Only completed Registration Forms accompanied with your current **Public Liability Insurance** certificate valued at no less than \$10 million and photos/brochures of your stall. All successful applicants will be notified via email and you will be sent a Tax Invoice for Stall Site Fees and/or power charges upon approval. All payments are to be made by the due date on your Tax Invoice. Payment method will be listed on your Tax Invoice (see Terms and Conditions).

**REGISTRATIONS CLOSE ON 28th FEBRUARY EACH YEAR. Do not send payment with this Registration Form.**

All Registration Forms must be mailed to: **Stall Coordinator, C/o: Sunbury Festival, P.O. Box 332, Sunbury Victoria 3429**

**2. Please complete:**

Business Name: _____
ABN: _____ Business Phone: ( ) _____ Mobile: _____
What Products / Services are you selling? _____
Given Name: _____ Surname: _____
Address: _____ State: _____ Post Code: _____ <b>(No PO Boxes are accepted)</b>
Fax No: ( ) _____ Email: _____
Vehicle Registration No: _____ State: _____
Next of Kin (Emergency Contact) _____ Phone: ( ) _____

**You need to attach the following when submitting your Stall Application Form:**

- Your business card and brochures (if you have one)
- A copy of your current Public Liability Insurance certificate "Certificate of Currency" with clear details.
- 2 x current colour photos of your stall (1 x front view and 1 x side view). Please ensure the photos show as much details of your stall as possible.
- For food providers complete photocopy of your current Food Handlers Certificate.
- For food providers a complete list of all foods and beverages you will be selling during the Festival

**Stall size requirements: \*We have Marquee Hire This Year**

**One stall site size is 3m x 3m.** If your site requirement exceeds this size you are required to register for an extra site or sites. Each additional site is another **3m x 3m**. Each additional site will incur another site fee.

**3. Please tick required site size.**

- 1 site 3m x 3m (1 site charge)       2 sites 3m x 6m (2 site charges)       3 sites 3m x 9m (3 site charges)

**All Stall Holders must provide some form of shelter (Marquee, Market Umbrella, Caravan etc \*Marquee Hire Available)** - Due to underground irrigation all Marquees used on the Village Green **MUST** be secured by a method other than large tent pegs. It is suggested stand alone style Marquees and Umbrellas be used instead or heavy water and/or sand containers.

**4. Please advise your proposed shelter type and size:**      Type of Shelter: \_\_\_\_\_      Size: \_\_\_\_\_ x \_\_\_\_\_

**5. Stall allocations: - please tick.**

- I will be attending Saturday ONLY       I will be attending Sunday ONLY       I will be attending both days

**6. Stall Holders on Saturday: - please tick.**       I will be leaving at **5pm** on Saturday       I will be leaving at **11pm** on Saturday

**7. Power Requirements: - please tick.** - A flat rate of \$50.00 **per site** will be charged to you for the use of power.

- I **do not** require any power on my site
- I will be using LPG Bottles (Gas Bottles) during the festival
- I have my own Diesel / ULP Generator (size) ..... hp which I will be operating during the Festival
- I require you to supply me with Electrical Power. **The total Amps required on my site is: \_\_\_\_\_ (required field)**

**Office Use Only:**

Stall Name: \_\_\_\_\_ Site No#: \_\_\_\_\_ No# of Sites: \_\_\_\_\_ App No#: \_\_\_\_\_

Selling: \_\_\_\_\_ Sat / Sun / Both      Sat Out: 5pm / 11pm

Power: Y / N -Amps: \_\_\_\_\_ Own P/S Type: \_\_\_\_\_ Insurance/Photos: Y / N      Food Certs: Y / N / NA      Rec No#: \_\_\_\_\_

Paid: Y / N - Date: \_\_\_/\_\_\_/\_\_\_      Pmnt Type: \_\_\_\_\_ Inv Date: \_\_\_/\_\_\_/\_\_\_      Inv No#: \_\_\_\_\_      Inv Amount: \_\_\_\_\_

## 7a. Electrical Equipment - Power Requirements

To ensure ample power supply is provided **please list all electrical equipment and their amperage** which you plan to use on your site. Example: Cash register, Fridge, Light/s, Fan/s other: **Note: NO 3 Phase power is available to Stall Holders.**

### Electrical Leads, Power Boards –

- All Stall Holders requiring power must supply their own extension leads (approx 15m) and power boards. **No leads will be supplied by the Festival “Event Staff”.** All extension leads and power boards **must be tested and tagged** regardless if less than 6 months old, prior to attending the Festival. Refer to Terms and Conditions.
- Our independent Service Contractor will be available for testing and tagging and/or replacement of your 3 pin plugs at the information marquee between 7.00am to 8.00am on Saturday. There will be a charge for this service.

### Bump In (Arrival) and Bump Out (Departure) –

- **On Saturday:**
  - o **Food Stall Holders** to bump in (arrive) between 6.00am – 7.00am.
  - o **All other Stall Holders** to bump in (arrive) between 7.00am – 8.00am.
  - o On Saturday there is an opportunity to bump out (depart) between **5.00pm – 6.00pm** or after **11.00pm**. Stall Holders departing between 5.00pm – 6.00pm must be escorted by a steward.
- **On Sunday:**
  - o **All Stall Holders** to bump in (arrive) between 7.00am – 8.00am.
  - o On Sunday bump out time (depart) is between **5.00pm – 6.00pm**. (Including Motor Show Entrants)
- On Saturday and Sunday all vehicles must be off the Village Green by 8.30am and all stalls need to be ready to trade at 9:00am.

**8. Fees and Charges** - All fees can be found on our website: [www.sunfest.org.au](http://www.sunfest.org.au). Ensure when measuring your site size you include vehicle tow bars and trailer draw bars. **Please complete the table below by circling the appropriate criteria and the charge associated to your Stall.**

Description	Saturday Only	Sunday Only	Both Days	TOTAL
Community Group within Hume not selling goods	\$ 40.00	\$ 30.00	\$ 60.00	\$
Community Group within Hume selling goods	\$ 50.00	\$ 40.00	\$ 70.00	\$
Community Group outside Hume not selling goods	\$ 60.00	\$ 50.00	\$ 90.00	\$
Community Group outside Hume selling goods	\$ 70.00	\$ 60.00	\$ 110.00	\$
Home Based Business within Hume	\$ 80.00	\$ 70.00	\$ 130.00	\$
Home Based Business outside Hume	\$ 90.00	\$ 80.00	\$ 150.00	\$
Retailer within Hume	\$ 110.00	\$ 100.00	\$ 200.00	\$
Retailer outside Hume and Government Departments	\$ 220.00	\$ 200.00	\$ 400.00	\$
Government Projects and Departments	\$ 220.00	\$ 200.00	\$ 400.00	\$
Power (optional)	\$ 50.00	\$ 50.00	\$ 60.00	\$
Marque Hire 3 x 3 metres = 1 standard site	\$ 80.00	\$ 80.00	\$ 100.00	\$
Marque Hire 3 x 6 metres = 1 standard site	\$ 90.00	\$ 90.00	\$ 110.00	\$
Ask our Coordinator about other Marquee Sizes			TOTAL	\$

### 9. Declaration:

I the person named in this Stall Registration hereby declare that I have read and agree to abide by all the Terms and Conditions of the Sunbury Community Festival Inc. (Terms and Conditions are available at [www.sunfest.org.au](http://www.sunfest.org.au)).

I agree to not bring any disrepute to the Sunbury Community Festival - SunFest - and will accept in full any costs incurred due to not abiding by the above mentioned Guidelines, negligence, accident, injury, breakage, or damage and any repair costs caused by myself or persons action on my behalf; and I am aware that the Sunbury Community Festival is an Alcohol Free Event.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Name: \_\_\_\_\_  
 (Stall Holders signature) (Please Print Name)

### Sunbury Community Festival Inc. – ‘SunFest’

PO Box 332 Sunbury Victoria 3429

Phone: 0421 815 807 – Email: [info@sunfest.org.au](mailto:info@sunfest.org.au) - Web: [www.sunfest.org.au](http://www.sunfest.org.au)

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