



## *STALL HOLDER INFORMATION PACKAGE*

*DARLINGTON ARTS FESTIVAL  
NOVEMBER 7<sup>TH</sup> AND 8<sup>TH</sup> 2009*

This stall holder package contains important information for all stall holders. Please read these notes carefully before submitting your application form.

The Festival, which has been running since about 1963, has become one of the Hill's most popular annual events attended by over 12,000 people each year. It features art exhibitions for adults, youth and children, non-stop entertainment on Saturday from 10:30 am until 8:00 pm and from 9:15 am until 5:00 pm on the Sunday, craft and refreshment stalls, demonstrations, activities and games.

There is something for all ages. This year the Festival will host an evening event on the Saturday, which may present further opportunities for you to sell. We will update you on this at our briefing in October (see below). The voluntary grounds committee will do all in its power to ensure the weekend is as trouble free and as enjoyable as possible. To do this we will need your co-operation.

It will be a great help if a representative of your group can attend a short meeting to be held on the Darlington Oval at 5 pm on Saturday 17<sup>th</sup> October 2009. At this meeting the proposed layout of the grounds will be discussed, questions answered, advertising distributed and other information given. The more help you can give with advertising, the more successful the weekend will be for everyone.

The Festival's heart lies in the visual arts but also endeavours to include all community groups including schools, dance groups, musicians, sporting and charity groups, thespians, and writers in the program - so spread the word, this is *our* Festival.

**Please read these notes carefully and then complete the application form and return it as soon as possible to ensure your place with your cheque/money order to:**

Stalls Coordinator  
Darlington Arts Festival  
PO Box 87  
Darlington WA 6070

Confirmation of the booking will be returned with your receipt in the mail. If an application is received for a stall that would not be approved, the applicant will be advised as soon as the Committee makes this decision.

Please contact Tracey Poinen 0404 135800 (email [priali@auswizegroup.com](mailto:priali@auswizegroup.com)) or Kellie Winfield on 0407 081164 or ([kwinfield@westnet.com.au](mailto:kwinfield@westnet.com.au)) with any enquiries.

## ***DARLINGTON ARTS FESTIVAL - INFORMATION FOR STALL HOLDERS***

**DATE** Saturday 7<sup>th</sup> and Sunday 8<sup>th</sup> November 2009 from 9:30am.

**PLACE** Darlington Oval, Cnr Pine Terrace and Owen Road, Darlington

### ***TIMES***

Preparation of your site:

- From 3:00 pm until 5:30 pm on Friday 6<sup>th</sup> November or
- Between 7:00 am and 9:30 am on Saturday 7<sup>th</sup> November.

Vehicles and trailers must be off site between 9.30 am and 5:00 pm each day. A committee member will be in attendance on the oval to answer any queries on the Friday afternoon and the Saturday morning.

We are a family entertainment event will be held from about 6:00 pm until 8:00 pm on the Saturday so stall holders can decide whether they wish to stay open during this time or not. You will need to bring your own lights.

Sunday's program starts with a combined Church Service at 9:15 am and finishes at about 5:00 pm.

### ***COMMUNITY GROUPS***

Community groups are encouraged to hold a stall at the Festival to fundraise and promote itself. Types of stalls run by these groups include: burgers, hot dogs, donuts, cakes, fairy floss. Other options to consider include second hand books, particularly children's books, plants and Christmas decorations. Stalls will be approved on a first come first served basis so it is important to get your application in as soon as possible.

### ***IMPORTANT INFORMATION FOR ALL FOOD AND REFRESHMENT STALLS***

Community groups who have run these in the past must let us know **by 6<sup>th</sup> July** if they wish to run the same type of stall this year. These stalls are highly sought after and will be allocated to other applicants after that date. **Allocation of spaces will be on a first come, first serve basis** where multiple numbers of one type of stall are being applied for.

We will give preference to local fund raising groups before commercial vans or businesses. Stalls will be offered to commercial vans after 6<sup>th</sup> July if no community group has submitted an application form. All food stalls are welcome to sell soft drinks, juices and water.

### **Food Handler Training**

A free Food Handler Training Course is available online

<http://www.imalert.com.au/foodsafety/cityofswan/cityofswan-food-safety.php> and will take approx. 45 minutes to complete. You can print the paper work off at the end of the course to show you have completed it. All food stalls are required to have at least one person at the stall at all times with Food Handler Training.

If you are selling any type of food (including olives and preserves) you **MUST** apply for a permit from the Shire of Mundaring by Friday 9<sup>th</sup> October 2009. A permit application form is attached to this package for your convenience. Failure to obtain a permit and adhere to the health rules may result in your stall being closed by a Shire Representative over the weekend. Please complete the form and return to the Shire of Mundaring at your earliest convenience.

## ***MARQUEE HIRE***

Winds experienced at the Festival can be strong so we recommend you use steel posts to secure your shelter. We are happy to arrange marquee hire for you which will give added protection.

Tents that are hired or borrowed bearing company names are not permitted. The Festival's ethos is to remain 'non commercial' and we appreciate your support in providing advertising free tents or hiring one directly from the Festival (see application form).

In 2009 the Festival Committee is encouraging stalls to share larger marquees. This will give you additional protection from the wind while reducing the cost of hiring a marquee and space. You can have 1-3 tables in the marquee. This year large marquees will be walk through so there will be no disadvantage to stalls at the back of the marquee. Please see the application form for prices or contact Tracey Poinen for more information.

## ***STALL PRESENTATION AND SIGNAGE***

The Festival Committee encourages all stores, particularly refreshment stalls, to make the most of presentation and signage to attract more customers to your stall. Signs can be printed at businesses such as Bellevue Print (phone 9274 1808). Please contact a Committee Member for further information.

## ***RUBBISH***

Bins will be provided on the main oval. Stallholders will be required to clear their sites of all litter.

## ***ELECTRICITY***

Power sites are limited and will be allocated to stalls which power is essential to run. We are making a special effort to ensure an adequate supply, but we must know in advance what loads you will be using. **Remember to bring extension cords and double adapters!** It is important that you don't under estimate your needs. Please consider using bottled gas if at all practical.

## ***WATER***

We are making arrangements with the Shire for a temporary tap to be installed on the oval. Food stalls will be grouped near to this.

## ***TYPES OF PRODUCTS AND ACTIVITY***

Sales of art and **hand made Western Australian** craft, sale of art/craft materials, model-making equipment, books, demonstrations and displays, food and drinks, entertainment, community services, games, competition and fun stalls e.g. Bouncy Castle, Coconut Shy, Dunking Machine etc. More of this type of stall is needed.

'Hands On' activities are especially encouraged.

**Stalls selling imported or commercial products are not permitted.** Stalls will be monitored over the weekend and you may be asked to remove items for sale if they do not meet the criteria of 'hand made'. Some exceptions may be made for particular products at the discretion of the DAF Committee. Please contact Kellie Winfield on 0407 081164 for further information.

## ***NOT PERMITTED***

Stalls only for advertising a business, a concern, a political or religious group, or selling imported products will not be allowed, unless they are also running an activity or selling goods as above.

## ***SITE SIZES***

The space you will rent will be larger than the stall or tent it contains. Guy ropes, pegs and equipment must be contained within your space.

## ***ALFRESCO AREAS***

Stallholders planning to mount an alfresco type area in front of their stall are required to book accordingly. Chairs and tables must not project into the general traffic area or adversely affect adjacent stalls. This year up to 4 linear metres will be allowed free of charge in front of each stall. This is to encourage stallholders to provide chairs and shade for customers. Stallholders requiring more space than this will be charged \$5 per metre. So that we can ensure that one stallholder's alfresco area does not hide another's stall, we must know how many linear metres in front of a stall is required.

## ***DEMONSTRATIONS OF ART OR CRAFT - Discount on fees***

The Committee wishes to encourage demonstrations of skills and opportunities for the public to have "hands on" experiences so stallholders who facilitate this receive a discount on site fees as outlined on the form.

## ***VEHICLES***

With the exception of those forming part of a display (with prior permission from the Committee), no vehicles will be allowed to remain on the oval between 9.30 am and 5:00 pm each day.

## ***INSURANCE***

**Stallholders will be responsible for insurance cover within their stall perimeter.**

## ***SECURITY***

The oval will be patrolled overnight, but we cannot accept responsibility for any loss or damage. Stallholders leaving property on the grounds overnight do so at their own risk.

*If you wish to advertise your stall or activity we recommend our local newspaper: The Hills Gazette (Tel: 9237 1925).*

Enquiries: Tracey Poinen 0404 135800, email [priali@auswizegroup.com](mailto:priali@auswizegroup.com) or Kellie Winfield 0407 081164, email [kwinfield@westnet.com.au](mailto:kwinfield@westnet.com.au).

*Information and forms also available on the Darlington Village Website Festival Link:  
[www.darlingtonvillage.org](http://www.darlingtonvillage.org)*

# DARLINGTON ARTS FESTIVAL 7<sup>th</sup> and 8<sup>th</sup> NOVEMBER 2009



## APPLICATION FORM FOR STALLS

**Please return this form ASAP to ensure your site with cheque or money order payable to Darlington Arts Festival to: Stalls Coordinator, Darlington Arts Festival, PO Box 87, Darlington WA 6070 by 9 October 2009.**

Name of Stall:

Contact Person:

Mailing Address

Post code:

Phone:

Mobile

Email

Please list all the products you propose to sell. Attach photos of the range of craft products.

<b>HIRING DETAILS</b>		<b>No.</b>	<b>Price each</b>	<b>If Demo</b>	<b>Total</b>
<b>SITE ONLY:</b> please ensure your selected site size is large enough, otherwise you may be charged an additional fee on the weekend					
4m x 4m (for stalls with 3x3 cabanas – no guyropes)			<b>\$95</b>	<b>\$85</b>	
5m x 5m			<b>\$110</b>	<b>\$90</b>	
6m x 6m			<b>\$160</b>	<b>\$135</b>	
7m x 7m			<b>\$190</b>	<b>\$160</b>	
Your particular requirement:			P.O.A.		
<b>MARQUEE HIRE AND SITE</b>					
3m x 3m (Tent size – on 4x4m site)			<b>\$220</b>	<b>\$190</b>	
4.5m x 4.5m			<b>\$370</b>	<b>\$335</b>	
5.5m x 6m			<b>\$430</b>	<b>\$390</b>	
Alfresco (state number of metres required in front of tent – up to 4 m is free)			\$5 per extra linear metre		
<b>MARQUEE SPACE:</b> (3.3 x 2m includes 6ft Table)					
<b>Additional table (and space) in marquee</b> (up to three total)			<b>\$60</b>	<b>\$60</b>	
Note: marquees will be walk through (open at both ends)					
<b>ELECTRICITY:</b> please note power is limited and will be allocated on a needs basis					
10 AMP (standard e.g. one urn or kettle)			<b>\$20 each</b>		
15 AMP			<b>\$50 each</b>		
Over 15 AMP			<b>\$80 each</b>		
<b>EQUIPMENT:</b>					
Trestle Table (6 ft)			<b>\$10</b>		
Round Table (4 ft diam)			<b>\$9</b>		
Chair			<b>\$2</b>		
<b>TOTAL:</b>					
PLEASE ATTACH CHEQUE OR MONEY ORDER PAYABLE to Darlington Arts Festival					

Any special requests?

I/We have read the terms and conditions as set out in the letter to all participants and agree to abide by them:

Signature:

Date: