



Office: 188 High Street, Kew, Vic 3101

Tel: 98539576

Email: admin@kewfestival.org

KEWfest18 Exhibitor Application Form

KEWfest18 invites exhibitors to be part of the **KEWmunity Day** (family fun day) on Saturday 17 March, 2018 in Victoria Park, Kew, from 3pm to 9pm.

STALLHOLDER APPLICANT DETAILS:

Please complete your details in the box below.

| | | | |
|-----------------------------------|--|--|-------------|
| Contact Person | | Name of Business or Community Organisation | |
| Postal Address | | | |
| Email | | Description of your exhibit & what you plan to sell: | |
| Phone: (BH) | | Will you be selling Food? | Yes No |
| Phone (AH) | | Do you require Power? | Yes No |
| Mobile | | List all the appliances to be used on the day. Attached list? | Yes No |
| Certificate of Currency attached? | | | Yes No |



SERVICES & EQUIPMENT BOOKINGS FOR SITES

Please complete your site requirements in the box below. DO NOT send money. Accepted applicants will be invoiced. Please note, all prices are inclusive of GST.

| | Number Required | Boroondara Community Group | Non-profit (outside Boroondara) or Boroondara Business | Business outside Boroondara | \$ Total |
|------------------------------|-----------------|----------------------------|--|-----------------------------|----------|
| Site (3m ²) | | \$33.00 | \$99.00 | \$181.50 | |
| Food Site (3m ²) | | \$66.00 | \$132.00 | \$258.50 | |
| Marquee (3m ²) | | \$165.00 | \$214.50 | \$308.00 | |
| Trestle Tables | | \$22.00 | \$22.00 | \$33.00 | |
| Chairs | | \$ 8.25 | \$ 8.25 | \$8.25 | |
| Power | | \$11.00 | \$11.00 | \$11.00 | \$ |

Please complete your contact and business details in the box below.

| |
|--|
| <p>I/We have read and agree to the conditions as stated on this form.</p> <p>Name of Applicant</p> <p>Position.....</p> <p>Business Name/ Organisation</p> <p>Signature</p> <p>Date.....</p> |
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Food sites please contact us to discuss your proposal.



KEWfest Terms of Engagement:

- Notification of acceptance will be by 26 February 2018.
- Applications are now open and close 5 February, 2018.
- If not submitted online, completed applications should be returned to:

**Kew Community Festival Inc.,
PO Box 715, Kew Vic 3101
Email to admin@kewfestival.org**

- Notification of acceptance will be by 26 February 2018.
- On receipt of an Invoice, payment is due ASAP or by Friday 2 March 2018 at the latest. Failure to pay by this date will result in cancellation of the application/booking.
- Entry time and site allocation to Victoria Park will be advised by 10 March 2018.
- Late application and cancellation fees will apply.
- All exhibitors must hold public liability insurance. Evidence of public liability must be provided by way of enclosing a copy of your Certificate of Currency with this application. The Certificate must: 1) name the event being covered (Wellness Day and / or KEWmunity Day), the date (10 or 17 March 2018) and outside times including setup and pack-down (7am - 10pm); 2) specify a minimum of \$10M cover; and 3) name Kew Community Festival Inc. as an Interested Party for the duration of the event. If not attached, the Certificate must be submitted no later than 2 March, 2018. Please call Festival Office if you have any questions on 03 9853 9576.
- Exhibits operate on KEWmunity Day from 3pm – 9pm.
- Please contact the Festival office if you have any questions admin@kewfestival.org
- **Food Vendors: Commercial traders that are selling food or beverages at Kew Community Festival are required to follow the process as outlined on the Streatrader website: <https://streatrader.health.vic.gov.au>. Please note that Registered premises will need to fill out the online form with a statement of trade. Un-registered traders (such as groups wanting to fundraise etc.) can contact Council who will continue to assist you with the process: City of Boroondara Health Services on health.services@boroondara.vic.gov.au, or call 9278 4710.**
- All exhibitors are requested to use recycled packaging where possible.
- Power is supplied through 10 amp outlets. Please list all appliances to be used on the day. Exhibitors using power need to supply extension leads (min 17 meters) and power boards, which must be inspected and tagged by a licensed electrician.
- Sites are 3 metres square. Please indicate how many sites and items you require. Exhibitors supplying own marquees are not permitted to use spikes for securing, please advise size and height (some sites are under trees) to ensure provision is made when space is allocated, charge rates will vary.
- Larger sites may be made available for special participatory activities by community groups. Please contact the office directly on ph: 9853 9576 or email: admin@kewfestival.org to discuss your proposed activity and needs.



- No sales of weaponry toys, firing caps, string sprays, helium inflated balloons or uninflated balloons, will be allowed. No stalls are permitted to use hay or hay bales as part of their stall presentation. The Festival Committee cannot guarantee that every request can be accommodated and will be evaluated on merit.
- The Festival Committee reserves the right to reject applications that do not meet the Committees policies, terms, conditions and guidelines as stated above. The Festival Committee reserves the right to request a stallholder to cease operating if their stall does not comply with the above conditions.

