



Harmony Festival 2020

Stall Holder Application Form

Date: Saturday, 14 March 2020

Location: Geraldton Multipurpose Centre, Stow Gardens

Stallholder Operation Period: 1pm to 6pm

NAME OF ORGANISATION: _____

CONTACT PERSON: _____

ADDRESS: _____

PHONE: _____ MOB: _____

EMAIL: _____

TYPE OF STALL: Commercial: Community/Hobby/Information/Display

DESCRIPTION OF ITEMS FOR SALE:

Details	Cost	Details	Cost

LOGISTICS

Food Truck (i.e. Ice-Cream Van)

Towed Trailer (i.e. Hitched onto the back of a vehicle)

Marquee

Is power required: Yes No

Size of Marquee / Van / Truck / Trailer: _____sq. m

Total Area Required: _____sq. m

CIRCLE REQUIRED SIZE BELOW. TOTAL COST BASED ON YOUR REQUIREMENTS.

Power charges - pay by requirements e.g. 15amp = \$15 (see page 3)

Organisation Type	3mx3m Space	6mx3m Space	Power Costs	Please mark below if you require a larger area	Total Cost
Commercial stall	\$50.00	\$100.00	\$_____	P.O.A	
Display/Information Stall	\$25.00	\$ 50.00	\$_____	P.O.A	
NFP Community/ Hobby Stall	\$25.00	\$50.00	\$_____	P.O.A	

To ensure all power requirements are catered for please list all the electrical appliances you will be using – Please ensure you give as much detail as possible.

Appliance:	Amps Required:

*Calculate power costs by the amps required e.g. 1amp = \$1
(if requiring a 10amp plug this will be \$10; 15amp = \$15)*

CONDITIONS:

- ✓ This **APPLICATION FORM** is to be completed and returned via email to admin@midwestmulticultural.org by **Thursday 5 March, 2020**;
 - ✓ Council **FOOD PERMITS** must be lodged with the City of Greater Geraldton and a copy must be *attached* to this application; and
 - ✓ A current copy of your **PUBLIC LIABILITY INSURANCE CERTIFICATE** (as required by the City of Greater Geraldton) must also be *attached* to this application.
- ❖ **INVOICES** will be issued once application is received and approved and full payment is to be received **NO LATER THAN Tuesday 10 March, 2020**

For further information contact stallholder coordinator
Yvonne Lovedee, Midwest Multicultural Association
Phone: 0428 312 338 Email: admin@midwestmulticultural.org

Please sign the following undertaking

I, _____, on behalf of
Your name – please print

Organisation represented – please print

certify that I have read the above conditions and will ensure that all members of my organisation understand and abide by them.

Signed _____

Position in Organisation _____

Date: _____

PLEASE NOTE:

- Set up must be completed by 12.30pm and pack down strictly **NOT BEFORE** the end of the program (6.00pm).
- The sites allocated are space only (Furniture not supplied). All shade facilities, tables and chairs are the responsibility of the stallholder.
- Shade marquees erected in the designated areas must ensure that tent pegs do not damage reticulation.
- All stallholders are responsible for cleaning their immediate area prior to departure.
- Stallholders are responsible for their own security.
- The Midwest Multicultural Association accepts no liability for any loss or damage at the event.
- This is an application only - Acceptance/refusal will be confirmed upon submission. The Midwest Multicultural Association's decision for stallholder selection is final.
- All food stalls must hold a current health certification and are also highly recommended to do the "I'm Alert Food Safety Certificate" for the safe handling of food www.cgg.imalert.com.au. If you have any queries or are uncertain about the health certification, contact the City of Greater Geraldton Health Department on 9956 6680.
- **No vehicles will be permitted to move in or out of the stall areas during the event times.**
- In the case of an emergency during an event please contact the stallholder coordinator for assistance.
- All power leads must be tested and 'tagged' to comply with safety standards and exposed cords covered for the safety of the public and stall participants. If you choose to provide a generator, it is to be provided by a licensed electrical contractor and all power leads are to be 'tagged' appropriately. Please supply electrician's certification.
Please note: If power cords are tagged by the event electrician charges will be made direct from the electrician to the stallholder.
- **The Harmony Festival is a 'no alcohol or smoking event'.**