



SunFest 2018 – Stall Registration Form

Sunbury Festival “The third weekend in March each year”

Saturday 17th & Sunday 18th March 2018

Please print clearly in BLOCK LETTERS. Only completed Registration Forms accompanied with requested supporting documentation will be accepted (see explanatory notes for details of required. All successful applicants will be notified via email and you will be sent a Tax Invoice for your Stall Site Fees and/or power charges upon approval. All payments are to be made by the due date on your Tax Invoice. Preferred payment method is via EFT (see banking details on your invoice).

REGISTRATIONS CLOSE ON 28th FEBRUARY EACH YEAR. Do NOT send payment with this Registration form.

Applications can be emailed to: stalls@sunfest.org.au or Post to: P.O. Box 332, Sunbury Vic 3429

1. Stall Holder Personal Details:

First Name:		Surname:	
Business Name:			
ABN:			
<input type="checkbox"/> FOOD STALL		<input type="checkbox"/> NON FOOD STALL	
Brief description of products/Services are you selling:			
Street Address: Address (P o Boxes will not be accepted)			
Suburb:		State:	Postcode:
Phone BH:		Phone Mob:	
Email Address (Must be Supplied):			
Vehicle Registration No:		Drivers Licence No:	
Street Trader No. (Food stalls only)			

2. Have you supplied ALL supporting documents? (Refer explanatory notes).

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(See explanatory notes for required supporting documentation)

All Stall Holders to Supply

- Insurance Certificate of Currency
 - Do you need Sunfest Insurance?
- Business Card and/or Brochure
- Photos of your stall

Additional for Food Stalls

- Food Handlers Certificate
- Streetrader Registration
- Complete list of ALL food and Beverages for sale

3. Stall Size Requirements:



One stall site size is strictly 3m x 3m. If your site requirement exceeds this size you are required to apply for additional sites as required. Each additional site will incur another site fee.

Please tick

- 1site 3m x 3m (1 site charge)
- 2 sites 3m x 6m (2 site charges)
- 3 sites 3m x 9m (3 site charges)

Site Configuration (for multiple stall sites)

Please tick

- Horizontal 
- Vertical 

See 'Stall Holder Application Explanatory Notes' for details regarding site configuration

All stall holders must provide some form of shelter (Marquee, Market Umbrella, Caravan etc Please note we do NOT have marquees available for hire.

4. Please advise your proposed shelter type & size:

Type of Shelter _____ Size ___ x ___ 5.

5. Attendance

Please tick

- I will be attending Saturday ONLY
 - I will be leaving at 5pm Saturday
 - I will be leaving at 11pm on Saturday

I will be attending Sunday ONLY

I will be attending both days

For 'Bump In' and 'Bump Out' times, please refer to 'Stall Holder Application Explanatory Notes'

6. Power Requirements:

Please tick all that apply (Flat rate of \$50 per stall holder per day will be charged for the use of power-Discout for both days)

- I **do not** need power on my site
- I will be using LPG bottles (Gas Bottles) during the festival
- I have my own Diesel / ULP generator (Size).....HP which I will be operating during the festival
- I require you to supply me with Electrical Power.

To ensure adequate power is supplied, please list equipment and associated amps:

Equipment:	Amps:
_____	_____
_____	_____
_____	_____

The total Amps required on my site is:_____

7. Fees and Charges:

Please complete the table below by inserting the number of sites next to the appropriate group and preferred day/s. Refer to Stall Holder Explanatory Notes for full details.

Description	Saturday Only	No. 3m x 3m sites	OR	Sunday only	No. 3m x 3m sites	OR	Both Days	No. 3m x 3m sites	TOTAL
Community Group Based in Hume not selling goods	40.00			30.00			60.00		\$
Community Group Based in Hume selling goods	50.00			40.00			70.00		\$
Community Group outside Hume not selling goods	60.00			50.00			90.00		\$
Community Group outside Hume selling goods	70.00			60.00			110.00		\$
Home Based Business Based in Hume	80.00			70.00			130.00		\$
Home Based Business Outside Hume	90.00			80.00			150.00		\$
Food Van	125.00			115.00			220.00		\$
Retailer/Government Dept Based in Hume	110.00			100.00			200.00		\$
Retailer/Government Dept Outside Hume	220.00			200.00			400.00		\$
Sub Total:									\$
Optional:									
Power - \$50 per day or \$75 for both days									\$
SunFest Insurance Coverage - \$30 per day or \$50 for both days									\$
Total:									\$

8. Declaration:

I, the person named in this Stall Registration hereby declare that I have read the 'Explanatory Notes' and SunFest's Terms and Conditions and agree to abide by all the Terms & Conditions of the Sunbury Community Festival Inc. (Terms and Conditions are available at www.sunfest.org.au)

I agree to not bring any disrepute to the Sunbury Community Festival – SunFest – and will accept in full any costs incurred due to not abiding by the abovementioned Guidelines, negligence, accident, injury, breakage, or damage and any repair costs caused by myself or persons' action on my behalf; and I am aware that the Sunbury Community Festival is an Alcohol Free Event.

Signature: _____ Date: ___/___/___ Name: _____
 (Stall Holders Signature) (Please Print)

<p>Office Use only: Stall Name: _____ No of sites: _____ Site Config: _____ Selling _____ Sat/ Sun /both Power: Y / N – Amps: _____ Own P / S Type: _____ Insurance/Photos: Y / N Food Certs Y / N / NA Inv Date: ___/___/___ Inv No#: _____ Inv Amt: _____ Rec No# _____ Paid: Y / N – Date: ___/___/___ Pmt Type: _____</p>
