



SunFest 2016 – Explanatory Notes

Sunbury Festival “The third weekend in March each year”
Saturday 19th & Sunday 20th March 2016

Please read the entire Stallholder Application Form and these Explanatory Notes before filling in the Application Form.

| Steps to Follow to Apply to be a Stallholder | |
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| A | Read the Stallholder application form – Explanatory notes Please read the explanatory notes (this form) carefully. Please contact us with any queries. |
| B | Fill out the Stallholder Application Form Please write clearly using BLOCK LETTERS. Please fill in all sections. Please ensure that all information is legible. |
| C | Email your application form to SunFest stalls@sunfest.org.au Please include all supporting documentation. You can also post to PO Box 332, Sunbury 3429 |
| D | SunFest Stallholder Coordinator reviews your application SunFest reviews your application to determine if you meet our selection criteria. If you are successful see step 5. If you are unsuccessful: We will advise you via email if you have been unsuccessful. |
| E | SunFest Stallholder Coordinator will advise you of your success. You will be invoiced for the Site fees at this point |
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Frequently Asked Questions

What is SunFest?

SunFest is a two-day, free-to-enter festival. SunFest is run solely by volunteers to benefit the local Sunbury and surrounds community. There are so many aspects to the festival that there is literally something for everyone. We run 2 days of entertainment on the main stage, a Grand Street Parade on the Saturday afternoon, fireworks on the Saturday night and on Sunday we hold a 5km & 10km Walk and Run for fun, raising money for nominated charities. There is an ecumenical church service on the Sunday morning and our popular Spotlight on Pets after the Walk/Run. We have stalls and carnival rides over both days.

How do I apply to become a Stallholder? Complete the application form that accompanies this document and email to stalls@sunfest.org.au Please be sure and attach any supporting documents as outlined in the application.

What Kinds of products can be sold at SunFest?

We are a family friendly event, we will favour products of a unique and appealing nature.

Are there any products prohibited for sale by stallholders? We are an all-inclusive event however, All materials for distribution must not contain statements that are illegal, fraudulent, defamatory, offensive, obscene, pornographic, threatening, inciteful or could lead to a harassment case based on sex, race, political affiliation, disability or other protected status.

Candidates of any political party must ONLY be promoting themselves and not their political affiliation, Candidates are encouraged to promote the work they are doing through brochures and handouts but banners at the front of the stall must be promoting the candidate and not the political party.

How do I know if I've been approved as a stallholder? You will receive an email from our stallholder coordinator to advise you of your success.

I've been accepted, what's next? With your acceptance email you will receive an invoice for stall fees.

WHAT ARE THE APPROVAL CRITERIA FOR THE SUNFEST STALLHOLDERS?

SunFest is an all-inclusive community event encouraging participation by the local community and beyond to inform and provide exposure for businesses to SunFest patrons.

The decision to approve stalls is at the discretion of the Stallholder Coordinator and is based on the following considerations.

- Preference will be given to local stallholders where possible
- Preference will be given to stalls selling unique items
- Suitable for SunFest's Culture: is the product Suitable for SunFest, taking into consideration SunFest's Vision and objectives?
- Potential for Financial Success: does the product have the potential of being financially successful?
- Rarity & Individuality: are there similar types of products also being sold at a similar stall? We will only accept up to 2 stalls of any type depending on the goods sold.
- A 'SunFest' personality: are you vibrant, passionate about your product and a good communicator?

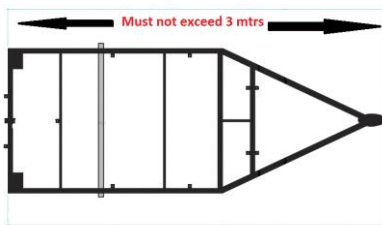
How do I cancel a stall? An email to stalls@sunfest.org.au is required, please note that if you cancel your stall within 14 days of the Festival you will not be refunded any fees you might have paid. Refund requests will be assessed on a case by case basis and only if we can fill the site you had been allocated

How do I pay my stall fees? Instructions on how to pay your stall fees will be provided on your invoice.

Do I require any insurance? Yes all stalls will require at least \$10 million Public Liability Insurance. If you do not have insurance, SunFest can provide temporary coverage for the duration of the festival weekend.

Stall Sizes? All stall sites are strictly 3m x 3m. If your stall is larger than this you will require another site/s.

How do I measure my stall? If you have a regular stall at other events and markets you will know the dimensions of your stall and can apply accordingly. If this is your first time, set up your proposed shelter and include all tables and stock as if you were trading. All stalls will have a single frontage meaning you will only be able to trade out of one 3 metre side of your site space. If you apply for 2 sites you have the option to have a double frontage site meaning you will have 6 metre frontage from which to trade from. Some stalls (particularly those requiring a food preparation area may apply for 2 sites but require only 3 metre site frontage from which to trade from but can have 6 metres depth for additional food preparation room. This is also useful for stalls with a large amount of stock. Please note that your stall must stay within the confines of the lines marked on the ground, you may not encroach on sites adjacent to yours. You will be asked to rearrange your site to fit within the confines of your site. No vehicles will be allowed to stay on site. For sites requiring a trailer i.e. food preparation or a small food trailer please be sure to measure the drawbar as this is included in your site size, if your drawbar extends beyond the allowed 3 metres you will be required to purchase additional sites.



Stall Fees?

Stall fees are based on the type of stall you have, for clearer definitions please see item 7 Fees and Charges below in the Stallholder Application Explanatory Notes.

What do I need to bring as a stallholder?

Night stalls need to ensure you have means to light your stall after dark.

As the stalls follow the natural tree line on the village green most stalls will be positioned under trees, our Council have placed mulch under most trees. It would be helpful if you brought some kind of ground cover i.e. synthetic grass, shade cloth, rubber matting to

even out the floor of your stall, just be sure and peg it down so it doesn't become a trip hazard. This is entirely optional but comfortable patrons are more likely to stay and browse

What happens when it rains?

SunFest is an all-weather event, although we have only had rain on SunFest 3 times in 38 years we cannot guarantee the weather (as much as we'd like to!) Please check the weather forecast prior and make sure you are well provisioned to be able to cover your stock if the need arises. SunFest will go on regardless, we the volunteers have put too much hard work into the festival to be deterred by a little bit of rain.

What about food stall applications for SunFest?

When applying for a food stall please be sure and provide all required paperwork to satisfy Council by laws. Please be assured that a representative from the Hume City Council Health Department will be in attendance both days to inspect all food premises.

Are there any restrictions for canopy spaces? The majority of stall spaces will be under the shade of trees, a regular height marquee (and some small food vans) will fit under the trees, and taller stalls can be arranged. Please let us know if your stall requires extra height.

What about ground cover?

Is parking available? There is street parking around the Village Green, you cannot leave your vehicle on the green during the festival.

Is storage available? No. We do not have the ability to store items securely overnight, although we have security on the village green for the duration of the festival, we cannot guarantee the safety and security of items left overnight in your stall (if you are staying both days)

Please keep in mind. The SunFest committee are all volunteers, we do not receive any benefits either financially or in kind for our work putting this event together. We all work full time jobs and are parents. Please be patient with us and mindful of this with any contact. We prefer email contact where possible to allow us to keep track of all information.

For more information about the event visit www.sunfest.org.au



Stallholder Application Explanatory Notes

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| <p>Guide to help you complete your Stallholder Application form The notes in this will relate to the numbered sections on the Stall Application form</p> | |
| 1 | <p>Basic Information Please complete all boxes. Please supply your ABN (if you have one). Please make sure your email address is legible, if we can't read it we can't reply to you. Same goes for your phone number. Please indicate in this section if you will be selling any food.</p> |
| 2 | <p>Supporting Documentation Please ensure you include all supporting documentation. We need</p> <ul style="list-style-type: none"> • A copy of your certificate of currency for public liability (Minimum \$10 Million) (if you don't have Public Liability Insurance, SunFest can add you to their policy for a fee of \$30 per day, please indicate on the application. <ul style="list-style-type: none"> ◦ Please note that for body Art and Henna stalls you must provide relevant certificate of currency clearly showing coverage for this industry. • Business card and or brochure (if you have one) • 2 current colour photos of your stall (1 x front view, 1 x side view) Please ensure the photos show as much detail of your stall as possible <p>For Food Stalls Only –</p> <ul style="list-style-type: none"> • Provide complete copy of your Food Handlers Certificate • Provide a copy of your Streatrader Registration, (downloadable PDF from Streatrader website) • A COMPLETE list of ALL foods and beverages you will be selling during the festival. This is to ensure that we are aware of what all of our stallholders are providing to ensure that there are no two vendors selling the same thing. (there will be instances where we may allow more than one type of food stall to be selling similar items but this is at the discretion of the stallholder coordinator and is always decided to maximise stallholder success) |
| 3 | <p>Stall Size Requirements In order to maximise the number of stalls the village green can take, one stall site is strictly 3m x 3m. This includes the drawbar of any trailers. If your site requirements exceed this size you are required to register for an extra site or sites. Each additional site is another 3m x 3m. Each additional site will incur another site fee. Multiple sites: If you require more than one site, please indicate the configuration you require. i.e. if you require 2 sites. You may have single frontage or double frontage. Single Frontage is referred to as Vertical. Double Frontage is referred to as Horizontal. Indicate on the application form which you require.</p> |
| 4 | <p>Shelter Type All stallholders must provide some form of shelter (Marquee, Market Umbrella, Caravan etc) Many an unwitting stallholder has been brained by an errant acorn dropping from the trees, especially when windy.) Due to underground irrigation all Marquees used on the Village Green MUST be secured by a method other than large tent pegs. It is suggested standalone style Marquees and Umbrellas be used instead of heavy water and/or sand containers.</p> |
| 5 | <p>Attendance Bump In (Arrival) and Bump Out (Departure) On Saturday:</p> <ul style="list-style-type: none"> • Food Stall Holders to bump in (arrive) between 6:00am – 7:00am (this is to ensure that all power requirements are met early to address any issues if they arise) • All other Stall Holders to bump in (arrive) between 7:00am – 8:00am • All vehicles must be off the Village Green by 8:30am and all stalls need to be ready to trade by 9:00am. |

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| | <ul style="list-style-type: none"> • If you have a large stall you may have the opportunity to bump in and set up on the Friday night by prior arrangement only and power will not be supplied Friday night. • There is an opportunity to bump out (depart) between 5:00pm – 6:00pm or after 11:00pm. Please indicate on the Stall application your preferred bump out time. Stall holders departing between 5:00pm – 6:00pm must be escorted by a steward. <p>On Sunday:</p> <ul style="list-style-type: none"> • All Stall Holders to bump in (arrive) between 9:00 am – 10:00am • All vehicles must be off the Village Green by 10:30am and all stalls need to be ready to trade by 11:00am. • On Sunday bump out time (depart) is between 5:00pm – 6:00pm |
| <p style="font-size: 2em; font-weight: bold;">6</p> | <p>Power</p> <p>As the Village Green is an open park, access to Mains power is limited. SunFest hire several large generators to enable us to power a portion of the Village Green. It is vital that if you require power that you itemise the equipment you will be using that require power and their associated amperage.</p> <p>Electrical Leads, Power Boards –</p> <p>All stall holders requiring power must supply their own extension leads (approx 15m) and power boards. Do not overload power boards. No leads will be supplied by the Festival ‘Event Staff’. All extension leads and power boards must be tested and tagged regardless, prior to attending the Festival. Refer to the Terms and Conditions.</p> <p>Our independent Service Contractor will be available for testing and tagging and/or replacement of your 3 pin plugs at the information marquee between 7.00am to 8.00am on Saturday. There will be a charge for this service.</p> <p>It is a requirement from Hume City Council that all powered sites carry a fire extinguisher suitable for their site and in the event of a total fire ban a permit from the local CFA will be required.</p> <p>Please note that if you are bumping in Friday night we are unable to supply power overnight and you will need to supply your own generator.</p> <p>How to calculate how many Amps an appliance is:</p> <p>Electricity is measured in units of energy called watts. Watts is generally defined as the amount of power (or energy) an appliance uses (consumes) when operated at its maximum capacity for 1 hour. Amps on the other hand are defined as how much energy an appliance draws, or the rate of energy that flows through wire when an appliance is used for 1 hour. Finally, volts is what energizes the appliance or it is the force that pushes electricity through wire to the appliance. You can determine power characteristics of an appliance if watts rating is not provided, by the following equation: V (Volts) X A (Amps) = Watts (Ohm's Law)</p> $A=W/V$ $V=W/A$ <p>Each appliance will sometimes show the Amps but if it doesn't you can calculate it using the Voltage and Wattage which should be provided. For example: To determine Amps consumed by a 25watt 12V light bulb, use the equation $A=W/V$ or $(25/12=2.1\text{Amps})$.</p> |
| <p style="font-size: 2em; font-weight: bold;">7</p> | <p>Fees & Charges:</p> <p>In previous years a few applicants were unsure as to what category their stall would fall under. The definition of each category is as follows.</p> <ul style="list-style-type: none"> • Community Group Based in Hume not selling goods – This would be a community/volunteer/ sporting group providing information about their group, may be in the form of non-monetary activities. Also Not for profit & registered charity organisations selling raffle tickets. • Community Group Based in Hume selling goods – This would be a community/volunteer/sporting and any incorporated association group selling a product/raffle tickets. |



Stallholder Application Explanatory Notes

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| | <ul style="list-style-type: none">• Community Group outside Hume not selling goods – As per above but the group is not based within Hume City Council Boundaries.• Community Group outside Hume selling goods – As above but the group is not based within Hume City Council Boundaries.• Home Based Business based in Hume – A business whose primary office is in the owner’s home. The home must be within the Hume City Council boundaries• Home Based Business not based in Hume – A business whose primary office is in the owner’s home and the home is not located within Hume City Council boundaries.• Retailer/Government Dept. based in Hume – A retailer is someone who has a shopfront based within the Hume City Council boundaries selling goods. Government Department is any Local, State or Federal Government office or initiative, regardless of whether goods are sold.• Food Van - Mobile food premises are vehicles such as vans, trailers or carts from which food is sold. <p>Please indicate in the fees and charges how many sites and how many days you wish to attend. Please indicate whether you require power and enter the appropriate fee. Please indicate whether you require SunFest Insurance Coverage and enter the appropriate fee and total the amounts.</p> |
| 8 | Declaration Please read and sign the declaration. |