

Please complete pages 1 & 2 and return to:	Food Space Coordinator PO Box 40, KELMSCOTT WA . 6991 or foodspace@kelmscottshow.com.au	OFFICE USE
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**Applications close 1st September for Marquees sites and 1st October 2018 for ground space only.**

Business Name .....

Postal Address .....

Contact Person .....

Tel. .... E-Mail .....

Mobile .... Web ..... Facebook .....

Australian Business Number, if applicable: ABN: \_\_\_\_\_

I would like to book the following stall site/s for:      Friday & Saturday       Saturday only

Space only**	Unit Cost	Number	Total Cost
Frontage in metres (all sites are 6m deep) including tow hitches.	\$74 per metre	.....	\$ .....
<i>**minimum frontage available is 3m</i>			
Site with Marquee, lights, table and 2 chairs			
3m frontage x 3m deep (3m x 6m site)	\$533	.....	\$ .....
6m frontage x 3m deep (6m x 6m site)	\$886	.....	\$ .....
6m x 6m	\$1178	.....	\$ .....
Additional power (see item 18 below)			
Number of extra 10 amp outlets	\$15	.....	\$ .....
Number of extra 15 amp outlets	\$30	.....	\$ .....
Car spaces in the showgrounds carpark / day	\$10	.....	\$ .....
Car + trailer spaces in car park on Showgrounds / day	\$20	.....	\$ .....
Additional adult entry tickets (discounted)	\$12	.....	\$ .....
<b>TOTAL COST</b>			\$ .....

**The 2018 Make Smoking History Kelmscott Show is a GST free event.**

**Note: Larger Marquee sites are available by negotiation.**

DO NOT PAY UNTIL YOUR APPLICATION HAS BEEN ACKNOWLEDGED BY KAS AS ACCEPTED

**Application for stalls will be accepted at the discretion of the Kelmscott Agricultural Society (Inc.) and payment DOES NOT deem acceptance.**

Application continued on Page 2.

Please provide a written description of products for sale or display (attach a list) and tick appropriate box:

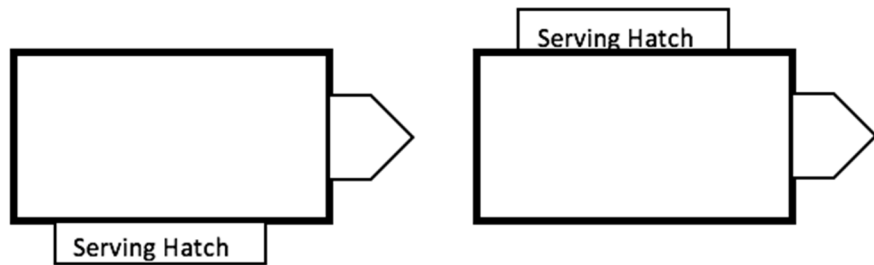
I am  Selling Goods  Display Only

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*KAS has the right to ask you to remove any items not declared.*

If you are **not** operating from a regular marquee, please indicate below or attach a dimensioned sketch of your set up (e.g. Van or trailer) and include position of openings, guy wires, supports etc. Attach additional page if necessary.

Please indicate the serving area



**Large vehicles may be required to bump in the day before the event**

**NOTE:**

1. PUBLIC LIABILITY INSURANCE AND PRODUCT LIABILITY IS REQUIRED AND A CERTIFICATE OF CURRENCY MUST BE PROVIDED WITH THIS APPLICATION.
2. THIS APPLICATION IS ONLY FOR SITES THAT SELL FOOD OR DRINKS.
3. VENDORS MUST PROVIDE A COPY OF THE SPECIAL EVENTS PERMIT FROM THE CITY OF ARMADALE AFTER THIS APPLICATION HAS BEEN ACCEPTED BY KAS.

**PRIVACY ACT STATEMENT**

The information provided by you in this Application for Ground Space is collected and used by the Kelmscott Agricultural Society (Inc.) (KAS) to organise stalls at the Make Smoking History Kelmscott Show. KAS may publish details such as your Name, Suburb, Web address and Description of Item Details in any KAS publication (including websites) or communication and provide Name to Healthway. 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. 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 Show Secretary, Kelmscott Agricultural Society (Inc.), PO Box 40 KELMSCOTT WA 6991.

**Application for stalls will be accepted at the discretion of the Kelmscott Agricultural Society (Inc.) and payment DOES NOT deem acceptance.**

**I certify the particulars on this application are correct, and I accept the conditions on Pages 1 to 4**

Signature of Applicant..... Date: .....

*If signing this via the internet please put your full name in the signature area*

Friday, 19<sup>th</sup> October 2018, 4pm – 9pm

Saturday, 20<sup>th</sup> October 2018, 9am - 6pm

### **Terms and conditions under which ground space is let for use:**

Please keep these for your own records, do not send it back with your application form.

1. The application will be processed once the completed Application Form and supporting documents are received. **A copy of Stall Holders Public and Product liability insurance, Certificate of Currency, Certificate of Registration and Menu MUST be provided with this application. Failure to do so will result in your application being denied.** Successful applicants will receive an invoice upon acceptance and payment is required two weeks after your stall is accepted unless otherwise agreed.

**Application for stalls will be accepted at the discretion of the Kelmscott Agricultural Society (Inc.) (KAS) and payment DOES NOT deem acceptance.**

2. There shall be no refund for cancellation.
3. Site will be allocated on the first paid, first served basis by the Food Space Coordinator. Consideration will be given to previous stall holders.
4. Stall holders and exhibitors are responsible for their own Public Liability Insurance with a minimum cover of:
  - \$10 million for operators of rides, games, catering and show bag retailers.
  - \$5 million – all other exhibitors
5. KAS is not responsible for damage, loss, theft, or personal injury
6. Stall holders will strictly observe the provisions of the Public Health Act 2016, the Food Act 2008, the Occupational Safety and Health Regulations 1996, the Worker's Compensation and Rehabilitation Act 1981 and any other Act relating to their site, the business to which their site is being put by the Stallholder and any rules or regulations made thereunder and any municipal by-law or regulation to their site and business.
7. Sellers are required to observe KAS sponsorship commitments and, at the time of applying for space, should enquire whether the sponsorship requirement applies or affects the selling of items as described in the stall holder's application.
8. The Make Smoking History Kelmscott Show is committed to reducing smoking rates in WA. All areas on the Showgrounds shall remain smoke-free and all Stallholders and their Staff shall comply with this requirement. No activities or items that directly or indirectly encourage or support the use of tobacco or tobacco products (including e-cigarettes) will be allowed on the Showgrounds.
9. Food stall holders that provide healthy food and drink options will be looked at more favorably. Food vendors can contact the Western Australian School Canteen Association (WASCA), [wasca@education.wa.gov.edu](mailto:wasca@education.wa.gov.edu) for a menu assessment using the 'Traffic Light System'.
10. No activities or promotions that encourage consumption of alcohol or stimulants use or glamourise getting drunk or imply that getting drunk is desirable will be allowed on the Showgrounds.
11. No application granted by KAS is exclusive and KAS may, in its absolute discretion, permit any other person **or franchise** to sell or exhibit similar or the same goods or to carry on a similar or the same business or activity at the Showgrounds.
12. No dogs / pets are allowed on the show grounds.
13. **KAS reserves the right to request the removal of products from display and sale if they are deemed unsafe, offensive, inappropriate or do not comply with KAS sponsorship commitments.**
14. The sale or distribution of water pistols, weapons, fireworks or sparklers is strictly forbidden.
15. Free Entry to the Showgrounds will be issued on the basis of TWO ADULT ENTRY PASSES for each 3 metres of frontage for each day the site is let. Tickets for additional helpers may be purchased with this application for \$12 each. **ALL ENTRY PASSES are VALID FOR ONE ENTRY ONLY and must be handed in at the gate. PASSOUTS are available at each entry gate.**
16. Unless advised otherwise, access to the Showgrounds will be available from 9am on Friday and 6am on Saturday. Entry will be via Orlando St next to gate 4. To avoid congestion in the school zone, please do not queue outside the school until after 9am on Friday.

17. 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 3pm on Friday and 8am on Saturday and are not permitted back on the grounds until after closing times. **Vehicles that are not removed by the required times will be towed away and the stallholder shall be responsible for towing and storage costs.**
18. KAS will only provide a maximum of 1 amp or 230 watts for all stallholders. This is enough to power a light, cash register, EFTPOS Machine, etc. This cannot power Bain Maries, Kettles, Urn's, Coffee Machines or anything else that uses an element. If you require more than the 1 amp or 230 watts you will need to provide your own generator or pay an additional fee to connect to one of our generators. Additional power will need to be booked at the same time as you book your site to allow for adequate generators. Prices will be available on the site booking form. Generators provided by stallholders cannot impact on other stalls. They must be muffled and the exhaust cannot be blowing into other stalls. Extension leads, lights and power boards will only be provided to stall holders that book a marquee. Stall holders bringing their own tent/marquee will need to provide their own extension leads, lights and power boards. All electrical **extension leads and power boards must be tested and tagged within the last 6 months** before they will be connected for insurance reasons. Please note that your stall may be quite a distance away from the outlet and you may need a few extension leads.
19. 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 **including tow hitches**. If you intend to operate from a van or trailer, a sketch must be attached to this application showing all dimensions, locations of sales window and other openings that require access space.
20. **When driving on the Showgrounds, all stallholders shall abide by the 8km/h speed limit and abide by the directions given. Any deliberate damage to the facilities will be charged to the stallholder.**
21. After setting up, parking areas are available, at a fee, **for stall holders who have not purchased car passes with this application** in the Kelmscott Primary School grounds on Orlando Street and in local volunteer organization car parks on River Road. Parking areas are available for **stall holders who purchased car passes with this application** through Gate 1 on River Road.
22. The sale of raffle tickets by stallholders is prohibited.
23. **All STALLS MUST REMAIN IN OPERATION WITH STOCK TO SELL UNTIL CLOSING TIMES.**
24. 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. All care must be taken when travelling through areas used by members of the public.
25. Check list for stall holders: On arrival at entry point please ensure you have the following:
  - A copy of the application form
  - A copy of insurance documents
  - City of Armadale Special Events approval for food vendors
  - Car passes and entry tickets
  - Entry point and parking map.

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

**Enquiries:** Russell Hook : Mobile 0422148501

KAS Office on 08 9495 4001 - leave a message and we will return your call asap.

foodspace@kelmscottshow.com.au