2027 Kalgoorlie-Boulder Community Fair

12th & 13th March 2027

Stallholders & Exhibitors
Rules, Regulations
& Application Form

70 Years Strong!

FOR STALLHOLDERS AND EXHIBITORS

APPLICATIONS FOR SPACE

1. All applications must be made on the application form below.
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 and all relevant supplementary paperwork.**
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. Unless space has been pre booked at the end of the previous fair**
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 6 March 2027 *(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. All cool drinks are to be sold in cans or water in plastic bottles.
2. The number of drink stalls allocated is limited.
3. The number of types of food stalls is limited at the discretion of the Committee.
4. All food and drink stalls are to remain open until 10:00pm.

OPENING TIME FOR ALL FOOD STALLS:

Friday: latest time 12.00pm (12 noon) Saturday: 10.00am

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

DISPLAYS

1. **Displays must be set up by 11am Friday, 12 March 2027** 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 10 March 2027.
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 3:00pm Sunday, 14 March 2027. 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, DIVIDERS, TRESTLES, EXTENSION CORDS ETC, THAT ARE NECESSARY TO THEIR STALL.**
6. **There are a limited number of trestles, chairs and tablecloths available for hire. (price available on request)**
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). Spot checks will be done over the fair days.**
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 9 March 2027 to 11 March 2027.
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 and must be securely pegged.

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, 12 March 2027.

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 at the following times:
Friday morning between 10:00am and off the grounds by 12:00 Noon.
Saturday morning before opening of the Fair between the hours of 8:00am and 10:00am.

If your vehicle is on the ground after these times above 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

THESE TIMES MUST BE STRICTLY ADHERED TO.

SUPPLY VANS

Friday: 10:00am -12.00pm (Noon)
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 locked immediately following the closure of the Fair each night. There will be security on the grounds all night Wednesday, Thursday, Friday and on Saturday night
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.

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. Ground Space inc Food/Drink Vans/Stalls $70 + GST per metre

Balance of rental for space must be paid before 7pm Thursday 11 March 2027

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 online: 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 A and B.

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, if applicable.

CANCELLATIONS – Must be in writing

1. Prior to 1 February 2027: Full refund of monies paid
2. Prior to 1 March 2027: 50% refund of any monies paid
3. 1 March 2027 onwards: No refund of any monies paid

NOTE: a $25 no- refundable Administration fee applies to each application.

ELECTRICAL BOARDS

Only electrical boards Tested and Tagged can be used on site – this is to ensure electrical compliance.

BANNED ITEMS

Selling of Knives, Laser Pointers & Balaclava's on your stall is prohibited.

ON FAIR DAY ARRIVAL

All Exhibitors must report to the fair office prior to setup

City of Kalgoorlie Boulder

APPLICATION FORM

NOTIFICATION OF TEMPORARY FOOD STALL OR PREMISES

APPLICANT DETAILS			
Full Name			
Business/ Community Group Name (if applicable)			
Address			
Suburb		Postcode	
Phone			
E-mail			

FOOD STALL DETAILS	
List of food(s) prepared/ sold	
How will the food be prepared?	On-site at the intended stall location Registered commercial kitchen (please specify): _____
Date/s of Proposed Event	
Proposed Trading Hours	
Location/ Address of the Stall	

DECLARATION

I have attached a site plan showing location and stall set up including a hand wash facility available for all food handlers during service/ activities.

I have confirmation from the event organiser advising of consent to host my stall at the intended location.

I have attached a copy of the Food Safety Supervisor Certificate for handling potentially hazardous food (PHF).

I am submitting this form a minimum of 5 working days prior to the intended event.

I have attached a copy of my food business license (if registered outside of the City of Kalgoorlie-Boulder) and paid the application fee.

Full Name	
Signature	

Fees: As per the Schedule of Fees & Charges COA: 322006 Receipt Number: _____

Note: "Community Association" means an institution, association, club, society or body, whether incorporated or not, the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature and the members of which are not entitled or permitted to receive any pecuniary profit from the transactions thereof.

PHF means potentially hazardous food that is food to be kept under temperature control to minimize the growth of pathogenic micro-organisms (<5°C or >60°C).

KALGOORLIE-BOULDER COMMUNITY FAIR SITE APPLICATION FORM 2027

Organisation:			
Contact Name:			
Address:			
Email:		Phone:	
Website :		Mobile:	

Please indicate number of bays and/or area required. Include area required for tent pegs and draw bars etc. Depth must also be noted.

☐ **Party Plan/Direct Selling** ☐ **Hobby** ☐ **Home Based/On-Line** ☐ **Business** ☐ **Not for Profit**

ADDITIONAL ITEMS (subject to availability) Trestles and chairs. Price on application

☐	
☐	Ground Space ____ metres length ____ metres depth **$70 + GST pm length**

We wish to display/sell the following *(please provide full description):*

☐ WATER REQUIRED: _____

☐ POWER REQUIREMENTS: 3 Phase: ____ Single Phase:____ 10amp___ 15amp____ No. Plugs __

☐ PERMISSION TO SLEEP ON GROUNDS (Ground & Arena apps only) No. of People sleeping on grounds:_____

We accept and agree to abide by the guidelines, terms and conditions for stallholders outlined in this form/on our website. We have attached certificates of currency for our

☐ Public Liability Insurance

☐ City of Kalgoorlie-Boulder food licence *(for food outlets)*

Application form can be found on page 7

Name: _____

Signed: _____

Date:_____

Minimum $100 deposit must accompany application.
Post Cheques/Money Orders to PO Box 399, Kalgoorlie, 6430.
Bank transfers must be received by our bank 7 days prior to Fair.

Office Use	Amount
Site Total	$
Extra Tickets @ $10 each	$
Additional Items	$
Total	$
Less Deposit	$
Balance Due	$

Bank transfers must be received by our bank 7 days prior to fair.
Please attach copy of bank receipt to your application.
NOTE: BANK ACCOUNT DETAILS BSB: 036 125. ACCOUNT NUMBER: 544540
Invoice/Receipt will be sent out upon receipt of payment.