

113th KELMSCOTT ANNUAL SHOW 2011

Kelmscott Agricultural Society (Inc.) ABN 71630 621 772

APPLICATION FOR CRAFT MARKET GROUND SPACE

<p>Please complete Pages 1 & 2 of application form and return full payment to:</p> <p>Ms Harriet Wong River Area Craft Market Coordinator P.O. Box 40 Kelmscott WA 6991</p>	<p>OFFICE USE</p>
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Bookings close two weeks prior to the Show – Saturday, 8th October 2011

Please Print

Business Name:

Full Name of Contact Person:

Postal Address:

Suburb: Postcode:

Phone (Business): Mobile:

Fax: Email:

ABN (if applicable): Website:

Site Preference Numbers:

1st Choice _____ 2nd Choice _____ 3rd Choice _____

I would like to book the following stall site/s and associated items:

Stall Site	Cost	Number	Total Cost
3m x 3m stall site	\$ 35.00		\$
Optional Extras:			
Marquee hire 3m x 3m	\$ 192.50		\$
Marquee hire 6m x 3m	\$ 297.00		\$
KAS Public Liability Administration Fee (Note this is not Product Liability insurance)	\$ 20.00		\$
Trestle Tables (1.8m)	\$ 12.00		\$
Chairs	\$ 2.30		\$

Total Cost: \$

Cheque Payment:

Please find attached a cheque for \$_____ made payable to **Kelmscott Agricultural Society (Inc.)**. If your application is not successful, we will return your cheque unbanked.

Direct Debit Payment: (Please mark the transaction with your business name as reference.)

Account Name: Kelmscott Agricultural Society (Inc.)

BSB : 036-071

Account Number: 540527

* Application Continued on Page 2

*Additional terms & conditions on Page 3 & Page 4

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Continued from Page 1

Please provide written description of products for sale or display and tick appropriate box			
I am:	<input type="checkbox"/> Selling Goods	<input type="checkbox"/> Selling Food and /or drinks	<input type="checkbox"/> Display Only

PLEASE NOTE:

1. A copy of Stall Holders Public liability insurance and Certificate of Currency **MUST** be provided with this application. Kelmscott Agricultural Society (Inc.) is not responsible for damage, loss or personal injury.
2. The Kelmscott Agricultural Society (Inc.) offers one day Public Liability Insurance protection for \$20 (Administration fee) for stall holders who don't have their own Public Liability Insurance Policy. The offer does not include Product Liability Insurance.
3. Product Liability is the sole responsibility of the Stall Holder.
4. Stall holders selling food and/or drinks **MUST** provide a copy of a Special Events Permit obtained from the City of Armadale and Certificate of Currency for Product Liability Insurance.

PRIVACY ACT STATEMENT

The information provided by you in this Application for Craft Market Ground Space is collected and used by the Kelmscott Agricultural Society (Inc.) (KAS) to organise stalls at the Kelmscott Annual Show. The KAS may publish details such as your Name, Suburb, Web address and Product details in any KAS publication (including websites) or communication. Such information may also be made available to, and published by the media. The KAS may also use your contact details to contact you about future Shows. The KAS will not disclose your personal information without your consent for any other purpose unless required or authorised by law. You may request access to your personal information and if necessary, request that our records of that information be corrected, by writing to the Secretary, Kelmscott Agricultural Society (Inc.), PO Box 40 KELMSCOTT WA 6991.

Your signature on and/or lodgement of this entry form authorises the KAS to use your Name, Suburb, Web address and Product details for KAS and publicity purposes as stated above. You also authorise the KAS to store your contact details to enable contact with you about future Shows.

Should this application be accepted, I / we certify that we have read and understood the Terms and Conditions, Public and Product Liability details, Privacy Act and understand the Kelmscott Agricultural Society (inc) requirements and agree to abide by them. We also confirm that the above particulars are correct.

Signature Of Applicant

Date:

113th Kelmscott Annual Show

CRAFT MARKET GROUND SPACE TERMS & CONDITIONS

Saturday, 22nd October 2011

9.00am - 6.00pm

Terms and Conditions under which ground space in the Craft Market are let for use:

Please keep these terms and conditions for your own record, do not send it back with your application forms.

Stall Applications and Fees

1. Your application will be processed once the completed Application Form and supporting documents are received with full payment. All successful applicants will receive an invoice upon acceptance and will be notified no later than 5 weeks prior to the event.

Please note that application for stalls and ground space will be accepted at the discretion of the Kelmscott Agricultural Society (Inc) (KAS).

2. There shall be no refund for any cancellation.
3. Sites will be allocated on the first paid, first served choice basis. We take consideration of your preferred location nominated on the Application form, but an alternative site may be given. The decision of the Craft Market Coordinator will be final. Considerations will be given to previous stall holders.
4. A Stall sites location map is enclosed with all Craft Market Ground Space application forms.
5. Stall holders and exhibitors are responsible for their own Public Liability Insurance cover. The KAS is not responsible for damage, loss, theft, or personal injury. **A copy of Stall Holders Public liability insurance and Certificate of Currency MUST be provided with this application.**
6. The KAS offers a one day Public Liability Insurance cover for \$20 (Administration Fee) for stall holders who don't have their own Public Liability Insurance. This offer does not include Product Liability Insurance.
7. Stall holders and exhibitors shall observe the provision of the Health Act and any other appropriate Act or Regulation that would apply. **Stall holders who are selling food and / or drinks must supply a copy of their Special Events approval from the City of Armadale and Certificate of Currency for their Product Liability Insurance with this application.**
8. On your application form, please specify the range of products you will be selling and/or demonstrating. If this changes after submitting the application form, please contact the Craft Market Coordinator to advise changes.
9. The KAS reserves the right to request the removal of products from display and sale if they are deemed unsafe or inappropriate.

CRAFT MARKET GROUND SPACE TERMS & CONDITIONS

Continued from Page 3

STALL PASSES

10. Free Entry to the Showgrounds will be issued on the basis of TWO ADULT ENTRY PASSES for each craft stall. Additional helpers will be required to pay the current admission fee. **ALL ENTRY PASSES are VALID FOR ONLY ONE ENTRY and must be handed in at the gate. PASSOUTS are available at each entry gate.**

Setting up

11. Gate 4 (Orlando Street) will be open from 6.00 a.m. for all craft stall holders.
12. All stalls must be erected within the site area and any items, which are not part of the stall and all vehicles, **MUST** be removed from the Showground by 8.30 a.m. on Saturday and are not permitted back on the grounds until 6:00 p.m. **Vehicles that are not removed by 8.30 a.m. on Saturday will be towed away and the stallholder shall be responsible for towing and storage costs.**
13. Guy ropes of any tents or awnings, vehicles and other items, which form part of the stall, are to be within the measurement of ground space let.
14. **When driving on the Showgrounds, all stallholders shall abide by the 10km/h speed limit and abide by the directions given. Any deliberate damage to the facilities will be charged to the stallholder.**
15. Please follow directions given by the Craft Market Coordinator at all times when your vehicle is on the Show Grounds. This will ensure traffic congestion is kept to a minimum during this busy period.
16. After setting up, parking areas are available (for a fee) in the Kelmscott Primary School grounds on Orlando Street and in local volunteer organization car parks on River Road.
17. No raffles may be conducted and the sale or distribution of water pistols or sparklers is strictly forbidden on the Showground.
18. **All CRAFT MARKET STALLS MUST REMAIN IN OPERATION UNTIL 6.00 P.M. CLOSING TIME. (See point 12 above)**

Removal of stalls

19. If you have hired a trestle tables and chairs, please fold them up neatly ready for our staff to collect.
20. Stall holders are requested to maintain their area in a tidy condition and free from litter. All packaging shall be removed from the site when leaving at 6.00 p.m. All care must be taken when transversing through members of the public. **PLEASE DO NOT EXCEED 10KM/HR SPEED LIMIT**

Should you require space at the Show and accept the above conditions, please complete the Application Form enclosed.

Enquiries: Ms Harriet Wong – River Area Craft Market Coordinator
Phone: 9312 3949, Mobile: 0450 463 159
E-mail: craftmarket@kelmscottshow.com.au
OR
Kelmscott Agricultural Society Office on (08) 9495 4001