



2020 Kalgoorlie-Boulder Community Fair

Stallholders & Exhibitors

Rules & Regulations



RULES AND REGULATIONS FOR STALLHOLDERS AND EXHIBITORS

APPLICATIONS FOR SPACE

1. All applications must be made on the application form attached (copy on website).
2. **A \$100.00 deposit or full payment must accompany all applications. Applications will not be considered if they are not accompanied by a deposit.**
3. The society reserves the right to cancel or refuse any application for space without giving any reason.
4. Positions will be allocated and a charge will be made for space allocated for the duration of the fair.
5. Length and depth of space required is to include allowance for the tent pegs, draw bars etc.
6. Submissions of application and payment of deposit does not guarantee approval. **The committee must approve all applications.**
7. **All allocation of space is at the discretion of the Committee. Space allocated in previous years is not guaranteed.**
8. No application has preferential treatment regarding the siting of bays.
9. All unpaid space will be re-allocated if this condition is not met.
10. The space allocated must only be used for the purpose specified in the original application.
11. Any alterations or additions must be notified to the committee for consideration.
12. All applications must clearly state all items sold or displayed on the stall concerned.
13. CLOSING DATE for applications is Friday 20 March 2020 (*except food and drink applications, see below*).
14. Any applications lodged after the closing date must be paid in full at the time of applying.

FOOD AND DRINK APPLICATIONS

(preference given to local community groups & organisations)

1. Applications close Friday 3 December 2019.
2. All cool drinks are to be sold in cans or water in plastic bottles.
3. The number of drink stalls allocated is limited.
4. The number of types of food stalls is limited at the discretion of the Committee.
5. All food and drink stalls are to remain open until 10:00pm.
6. All community groups and organisations interested in having a food or drink stall at the 2020 Fair are asked to attend a briefing on Thursday 26 November 2019 at 6pm.

OPENING TIME FOR ALL FOOD STALLS:

Friday: latest time 4.00pm

Saturday: 10.00am

*Food and drink stalls **MUST** comply with current Council Health By-Laws. Relevant Council compliance forms must be submitted with your application before it can be processed.*

DISPLAYS

1. **Displays must be set up by 11am Friday, 27 March 2020** unless permission has been **given by the Executive committee to do otherwise.**
2. Access to the grounds and halls will be given from 9:00am Wednesday 25 March 2020.
3. All Exhibitors and Stallholders are responsible for cleaning the area in front of their exhibits during the Fair. Brooms are available from the Fair Office.
4. All areas are to be cleaned and all rubbish removed by 12:00 noon Sunday, 29 March 2020. Any costs incurred for cleaning will be charged to the stallholder concerned.
5. **IT IS THE RESPONSIBILITY OF EACH OCCUPIER TO ERECT AND DISMANTLE ANY SIDE OR BACKDROPS THAT ARE REQUIRED, AND TO SUPPLY ANY DOUBLE ADAPTORS, DRIVERS, TRESTLES, EXTENSION CORDS ETC, THAT ARE NECESSARY TO THEIR STALL.**
6. **There are a limited number of trestles, chairs and tablecloths available for hire. (see application form).**
7. All stallholders **MUST** notify the Fair Office when they arrive on the grounds for setting up.
8. Stock on display must be kept at a reasonable level at all times.
9. Exhibition Halls will be unlocked one hour prior to opening time on each day of the Fair.
10. The Fair Society takes no responsibility for any goods left on stalls overnight if stalls are unattended.
11. **The closing times for all Exhibition Halls is 9.30pm Friday and Saturday evenings.**
12. **NO EXHIBITOR SHALL REMOVE THEIR DISPLAY FROM THE GROUND BEFORE THE CLOSING TIME OF THE FAIR.**
13. It is the responsibility of the Exhibitor to arrange delivery of goods purchased. Deliveries will **NOT** be accepted by any member of the Fair Society.
14. The Fair Society cannot accept responsibility for stolen goods. It is recommended that items such as video recorders and the like are not left on displays on the Grounds or Arena overnight.
15. **THE FAIR SOCIETY RESERVES THE RIGHT TO INSPECT ALL GOODS FOR SALE AND TO REQUEST THE REMOVAL FROM SALE OF ANY ITEMS CONSIDERED UNSUITABLE. (ie KNIVES, LASER LIGHTS, OR ANY OTHER PROHIBITED ITEMS).**
16. Exhibitors are responsible for persons on their display being aware of these Rules and Regulations.
17. The use of loudspeakers or amplifiers is prohibited unless approved.
18. The Society's decision shall be final on any questions arising from the interpretation of these rules or as to any matter not provided for by these rules.
19. Two entry tickets per day are included in the cost of each bay. These tickets will be available for collection from the Fair office from Monday 23 March 2020.
Additional tickets can also be purchased from the Fair Office.

20. Ground and Arena Exhibitors must provide their own tents etc and ensure they are safe for inclement weather.
21. Exhibitors who wish to stay on the grounds overnight with their displays must notify the Fair Society for approval. **This does not apply to Exhibitors in the Display Halls.**
22. Banners will be presented to the "Best Indoor" and "Best Outdoor" Exhibitors. These will be judged on Friday, 27 March 20120.
23. All damaged and stolen property must be reported to the Fair Office within 24 hours of the loss or damage being incurred.
24. Notify the Fair Office if you need to restock. You will be met at Short Street gate entrance and arrangements will be made for your goods to be delivered as close as possible to your display.

Supply vehicles will be allowed on the ground on Saturday morning ONLY before opening of the Fair between the hours of 8:00am and 10:00am.

If your vehicle is on the ground after this time it will be towed at your own expense.

There will be NO vehicles allowed on the ground on Friday after 11.30am or Saturday after 10am.

ONLY APPROVED VEHICLES ARE TO PARK INSIDE THE FAIRGROUNDS
Authorised vehicle sticker must be on display

ACCESS TO GROUNDS

1. Entrance to the grounds for ALL, i.e. exhibitors, delivery vehicles, Fair Committee, workers (voluntary or paid) is gained by the purchase of an entry ticket.
2. All exhibitors receive 2 individual entry tickets.

FAIR OPENING HOURS

Friday: 12 noon – 10:00pm

Saturday: 10:00am – 10:00pm

SUPPLY VANS

Friday: 8:00 -11.30am

Saturday: 8:00am – 10.00am

Access from 10:00pm – TO CLEAR STALLS (Saturday Only)



RUBBISH REMOVAL

Rubbish will be removed from the grounds by contractors on Friday, Saturday, Sunday and Monday.

P.A. SYSTEM

The Fair will be operating a roving microphone system during the Fair. NO Exhibitor PA System is to be used.

SECURITY

1. All entrance gates are closed immediately following the closure of the Fair each night. There will be security on the grounds all night Wednesday, Thursday, Friday. Saturday night Security will be in attendance until midnight.
2. NO ENTRY will be available to any non stall holder or worker until the gates are manned one and a half hours before opening time Saturday and Sunday.

LIMITED STALLS

The following items are limited to local groups and organisations.

- COLOURING COMPETITIONS
- RAFFLES – Please provide details of prizes.
- WHEELS

If SHOWBAGS are approved, a sample bag must be presented to the Grounds Organiser for inspection prior to setting up.

THE FAIR SOCIETY RESERVES THE RIGHT TO LIMIT THE NUMBER OF ANY TYPE OF STALL NOT INCLUDED ABOVE IF IT DEEMS IT NECESSARY

RATES FOR DISPLAY AREAS

- | | |
|---|---------------------------|
| 1. Exhibition Hall ** | \$220 inc GST per bay |
| 2. Ground Space inc Food/Drink Vans/Stalls | \$55 inc GST per metre |
| 3. Food/Drink Fair Kitchens (<i>not for profit</i>) | \$175 inc GST per kitchen |
| 4. Arena Bays 10m x 10m | \$165 inc GST per bay |
| 5. Arena Bays 20m x 20m | \$275 inc GST per bay |
| 6. Wheels and Trains | \$165 inc GST |

**Balance of rental for space must be paid before
7pm Thursday 26 March 2020**

** 1. Exhibition Hall – Preference for bays in the Exhibition hall will be given to Exhibitors booking to exhibit for the hours stipulated for the full two days.

It is recognised that there are different categories of exhibitors who would like to come to the Fair.

Broadly speaking they are:

- a. Party plan (direct selling) - who can't usually sell at the Fair, but they can take orders and make bookings. The feedback in the past has been that being at the Fair generates sales orders, good leads and future bookings.

- b. Hobby - those who make things for the fun and enjoyment of it. They make a little money, but not a lot.
- c. Home Based. Sell on Line: Work from home, or a retail outlet, possibly use Markets as a sales point. Generally, one step up from Hobby.
- d. Medium to Large Businesses and Government Agencies. ie Niagara, bambino pillows, slicer/dice people, Politicians.

The Bays around the perimeter of the Hall can be shared by any mix of 2 exhibitors mentioned in 1 and 2.

Applications *WILL NOT* be processed until all relevant paperwork is received. ie Certificate of Currency for Public Liability, City of Kalgoorlie-Boulder Food Licence form.

CANCELLATIONS – Must be in writing

- 1. Prior to 7 February 2019: Full refund of monies paid
- 2. Prior to 1 March 2019: 50% refund of any monies paid
- 3. 1 March 2019 onwards: No refund of any monies paid

ELECTRICAL BOARDS

Only electrical boards hired from the Fair Office can be used at the Fair – this is to ensure electrical compliance.

Please ensure you fill in how many boards you require on the application form.

Boards will be charged out at \$60 each, with \$50 being refunded upon return of the board/s.