



Exhibitors Terms & Conditions

Donnybrook Apple Festival



Egan Park, Donnybrook

9.00am – 10.00pm, Saturday 7th April 2012

9.00am – 4.00pm, Sunday 8th April 2012

Please read the information below to determine the appropriate size and cost of the market stall you require, your power requirements and other important event conditions before completing the Application Form.

General Information

- Festival hours are from 9.00am to 10.00pm on Saturday 7th April, 2012, and from 9.00am to 4.00pm on Sunday 8th April 2012. Stall holders, food vendors and exhibitors are expected to operate for the duration of these hours and have adequate supplies.
- DAFI will issue the applicant with:
 - a) Two stall holder passes per stall which must be presented to gain access to Egan Park
 - b) One vehicle pass per stall which must be presented to gain access to the stall holder's/exhibitor's gate and parking area
- All stall holders, food vendors and exhibitors are required to have their stall/display/exhibit erected and vehicle removed and parked in the designated parking area by 9.00am Saturday 7th April 2012. Extra vehicles without an access pass will attract a refundable charge and must be removed prior to 9.00am. There will be access to Egan Park from 6.00am on Saturday 7th April. Access to Egan Park on Friday will only be allowed by prior arrangement and there will be security on Friday evening.
- Due to safety issues NO vehicles other than emergency/service vehicles will be allowed into Egan Park whilst the Donnybrook Apple Festival is open to the public
- No public address systems or amplified sound systems are to be used other than those organized by DAFI.
- **No dogs will be permitted at the Donnybrook Apple Festival**
- Stall holders, food vendors and exhibitors are responsible for the erection and dismantling of their stalls/displays/exhibits and the provision of all materials used therein.
- If DAFI deems the sale or display of any item to be inappropriate DAFI reserves the right to order such sale or display to cease. The Applicant shall abide by such orders immediately

Stalls

- It is essential that stallholders accurately assess the amount of space they require in their event application. The area booked must include the total length and width of your vehicle or marquee (when fully erected) AND any additional apparatus required eg: tow bars, guide ropes, other display items etc. No additional space will be available at the event. Stallholders found to be using more than the approved area will be asked to remove part of, or all of their stall to comply.
- Tables, chairs, marquees etc. are to be provided by the market stallholder.
- Stallholders must confine their displays to the stall site and all items must be stable and firmly secured to avoid possible risk or injury.

Fees

Site Type	Size	Site Cost for Two Days (inc. GST)
Market / Wine Stall	3m x 3m	\$150.00
Non-Profit/ Community Group Stall	3m x 3m	\$50.00 Donation
Food Vendor	5m x 4m	\$300.00
Educational Display	3m x 3m	FREE
Animal Exhibit (Small)	3m x 4m	\$80.00
Animal Exhibit (Large)	6m x 4m	\$150.00
Standard Trade Exhibit	6m x 4m	\$180.00
Large Trade Exhibit	Negotiable	\$10 per Square Metre

Please Note:

- Educational Display means No Goods for Sale, Information Only
- Large Trade Exhibit maximum size 100 sq mtrs
- Additional space costs \$15.00/square metre in excess of the allocated size
- Food Vendor size changes will need to email for pricing

Power

- Limited powered sites are available. The total power (amps) required must be stated accurately. Higher fees will apply if additional power is required at the festival.
Standard pricing: Cost for two days: \$30.00 per 10 Amp, \$40.00 per 15 Amp, and \$60.00 per 32 Amp 3-phase.
- Food vendors who have indicated that they require a powered site shall provide their own electrical leads that must be tested and tagged and meet Australian Safety Standards. No additional electrical cords will be available at the event.
- The use of any portable power generating systems is prohibited without the written approval of DAFI.
- Power only supplied during the event (Sat & Sun) unless prior arrangement made. Additional costs will apply.

Risk

- The stallholder must take full responsibility at ALL TIMES for their market stall/allocated area – be vigilant and monitor constantly
- The Applicant agrees to obey any reasonable order or instruction by DAFI to enable the proper and lawful operation of the Donnybrook Apple Festival
- The stallholder must make all efforts to eliminate hazards that might injure/harm you or visitors to your stall
- The Donnybrook Apple Festival Committee and the Shire of Donnybrook-Balingup takes no responsibility for your stall
- The Applicant is responsible for their own Product and Public Liability Insurance. A copy of a current Public Liability Insurance Policy or Certificate of Currency for the stallholders MUST be attached to the application form. The insurance must be valid for the duration of the Donnybrook Apple Festival.
- The DAFI will be providing security throughout Friday night 6th April as well as Saturday night 7th April

Food

- No food or beverages are to be sold without the written approval of DAFI and all vendors must abide by the Health Policies of the Shire of Donnybrook Balingup. A Shire of Donnybrook-Balingup Environmental Health Officer will contact the applicant prior to the event if necessary
- Wine and Food Stalls must enclose a copy of their Registration or Notification Certificate. If you are unsure about this please contact the Environmental Health Officer at the Shire Office.
- Food Operators will be required to comply with the Food Act 2008 and the Food Safety Standards at the event
- Food Operators and other stallholders are encouraged to reduce the number of products sold in glass containers to improve even safety and waste management efforts

Laws

- All stallholders must comply with the Consumer Affairs Act of Western Australia
- Stallholders selling licenced products (ie. Those that require a royalty to be paid to the licensee of the character/product) must have the appropriate licence to sell the products in WA, as provided by the wholesaler/distributor.

Acceptance and Allocation

- Applications must be
 - a) On the official application form
 - b) Signed by the applicant
 - c) Accompanied by payment in full
 - d) Accompanied by a copy of certificate of currency (insurance)
 - e) Submitted by 23rd March 2012. NO LATE ENTRIES WILL BE ACCEPTED
- No nomination shall be deemed accepted until an official receipt is issued to the applicant and all conditions outlined in this document are met.
- Acceptance of applications is at the total discretion of the DAFI and whom reserves the right to
 - a) Reject any application
 - b) Refuse entry to the Festival by any person
- Market stall positions will be determined by the DAFI organisers, taking into account suitable sites by category and power requirements. Allocated market stall positions are not negotiable and cannot be swapped without the DAFI's approval
- DAFI will not refund to stallholders any application fee as a result of
 - a) The stallholder failing to appear at the event
 - b) The stallholder cancelling his/her application after receipt of the application fee
 - c) Withdrawal after 23rd of March 2012
 - d) Non-compliance with the Terms and Conditions of the event
 - e) The event being cancelled due to inclement weather or factors beyond our control
- A full refund will only be made if the application is withdrawn in writing by 23rd of March 2012

**PLEASE ENSURE YOU HAVE READ THESE CONDITIONS
AND UNDERSTAND THEM FULLY**