



2012 Alkira Sky Festival

26 February, 2012 10am-3pm

Lilydale Airport



STALLHOLDER APPLICATION FORM

Alkira Centre is seeking high quality arts and craft, food, fashion, design and community group stalls for its yearly Sky Festival on Sunday 26 February 2012.

We have had a last minute opportunity for expansion this year to include a market and live music performances along with our standard aerial shows, skydiving and kids' activities. We will have the Australian Welsh Male Choir performing along with other fantastic musical groups. To be a part of this exciting event, please complete the application form and return it, together with your site fee, before the application closing date on Monday 13th February 2012.

IMPORTANT INFORMATION

APPLICATIONS

All stallholders must return completed applications to the address below. Preference will be given to stallholders who make what they sell. Quality goods only please.

***Alkira reserves the right to refuse any application which does not meet our requirements. All fees will be refunded if application is refused.

EQUIPMENT

Stallholders are responsible for tables, chairs, weather protection and any other necessary equipment.

INSURANCE

Stallholders will be required to have their own public liability insurance.

STALL HOURS

Stall hours are 10:00am to 3:00pm -NO EXCEPTIONS. Setup begins at 8:30am. Stallholders MUST enter the festival site and have their vehicles parked in the designated parking area by 9:30am. No entry by vehicle will be allowed after this time.

SITE ALLOCATION

Stallholders will receive written notification of acceptance as soon as application is processed and payment received. Site allocation and stall

number will be provided to each registered stallholder one week prior to the Alkira Sky Festival.

STALL COST:

Powered Site (4x4): \$45.00

Unpowered Site (4x4): \$35.00

There will be additional charges for stalls outside the regulated size in any proportion. Please contact Jen McIver for a quote on 9890 1365.

PAYMENT

By EFT, Cheque, or Money Order. Once application and payment have been accepted, no refunds will be given for bad weather, unless the festival is cancelled by the organiser.

Direct Deposits

Alkira Centre - Box Hill, Inc.

BSB: 633 000

ACCT: 127487544

**Note trading name for reference

Cheques or money orders

Make payable to Alkira Centre and post to the following address:

Alkira Centre - Sky Festival

P.O. Box 200, Box Hill VIC 3128

Kids Activities Air Show Food Live Shows & Music Shopping Joy Rides Wine Tasting

Lilydale Airport - 13 MacIntyre Lane, Yering VIC 3770 Melways 274 J12

Presented by Alkira Centre – Box Hill
Providing Services for People with Intellectual Disabilities
(T) 9890 1365 (F) 9897 3109 www.alkira.org.au



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STALLHOLDER APPLICATION FORM

STALLHOLDER INFORMATION:

Trading Name: _____

Contact Name: _____

Contact Phone: _____

Postal Address: _____

Email Address: _____

Product Details (please provide a full description of what you sell): _____

Insurance Details (please provide policy number and insured amount and attach copy of insurance to this form):

ADDITIONAL CONSIDERATIONS:

Please list any additional consideration the organising committee may need to keep in mind. Please include anything that may be relevant in the placement of your stall and other stallholders. (eg. Is your stall noisy? Will you be using a generator?)

SITE REQUIREMENTS:

- Powered (4x4) Site Number of stalls: _____ x \$45.00 = _____
- Unpowered (4x4) Site Number of stalls: _____ x \$35.00 = _____

Total Amount Payable: _____

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By submitting this application I agree to abide by the Terms and Conditions below. Please find attached my payment amount. I am fully insured and have applied for all necessary licences.

Terms and Conditions

1. Bump in time will be from 8:30 AM. No Bump in after 9:30 AM - NO EXCEPTIONS
2. Bump out time will be NO EARLIER than 3.00 PM - NO EXCEPTIONS
3. Stallholders must trade from 10:00 AM to 3:00 PM
4. Vehicles are to be removed from market area by 9:30 AM
5. All stall holders must keep their site clean and remove all rubbish from the grounds.
6. Stall holders will sell only the products stated on the application form.
7. All site fees must be paid in advance (NO EXCEPTIONS)
8. All Food vendors must comply with all legal food handling requirements and provide proof of same upon request.
9. All power leads and electrical equipment must be tagged by a licensed electrician and taped safely to avoid tripping hazards.
10. All parking and traffic signs must be obeyed at all times,
11. Alkira Sky Festival will be an all-weather Festival, unless otherwise notified,
12. Any accident, personal injury or damage to the grounds must be reported to the Organiser
13. Worker Compensation and OH&S Licenses and Insurance are the full responsibility of the stallholder
14. No alcohol, illegal drugs, pornographic material, weapons or aerosol spray paint can be for sale
15. Any additional fees not stated in these terms and conditions are the responsibility of the stall holder
16. Alkira Sky Festival Organiser has the right to amend the terms and conditions without any notice
17. The Alkira Sky Festival staff have the right to refuse any stall holder that does not comply with all the terms and conditions.

Please email completed application to info@alkira.org.au

or post to

Alkira Centre - Sky Festival
PO Box 200
Box Hill VIC 3128

FURTHER INFORMATION

If you require any further information contact Jen McIver on 9890 1365 or 0431 482 716

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