

WOMADELAIDE 2009
Botanic Park, Adelaide – Fri 6, Sat 7 & Sun 8 March 2009
Stallholder Information – Registration of Interest due Fri 17 Oct 2008
DISPLAY STALL APPLICATION

To be considered for a stall at WOMADelaide 2009, please return the attached Stallholder Registration of Interest Form by 17 Oct 2008. Please note that a selection process takes place in Nov 2008 and that all applicants will be notified by Dec 2008. Full payment for successful applicants will be required at this time - no exceptions.

1. SITE FEES Display Stall \$450 + GST

One **3m x 2.8m** marquee will be provided for **Display Stallholders**, along with 2 trestle tables, 2 chairs, 700w of power (max), a stall front and a fluoro light.

DISPLAY stalls include charities or not for profit organisations. Display stalls may only sell up to a maximum of five (5) different items for fundraising. They must be branded and/or specifically related to the campaign.

In order to comply with Botanic Gardens and WOMADelaide regulations, all stallholders are required to pay a security bond of \$300 (incl GST) in addition to their stallholder fee. The bond will be used to repair any damage to the Gardens or any infrastructure eg trees, taps, sprinklers, marquees etc, caused directly by the stallholder. Likewise if there is any breach of the contract, such as neglecting to properly dispose of waste, this bond may be used for compensation. If the damage bill exceeds \$300 the stallholder will be sent an additional invoice. If the stallholder meets all contract specifications and there is no damage, the bond will be refunded in full by 31 March 2009.

2. HOURS OF OPERATION

Friday 6 March 2009:	4.30pm to 10pm
Saturday 7 March 2009:	11am to 10pm
Sunday 8 March 2009:	11am to 10pm

The above times are the minimum hours of operation; however stalls are encouraged to operate up to the conclusion of the program each night at 12.30am

3. PARKING

One (1) parking space is available for essential Stallholder vehicles located in Botanic Park. No vehicles or trailers will be allowed at the stall site or on the park.

4. PASSES

Each stall will be supplied with a limited number of Stallholder Passes (which must be worn/displayed at all times):
Display Stalls MAXIMUM of three (3) passes

5. STALLHOLDER TERMS AND CONDITIONS

- a) DISPLAY stalls include charities or not for profit organisations. Display stalls may only sell up to a maximum of five (5) different items for fundraising. They must be branded and/or directly related to the campaign. Note that any organisation wishing to sell more than five items should apply for a CRAFT stall.
- b) Stallholders must sell all items in whole dollars (i.e. \$8 or \$9 items- no \$8.50 items)
- c) Stallholders are required to participate in the 'green event' waste management systems. NO stalls may sell or give away products packaged in plastic bags, wraps, film etc. Any non-biodegradable/recyclable packaging must be removed from items before coming on site and selling the product.
- d) Stallholders must have current Public Liability insurance to the value of \$10million and will be required to provide a Certificate of Currency.
- e) All electrical equipment to be used on site must be tested and tagged at the cost of the Stallholder. Failure to do so may result in the closure of your stall.
- f) The location of all stalls is at the discretion of the WOMADelaide management.
- g) Stalls must be kept clean and tidy. Waste disposal, including liquid waste, is the responsibility of the Stallholder.
- h) One fluoro light will be supplied in each marquee. Any additional lighting to be supplied by the Stallholder and must be tagged and tested at owner's expense.
- i) WOMADelaide management has overall control of signage, material and products sold or displayed at the event. Please note that any signage, material or products may be refused inclusion entirely at the discretion of the management.
- j) Stallholders are required to participate in the 'green event' waste management systems.

- k) Stallholders must ensure that their activity meets Commonwealth, State and Local Government regulations relating to health, fire, safety and vendors licence requirements. Stallholders must also comply with all WOMADelaide OH&S policies.

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DISPLAY STALL APPLICATION

Do not send any payment with this form

Name of Company/Business _____

Name of Stall _____

First name

Surname

Mailing Address

Suburb

State

Postcode

Contact Phone number

Mobile number

Fax number

Email address

Website:

DISPLAY stalls include charities or not-for-profit organisations. Display stalls may only sell up to a maximum of five (5) different items for fundraising. They must be branded and/or directly related to the campaign.

In ten (10) words or less describe your stall/campaign

List up to 5 key items and costs (note - items are subject to approval and all costs must be in whole dollars):

INSURANCE

Stallholders must have current Public Liability insurance to the value of \$10million and will be required to provide a copy of their Certificate of Currency if their application is successful.

Name of Insurance Company:

Policy Number:
Expiry Date:

POWER

A maximum of 700watts of power may be used per stall. This should be calculated by adding the wattage's of your appliances together

Please note that all electrical equipment to be used on site must be tagged and tested at the Stallholder's expense. Stallholders must provide their own power extension leads, power boards. Double adaptors are not to be used.

PREVIOUS WOMADELAIDES

If you have participated in previous WOMADelaides please list the year(s) of participation:

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Please note that if you have previously been a stallholder at WOMADelaide, this will not automatically guarantee you a stall at the 2009 event. A selection process is undertaken each year.

OTHER EVENTS

Please list other major festivals, events or markets in which you have participated:

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COMMENTS

If you wish to make additional comments, please do so here (35 words or less).

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SEND YOUR COMPLETED FORM BY 17 OCT 2008 TO:

By post **WOMADelaide Stallholder Registrations**
 12 King William Road
 Unley SA 5061

By fax **ATTN: WOMADelaide Stallholder Registrations**
 08 8271 9905

ALL FORMS AND SUPPLEMENTARY INFORMATION MUST REACH THE WOMADELAIDE OFFICE BY CLOSE OF BUSINESS ON FRIDAY 17 OCTOBER 2008- NO EXCEPTIONS.

A selection panel will assess all applications in November 2008 and all applicants will be notified by December 2008. For further information about WOMADelaide Stalls, please telephone the Event Manager, Arts Projects Australia on 08 8271 1488.