



# STALL EXPRESSION OF INTEREST REGISTRATION FORM

Saturday 16th & Sunday 17th March 2024

Please print clearly in BLOCK LETTERS. Only completed Registration Forms accompanied with all requested supporting documentation will be accepted (see explanatory notes for details of required documentation). All successful applicants will be notified via email and you will be sent a Tax Invoice for your Stall Site Fees upon approval. All payments are to be made by the due date on your Tax Invoice. Preferred payment method is via EFT (see banking details on your invoice).

**REGISTRATIONS CLOSE ON 20th February EACH YEAR.**  
**Do NOT send payment with this Registration Form.**

## 1 STALL HOLDER BASIC INFORMATION

### APPLICANTS PERSONAL DETAILS

FIRST NAME: \_\_\_\_\_ SURNAME: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ MOBILE PHONE: \_\_\_\_\_

EMAIL ADDRESS:  
(MUST BE SUPPLIED) \_\_\_\_\_

STREET ADDRESS:  
(PO BOXES NOT ACCEPTED) \_\_\_\_\_

SUBURB: \_\_\_\_\_ STATE: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

VEHICLE REGISTRATION NO: \_\_\_\_\_ DRIVERS LICENSE NO: \_\_\_\_\_

### APPLYING FOR (Please tick one)

FOOD STALL

NON FOOD STALL

FOODTRADER NUMBER:  
FOOD STALLS ONLY) \_\_\_\_\_

### PRODUCTS/SERVICES DESCRIPTION

PROVIDE A BRIEF DESCRIPTION OF PRODUCTS/SERVICES YOU ARE SELLING:

## 2 SUPPORTING DOCUMENTATION

Have you supplied all supporting documentation? (See Explanatory Notes for required documentation)

#### ALL STALL HOLDERS TO SUPPLY:

- Public Liability Certificate of Currency
- Website URL
- Social Media Links (Instagram/Facebook)
- Business Card and/or Brochure (if you have one)
- 2 Current Coloured Photos of your Stall

#### ADDITIONAL FOR FOOD STALLS ONLY:

- Food Handlers Certificates of ALL Workers
- FoodTrader Statement of Trade Certificate
- FoodTrader Registration of Food Premises Certificate
- Complete List of ALL Food & Beverages for Sale



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## 3 STALL SIZE & SITE CONFIGURATION (NO PEGS ALLOWED)

### STALL SIZE REQUIREMENTS (Please tick one)

One stall site size is **STRICTLY 3m x 3m**. If your site requirement exceeds this size you are required to apply for additional sites as required. Each additional site will incur another site fee.

- 1 Site 3m x 3m (1 Site Charge)
- 2 Sites 3m x 6m (2 Site Charges)
- 3 Sites 3m x 9m (3 Site Charges)

### SITE CONFIGURATION WITH MULTIPLE SITES (Please tick one)

If you require more than one site, please indicate the configuration you require. See 'Stall Holder Application Explanatory Notes' for details regarding site configuration.

- Horizontal
- Vertical

## 4 SHELTER TYPE

- MARQUEE
- MARKET UMBRELLA
- CARAVAN
- FOOD TRUCK
- OTHER: \_\_\_\_\_

SIZE: \_\_\_\_\_ x \_\_\_\_\_ METERS

## 5 ATTENDANCE (Please tick)

For 'Bump In and Bump Out' times, please refer to 'Stall Holder Application Explanatory Notes'.

- I will be attending **Saturday ONLY**
- I will be Bumping Out at **5PM Saturday**
- I will be Bumping Out at **11PM Saturday**
- I will be attending **Sunday ONLY**
- I will be attending **BOTH DAYS**

## 6 POWER REQUIREMENTS

**SUNFEST IS UNABLE TO PROVIDE POWER!**

PLEASE TICK ALL THAT APPLY:

- I **DO NOT** need power
- I will be using LPG Bottles (Gas Bottles) during the festival
- I have my own Diesel / ULP Generator which I will be operating during the festival



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## 7 FEES & CHARGES

Please complete the table below by inserting the number of sites next to the appropriate group and preferred day/s. Refer to Stall Holder Explanatory Notes for full details.

DESCRIPTION	SATURDAY ONLY	NO. 3m x 3m SITES	OR	SUNDAY ONLY	NO. 3m x 3m SITES	OR	BOTH DAYS	NO. 3m x 3m SITES	TOTAL
Selling Goods	85.00			55.00			110.00		\$
Information	65.00			45.00			90.00		\$
Food Stall / Food Truck	145.00			75.00			200.00		\$
Government	195.00			95.00			250.00		\$
Not For Profit Organisation	45.00			25.00			60.00		\$

## 8 DECLARATION

I, the person named in this Stall Registration hereby declare that I have read the 'Explanatory Notes' and SunFest's Terms and Conditions and agree to abide by all the Terms & 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 abovementioned 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:** \_\_\_\_\_  
(Stall Holder Signature)

**FULL NAME:** \_\_\_\_\_  
(Print Full Name)

**DATE:** \_\_\_ / \_\_\_ / \_\_\_