

UNDALUP Association Inc.

ABN: 91 308448476

PO Box 5373,

West Busselton, 6280, WA.

UNDALUP BUNURU FESTIVAL 2020

When: Saturday 14th March 2020

Time: 1pm till 10pm (setup from 10am)

Where: Riflebutts Reserve, Prevelly Beach

Festival Director: Rachelle Cousins

Contact: Festival Co-ordinator
Lisa Chatwin 0408422378

Email: undalup@outlook.com

Address: PO Box 5373
West Busselton, WA 6280

STALLHOLDER BOOKING FORM

BUSINESS NAME:

ABN: _____

**CONTACT
PERSON:**

POSITION: _____

PHONE: _____

EMAIL: _____

**POSTAL
ADDRESS:**

MOBILE PHONE: _____

STALL DETAILS

STALL TYPE:

- Art Craft Local Produce Giftware Community Org.
 Food Other – description _____

NUMBER OF 3 X 3 MITRE BAYS REQUIRED _____

@ \$30 PER BAY \$ _____

NFP and community organisations FOC.

FOOD STALL BAYS REQUIRED _____

@ \$50 PER BAY (Per Stall / Van) \$ _____

Size of Van: _____

POWER REQUIRED @ \$20 PER Bay \$_____

Please list your requirements

If you intend to staying for night trading, please specify, as lighting may need to be organised for your stall.

PLEASE LIST ALL ELECTRICAL APPLIANCES THAT WILL BE UTILISED AT YOUR STALL /VAN

(To ensure we have the required amount of power for the day to suit your needs)

1) _____

2) _____

3) _____

4) _____

5) _____

(Please attach photo of Van / Stall with application)

TOTAL PAYMENT DUE \$_____

Cheques to be made payable to Undalup Association Inc,

PO Box 5373, West Busselton, 6280

Direct Deposit: Undalup Association Inc

BSB: 633000

Acct No: 161921887

Please ensure you provide your own power board and a tagged 20mtr extension lead. An electrical inspection will be done at NOON with the event appointed electrician.

The objective of the Undalup Association Inc. Festival Markets is to promote arts, crafts, local produce, multicultural products and Indigenous culture, as well as, create opportunities for not-for-profit engagement, this should be done in such a way as to not cause offence and be done in a positive manner. It is for these reasons stalls that don't fit with our objectives may not be approved. Therefore, to avoid disappointment or any confusion, we request stall holder provide a brief description of your stall including list of your products for sale, to confirm your stall will meet with our objectives.

I have read, understood and agree to abide by the Undalup Association Inc Stallholder Terms & Conditions 2018.

I have attached a copy of the Certificate of Currency for my Public Liability Insurance, Photo of Stall, Certificate of food business registration.

SIGNATURE: _____

DATE: _____

PLEASE PRINT NAME:

ADMINISTRATION USE ONLY

Date Received _____

Certificate of Currency provided

Shire compliance



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PO Box 5373,

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STALLHOLDER TERMS & CONDITIONS

Undalup Association Inc. would like to invite you to be a stall holder at the Undalup Bunuru Festival 2020. This festival is sponsored by Healthway and together we are promoting the Act-Belong-Commit message in support of positive mental health outcomes in WA. The festival is a SMOKE and ALCOHOL free event and as this event will be promoting healthy lifestyle choices, healthy food and drink options will be promoted. Also, separate smoking area will be provided, as the whole event will be smoke free.

1. Please ensure all application forms are completed and returned to the Festival Co-ordinator; Lisa: Undalup Association Inc. PO Box 5373, West Busselton, 6280
E: undalup@outlook.com by Tuesday 3rd March, with payment details.
2. The Management Committee of the Undalup Association Inc reserve the right to refuse any stallholder application, if it is deemed the stall content is not be consistent with the ethos of the festival.
3. Stallholders are NOT permitted to sell cap guns, toys with any firing abilities or laser pointers. Any stall found to be selling these items will be requested to close the stall.
4. All stallholders are required to hold current Public Liability Insurance, and a copy of the Certificate of Currency in the name of the stallholder must be provided with the application.
5. All food stall/food van operators are to comply with the *Food Act 2008*, the *Food Regulations 2009* and the Australia and New Zealand Food Standards Code.

All food is to be prepared in a commercial kitchen or food van registered with their local government authority. No food is to be prepared in a domestic residential kitchen unless it is for a community/charitable event or has been registered with their local government authority.

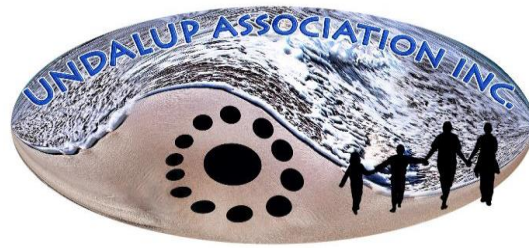
All food businesses must provide a copy of their Certificate of Food Business Registration or Verification of Notification (for community/charitable groups) issued by the Local Government from which they are based, in accordance with section 110 of the *Food Act 2008* as well as a copy of their Public Liability.

6. Food stalls must adhere to the Healthway request to refrain from displaying or promoting high sugar content drinks, in accordance with the Canteen Associations guidelines.
7. The stallholder shall indemnify and hold harmless Undalup Association Inc. the Shire of Augusta Margaret River and its officers and representatives against any loss, damages, liability, claims, suits, costs and expenses whatsoever; including reasonable legal fees regardless of the merit of any claim or suit arising from or in any manner connected to the negligent act or permission of services, work or activities described in this agreement.

8. Behaviour by stallholders is expected to be professional and appropriate when dealing with event organisers, members of the public and other stallholders. In the event that organisers deem the behaviour of a stallholder to not meet this condition, organisers reserve the right to close down a stall and request the stallholder to leave.
9. Stallholder bays will be 3m x 3 metres in size. Stallholders who require a larger size will need to book and pay for extra stalls. Extra space will not be allocated on the day. Food / Drink van is one stall. All stalls to attach a photo.
10. Sites will be allocated before the event and marked out on a site plan. Stallholders must adhere strictly to the site plan as this will be set out according to Occupational Safety and Health standards, as well as local government requirements for the event. NO deviation from the site plan will be allowed unless discussed in writing with the Festival Director prior to commencement of the event day.
11. Stallholders who require power will need to have pre-booked this by filling in the relevant section on the form. All power requirements, including a list of appliances being used by the stallholder, need to be declared on the form so that the organisers can ensure sufficient supply to the stall.
12. Stallholders will be responsible for supplying their own marquee or shade structure, trestles, chairs, power cords and power boards. Power cords, boards and appliances must be tagged by a licenced electrician.
13. Stallholders intending to trade on Saturday evening will be required to provide their own lighting – this should be taken into account when starting power requirements on the booking form.
14. Stallholders will be permitted to enter the site to set up between 10 am and 11.30 am on Saturday 14 March 2020.

ALL vehicles must be clear of the site by 11.45 am Saturday 14th March. Vehicles on the grassed area are to follow directions the directions of event staff. Shade structures should be weighted not pegged. Goods may be sold from commercial vans, and in these instances the van must be parked within a stallholder bay. If the commercial van takes up more than one bay, organisers must be notified prior to the event so that this can be reflected on the site map.
15. Stallholders are NOT permitted to sell from a car boot, station wagon or other non-purpose fitted vehicle.
16. STRICTLY NO STALLHOLDERS permitted to sleep or stay onsite overnight. Any persons found onsite after the event is closed and will be evicted by security staff. There will be no exceptions.
17. As the event is being held on a Dog exercising park all dogs must be on a leash the day of the event.

The Undalup Association values your support and looks forward to working together to provide our community a festival for everyone to enjoy.



Undalup is the Wadandi word for Busselton and the logo depicts waves against the sand - a meeting place between ocean and earth. The circle of dots represents the campfire where all people, family, and friends gather around the fire to share stories, dance, and celebrate this sacred space - where the land meets the sea. The four figures symbolise everyone, including family, friends, and neighbours walking and working together - side by side - as one.

To Aboriginal people, fire, family and people working in harmony are closely linked, so this symbolism is important and is what the Undalup Association Inc. is about;

“Undalup is also honouring a place for healing and connection to Wadandi Boodjar (Country), embracing the elements given to us from Boodjar Ngarnk (Earth Mother), celebrating the “meeting place” and bringing harmony on the land we all walk together”.

Chairman, Iszac Webb

Undalup Members believe that *“From little things, big things grow”*.
Many Thanks and Kind regards from the Undalup Association Inc.
PO Box 5373, West Busselton, WA. 6280
Web Page: www.undalup.com