



APPLICATION FORM & GUIDE SUNFEST STALL HOLDERS

CONTACT US

Sunbury Community Festival Inc.

stalls@sunfest.org.au

P.O. BOX 332 Sunbury, Vic 3429

SUNFEST.ORG.AU
BE PART OF SOMETHING BIG





46+
YEARS
FESTIVAL HISTORY

35,000+
FESTIVAL ATENDEES



4000 m²
MARKETING
SPACE

LARGEST
Volunteer Festival in
Melbourne's North



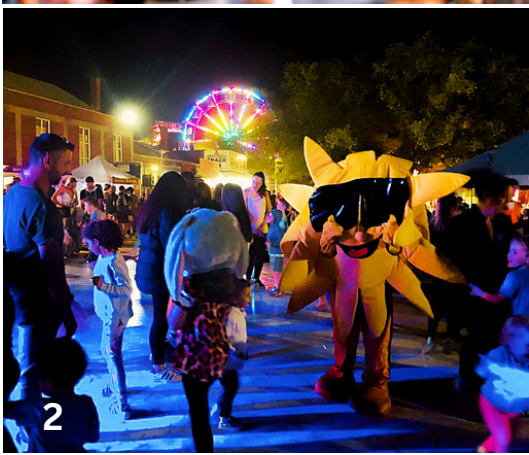
**BE
PART
OF** SOMETHING
BIG



31+ ENTERTAINMENT
PERFORMANCES AND EVENTS
TO KEEP EVERYONE ENGAGED



80,000
SOCIAL MEDIA HITS



17+
HOURS
FESTIVAL EXPOSURE
TIME SAT & SUN

DIVERSITY
79.3%
(born in Australia)
Other common countries
of birth were China, UK,
India, Italy & New Zealand



ABOUT TRADING AT SUNFEST



INTRODUCTION

Sunbury Community Festival (SunFest) has been a constant for the local community: with a history spanning over 46 years, we take immense pride in being the largest community-run festival in Melbourne's North. Every year, we bring together a vibrant and diverse community, attracting over 30,000 attendees who come from all corners of Victoria. Over the years, we have become more than just an event; we have grown into a cherished tradition that brings people together to create lasting memories.

WHAT IS SUNFEST?

SunFest is a two-day, free-to-enter community festival. SunFest is run solely by volunteers, drawing visitors from across Melbourne to benefit the local Sunbury and surrounding community. SunFest offers a broad range of produce, plants and flowers, authentic street foods, food trucks, community groups, local traders, businesses and general goods such as clothing, toys, accessories, collectables and gifts. With so many aspects to the festival there is something for everyone.

SunFest runs two days of entertainment on the Main Stage, a Grand Street Parade on the Saturday afternoon, Fireworks and Torchlight Parade on the Saturday night and on Sunday we hold the SunFest Colour Run. We have stalls and carnival rides over both days.

WHY SUNFEST?

Join SunFest's vibrant community of vendors and food enthusiasts by applying for a stall at our event! With multiple sites, engaging entertainment over two days, and exciting rides, SunFest provides the perfect platform to showcase your offerings and attract a diverse range of customers. Don't miss this opportunity to connect with a captivated audience, enjoy the festive atmosphere, and grow your business in a dynamic and supportive environment.

We are interested in speaking with retailers, businesses and community groups that can offer quality, value for money products, that appeal to our diverse community and build upon SunFest's reputation as Sunbury's community festival destination. We are also interested in applicants who are able to offer new and interesting stall uses not currently available at SunFest.

SUITABLE STALL USES INCLUDE:

- Locally grown fresh produce & packaged foods
- Local traders and businesses
- Community groups and clubs
- Food trucks
- Authentic street foods from around the world
- Locally designed and/or produced fashion and accessories
- Toys, games, crafts and hobbies
- Quality cookware, kitchenware, manchester and homewares
- Quality handmade art and handcrafted goods
- Retail services

APPLICATION PROCESS

A

Read the Stall Holder Application Form & Guide - Explanatory Notes

Please read the Explanatory Notes (PAGE 7-8) carefully. Please contact us with any queries.

B

Fill out Stallholder Application Form

Please use online application form OR print and write clearly using BLOCK LETTERS. Please fill in ALL sections. Please ensure all information is legible & accurate.

C

Terms & Conditions

It is mandatory that you read and accept the SunFest Terms and Conditions document as this forms part of your application. The 'Terms & Conditions' are available at www.sunfest.org.au

D

Submit Online/Email Application Form

Please submit online application OR email application form to stalls@sunfest.org.au
Please include all supporting documentation.

E

Application Review Process

SunFest Stallholder Coordinator reviews your application to determine if you meet our selection criteria. If you are successful see 'Stage F'. If unsuccessful, you will be advised via email.

F

Successful Applicants

Congratulations!! 'Stage F' means your application has been successful. SunFest Stallholder Coordinator will advise you of your success with further details. You will be invoiced for the Site Fees at this stage.

STALLHOLDER FEES

STALL TYPE	DURATION	
SELLING GOODS	Saturday Only	\$85.00
	Sunday Only	\$55.00
	Both Days	\$110.00
INFORMATION	Saturday Only	\$65.00
	Sunday Only	\$45.00
	Both Days	\$90.00
FOOD STALL / FOOD TRUCK	Saturday Only	\$145.00
	Sunday Only	\$75.00
	Both Days	\$200.00
GOVERNMENT	Saturday Only	\$195.00
	Sunday Only	\$95.00
	Both Days	\$250.00
NON FOR PROFIT ORGANISATIONS	Saturday Only	\$45.00
	Sunday Only	\$25.00
	Both Days	\$60.00



WHAT'S INCLUDED?

ALL STALL FEES INCLUDE:

Stall Site (strictly 3m x 3m). If your site requirements exceed this size, you are required to apply for an additional site(s).

NOT INCLUDED:

- Public Liability Insurance
- Marquee/Shelter & Shelter Weights
- Electricity
- Storage
- Vehicle parking on the Village Green

PRODUCTS AND SERVICES

PERMITTED PRODUCTS/SERVICES:

We are a family friendly event, we will favour products of a unique and appealing nature.

PROHIBITED PRODUCTS/SERVICES:

This event promotes inclusivity and any distributed materials must refrain from containing statements that are illegal, fraudulent, defamatory, offensive, obscene, pornographic, threatening, deceitful, or could potentially lead to a harassment case based on sex, gender, race, political affiliation, disability, or other protected status.

Candidates from any political party MUST focus on promoting themselves rather than their political affiliation. Candidates are encouraged to highlight their work through brochures and handouts but banners at the front of the stall must be promoting the candidates and not the political party.

TRADING HOURS

TRADING HOURS ARE AS FOLLOWS:

SATURDAY	9AM - 11PM
SUNDAY	10AM - 4PM

ACCESS HOURS ARE AS FOLLOWS:

BUMP IN (ARRIVAL)	FOOD STALLS 6AM - 7AM OTHER STALLS 7AM - 8AM
BUMP OUT (DEPARTURE)	SATURDAY 5PM - 6PM OR AFTER 11PM SUNDAY 4PM

DOCUMENTATION

ALL STALL HOLDERS:

- Certificate of Currency for Public Liability (Minimum \$10 Million)
- Website URL
- Social Media Link (Instagram / Facebook)
- Business Card and/or Brochure
- 2 Current Coloured Photos of your stall. (1x Front View / 1x Side View)
Please ensure the photos show as much detail of your stall as possible.

ADDITIONAL FOR FOOD STALLS:

- Food Handlers Certificate
- FoodTrader Statement of Trade Certificate (Download PDF from FoodTrader Website)
- FoodTrader Registration of Food Premises Certificate
- Complete list of all food & beverages that will be sold during the festival





KEY SELECTION CRITERIA

SunFest is an inclusive community event welcoming participation from both the local community and beyond, providing a platform for businesses to reach SunFest patrons. The success and decision to approve stall holder applications is at the discretion of the SunFest Stall Holder Coordinator.

THE SELECTION CRITERIA USED TO ASSESS STALL HOLDER APPLICATIONS ARE SUMMARISED BELOW:

- Preference will be given to local stall holders where possible
- Preference will be given to stalls selling unique items
- Suitable for SunFest's Culture: is the product/service suitable for SunFest, taking into consideration SunFest's Vision and objectives?
- Potential for Financial Success: does the product/service have the potential of being financially successful?
- Rarity & Individuality: are there similar types of products also being sold at a similar stall?
- A 'SunFest' personality: are you vibrant, passionate about your product and a good communicator?

The sequences of the above criteria does not imply any relative priority or weighting. Furthermore the above criteria are not to be interpreted as the sole criteria upon which applications are assessed.

APPLICATION REQUIREMENTS

Applications must be made via the online Stall Holder Application form OR on the attached application form. Each applicant will bear the total cost of making an application.

All relevant documentation or concept outlines to be considered as part of the application should be attached to this form at the time of lodgement.

Whilst an attempt has been made to ensure that information contained in this document is accurate at publication (2023), we do not accept any responsibility or liability for the accuracy of information contained in this document. You should verify all information by making the necessary enquiries at the time of application.

We reserve the right to act as it seems fit after considering applications received.

LODGING YOUR APPLICATION APPLICATIONS CAN BE:

- submitted online via SunFest Website
- printed, scanned & emailed to stalls@sunfest.org.au

WHAT HAPPENS NEXT

- Completing the SunFest Stall Holder Application fully will help us determine whether you will be successful. Required documentation, photographs and other information about your merchandise will assist;
- Assessment of your application will take up to two months from the date lodged;
- All applicants will be notified in writing of the outcome of their application;
- SunFest's decision is not open to appeal.

PLEASE KEEP IN MIND

The SunFest committee is made up of volunteers. We do not receive any benefits either financially or in kind for our work putting this event together. Please be patient with us and mindful of this with any contact.

Contact via email is preferred to allow us to keep track of all information.

STALL HOLDER APPLICATION EXPLANATORY NOTES

The 'Stall Holder Application - Explanatory Notes' is a guide to help you complete your 'Stall Holder Application Form'. The notes in this will relate to the numbered sections on the Stall Holder Application Form.

1 BASIC INFORMATION

Please complete ALL boxes and sections, writing clearly using BLOCK LETTERS. Please ensure all information is legible & accurate. Please supply your ABN (Australian Business Number), if you have one. Please make sure your email address and phone number is accurate and legible. Please indicate in this section if you are applying for a Food Stall OR a Non-Food Stall.

2 SUPPORTING DOCUMENTATION

Please ensure you attach all supporting documentation. We need:

ALL STALL HOLDERS:

- Copy of your Certificate of Currency for Public Liability (Minimum \$10 Million) (Please note that for Body Art and Henna stalls, you must provide a relevant Certificate of Currency clearly showing coverage for this industry)
- Website URL
- Social Media Link (Instagram / Facebook)
- Business Card and/or Brochure (if you have one)
- 2 Current Coloured Photos of your stall. (1x Front View / 1x Side View). Please ensure the photos show as much detail of your stall as possible.

ADDITIONAL FOR FOOD STALLS ONLY:

- Complete copy of your Food Handlers Certificate of ALL workers
- Copy of your FoodTrader Statement of Trade Certificate (Download PDF from FoodTrader Website)
- Copy of your FoodTrader Registration of Food Premises Certificate
- Complete list of all food & beverages that will be sold during the festival.

3 STALL SIZE & SITE CONFIGURATION (NO PEGS ALLOWED)

STALL SIZE REQUIREMENTS:

In order to maximise the number of stalls the village green can take, one stall site is strictly 3m x 3m. This includes the drawbar of any trailers. If your site requirements exceed 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.

SITE CONFIGURATION WITH MULTIPLE SITES:

If you require more than one site, please indicate the configuration you require. i.e. if you require 2 sites. You may have single frontage or double frontage. Single Frontage is referred to as Vertical. Double Frontage is referred to as Horizontal. Indicate on the application form which you require.

4 SHELTER TYPE

All stall holders must provide some form of shelter (Marquee, Market Umbrella, Caravan, etc).

Due to underground irrigation ALL stall holder shelter types including marquees used on the Village Green MUST NOT be secured by using tent pegs. It is suggested standalone style marquees with heavy water and/or sand containers (that can be purchased at Bunnings) are used.

5 ATTENDANCE

Bump In = Arrival **Bump Out** = Departure

SATURDAY:

- Food Stall Holders to Bump In (arrive) between 6:00am – 7:00am (this is to ensure that all vehicle movement and power requirements are met early to address any issues if they arise)
- All other Stall Holders to Bump In (arrive) between 7:00am – 8:00am
- NO vehicles are permitted on the green. All stalls need to be ready to trade by 9:00am.
- If you have a large stall you may have the opportunity to Bump In and set up on the Friday Night by prior arrangement only. Power will not be supplied Friday night.
- There is an opportunity to Bump Out (depart) between 5:00pm – 6:00pm or after 11:00pm. Please indicate on the Stall Application your preferred Bump Out time. Stall holders departing between 5:00pm – 6:00pm must be escorted by a steward.

SUNDAY:

- All Stall Holders to Bump In (arrive) between 9:00 am – 10:00am.
- All stalls need to be ready to trade by 11:00am.
- On Sunday Bump Out time (depart) is 4:00pm.

STALL HOLDER APPLICATION EXPLANATORY NOTES

The 'Stall Holder Application - Explanatory Notes' is a guide to help you complete your 'Stall Holder Application Form'. The notes in this will relate to the numbered sections on the Stall Holder Application Form.

POWER REQUIREMENTS SUNFEST IS UNABLE TO PROVIDE POWER!

ELECTRICAL LEADS & POWER BOARDS:

All stall holders requiring power must supply their own extension leads (approx 15m) and power boards. Do not overload power boards. No leads will be supplied by the Festival 'Event Staff'. All extension leads and power boards must be tested and tagged regardless, prior to attending the Festival. Refer to the 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. It is a requirement from Hume City Council that all powered sites carry a fire extinguisher suitable for their site and in the event of a total fire ban a permit from the local CFA will be required. Please note that if you are bumping in Friday night we are unable to supply power overnight and you will need to supply your own generator.

6

HOW TO CALCULATE HOW MANY 'AMPS' AN APPLIANCE IS:

Electricity is measured in units of energy called watts. WATTS is generally defined as the amount of power (or energy) an appliance uses (consumes) when operated at its maximum capacity for 1 hour. AMPS on the other hand are defined as how much energy an appliance draws, or the rate of energy that flows through wire when an appliance is used for 1 hour. Finally, VOLTS is what energises the appliance or it is the force that pushes electricity through wire to the appliance. You can determine power characteristics of an appliance if watts rating is not provided, by the following equation: $V \text{ (Volts)} \times A \text{ (Amps)} = \text{Watts (Ohm's Law)}$

$$A=W/V \quad V=W/A$$

Each appliance will sometimes show the Amps but if it doesn't you can calculate it using the Voltage and Wattage which should be provided. For example: To determine Amps consumed by a 25watt 12V light bulb, use the equation $A=W/V$ or $(25/12=2.1\text{Amps})$.

FEES & CHARGES:

If you are unsure what category your stall falls under, the definition for each category is as follows:

- **Selling Goods** - A retailer is someone who has a physical or online shopfront that sells goods.
- **Information** - A community/volunteer/ sporting group providing information about their group, may be in the form of non-monetary activities. Also registered charity organisations selling raffle tickets.
- **Food Stall / Food Truck** - Standalone food stalls from which food is sold. Mobile food premises are vehicles such as vans, trailers or carts from which food is sold.
- **Government Department** - Government Department is any Local, State or Federal Government office or initiative, regardless of whether goods are sold.
- **Not For Profit Organisation** - Any incorporated association group providing information about their group, may be in the form of non-monetary activities.

Please indicate in the fees and charges how many sites and how many days you wish to attend. Please enter the appropriate fee and total the amounts.

DECLARATION:

Please read, date and sign the declaration.

7

8



FREQUENTLY ASKED QUESTIONS

HOW DO I APPLY TO BECOME A STALL HOLDER?

Complete the 'Stall Holder Application Form' either via the online form or application form that accompanies this document and email to stalls@sunfest.org.au. Please be sure and attach any supporting documents as outlined in the application.

WHAT ABOUT FOOD STALL APPLICATIONS?

When applying for a food stall please be sure and provide all required paperwork to satisfy Council by laws. Please be assured that a representative from the Hume City Council Health Department will be in attendance both days to inspect all food premises.

HOW DO I KNOW IF I'VE BEEN APPROVED AS A STALL HOLDER?

You will receive an email from the SunFest Stall Holder Coordinator to advise you of the outcome of your application.

I'VE BEEN ACCEPTED, WHAT'S NEXT?

With your acceptance email you will receive an invoice for all relevant stall fees. Please read all information contained within this email as it will have vital information pertaining to the next steps.

HOW DO I PAY MY STALL FEES?

Instructions on how to pay your stall fees will be provided on your invoice.

DO I REQUIRE INSURANCE?

Yes all stalls will require at least \$10 million Public Liability Insurance.

STALL SIZES?

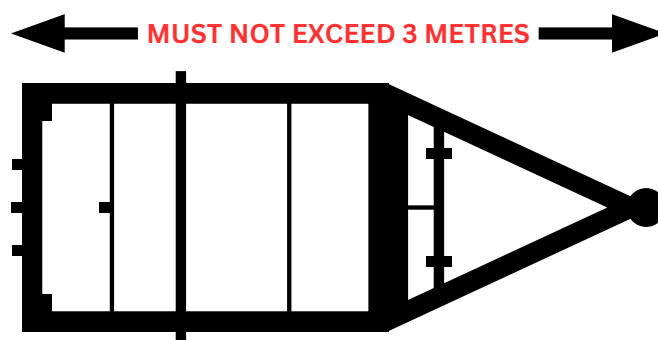
All stall sites are strictly 3m x 3m. If your stall is larger than this you will require another site/s.

HOW DO I MEASURE MY STALL?

If you have a regular stall at other events and markets you will know the dimensions of your stall and can apply accordingly. If this is your first time, set up your proposed shelter and include all tables and stock as if you were trading. All stalls will have a single frontage meaning you will only be able to trade out of one 3 metre side of your site space. If you apply for 2 sites you have the option to have a double frontage site meaning you will have a 6 metre frontage from which to trade from. Some stalls, particularly those requiring a food preparation area, may apply for 2 sites but require only a 3 metre site frontage from which to trade

from but can have 6 metres depth for additional food preparation room. This is also useful for stalls with a large amount of stock.

Please note that your stall must stay within the confines of the lines marked on the ground. You must not encroach on sites adjacent to yours. You will be asked to rearrange your site to fit within the confines of your site. No vehicles will be allowed to stay on site. For sites requiring a trailer i.e. food preparation or a small food trailer please be sure to measure the drawbar as this is included in your site size. If your drawbar extends beyond the allowed 3 metres you will be required to purchase additional sites.



STALL FEES?

Stall fees are based on the type of stall you have, for clearer definitions please see section 7 'Fees and Charges' above in the Stall Holder Application Explanatory Notes.

WHAT ABOUT GROUND COVER?

As most stalls follow the natural tree line on the Village Green most stalls will be positioned under trees. Our Council have placed mulch under most trees. It would be helpful if you brought some kind of ground cover i.e. synthetic grass, shade cloth, rubber matting to even out the floor of your stall. This will need to be weighed down so it doesn't become a trip hazard. This is entirely optional but comfortable patrons are more likely to stay and browse.

ARE THERE ANY RESTRICTIONS FOR CANOPY SPACE?

The majority of stall spaces will be under the shade of trees, a regular height marquee (and some small food vans) will fit under the trees, and taller stalls can be arranged. Please let us know if your stall requires extra height.

IS PARKING AVAILABLE?

No vehicles are allowed to stay on the Village Green during the duration of the festival. There is street parking around the Village Green.

FREQUENTLY ASKED QUESTIONS

IS STORAGE AVAILABLE?

No. We do not have the ability to store items securely overnight. Although we have security on the village green for the duration of the festival, we cannot guarantee the safety and security of items left overnight in your stall (if you are staying both days).

WHAT DO I NEED TO BRING AS A STALL HOLDER?

You will need to bring everything you will require to set up your stall (including but not limited to) collapsible tables, tablecloths, displays, boxes, baskets, ladders, hammer, marquee weights, appropriate signage, a trolley to help you bring everything in, etc.

Stall Holders operating at night need to ensure you have means to light your stall after dark. Chairs are highly recommend - it can be a long day. You'll need some float money and/or mobile payment systems such as PayPal or Square to make transactions. A shoulder bag or bum bag to keep your float secure on your person is a good idea. Recycled/re-used shopping bags for your customers to put their purchases in. You might like to bring a water bottle and snacks, but there will also be plenty of food and beverage options available at the festival.

WHAT HAPPENS IF IT RAINS?

SunFest is an all-weather event. Please check the weather forecast prior and make sure you are well provisioned to be able to cover your stock if the need arises. SunFest will proceed regardless of ALL weather unless directed by appropriate authorities. Ensure you dress appropriately for the season and weather.

WHAT IF I'M RUNNING LATE?

You need to call us! Make sure you put our contact mobile number in your phone before the day (you'll get this info along with stall holder notes the weeks before the market) and that you have your mobile turned on with the sound up. If you don't call and you aren't there by 08:00am, we will consider you a no-show and may move another stall holder into your space. Costs will not be refunded. No exceptions.

It is the stall holders responsibility to check if there are any transport issues which may affect their travel time to the venue, eg roadworks, public transport delays, etc. You may find these websites useful www.vicroads.vic.gov.au and www.ptv.vic.gov.au.

WHEN CAN I APPLY FOR A STALL?

We generally open up stall applications around two months out from each festival year. Keep an eye out on our website and social media pages for stall application information.

THERE ARE NO GUARANTEES!

Sunbury Community Festival Inc. cannot and will not be held responsible for how much stallholders sell or how much money they make at any given festival. What stall holders bring to sell; the condition it is in, the appropriateness of what they are selling versus the shopper demographics on any particular festival day, their price points, the way they engage with customers (or not), the signage and stall presentation, etc is all up to individual stall holders. We facilitate the festival event and spend considerable time and resources advertising and promoting it to a broad audience, however we cannot guarantee the turnout at any event.

We encourage stall holders to tell people they are having a stall at SunFest and encourage them to come along, plus share SunFest on their social media networks. Stall holders must be prepared to promote their attendance at the market.

WHAT IF I CANCEL OR CAN'T MAKE THE EVENT? CAN I GET A REFUND?

An email to stalls@sunfest.org.au is required. To be granted a refund, you must place in writing a cancellation notice at least 14 days before the event. Please note that if you cancel your stall within 14 days of the festival regardless of weather, if you didn't arrive in time to set up or non-show, you will NOT be refunded any fees you might have paid. Refund requests will be assessed on a case by case basis and only if we can fill the site you had been allocated.

WHAT IF YOU HAVEN'T ANSWERED MY QUESTION HERE?

If your question is not answered by these FAQs or anywhere else on the website, please send us an email. We promise to get back to you ASAP! It's best to do this before booking if you are unsure, because, as mentioned, cancellation fees do apply.





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



STALL EXPRESSION OF INTEREST REGISTRATION FORM

Continued

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



STALL EXPRESSION OF INTEREST REGISTRATION FORM

Continued

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)

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: ___ / ___ / ___