

Hyde Park Community Fair
Presented by the Rotary Club of North Perth
Sunday 4th – Monday 5th March 2012 - Labour Day Long Weekend

The Hyde Park Community Fair is Perth's longest running community family fair. The Rotary Club of North Perth has organised the Fair for the past 24 years and all proceeds go to charity. The success of the Fair depends heavily on the quality and variety of products for sale, entertainment and food offered, community interest exhibitions and the variety of interesting demonstrations. The overall objective is to present a *Free Family Fair* attractive to a broad section of the community while raising money for charities.

We work closely with the Town of Vincent and Healthway, which both kindly assist to ensure the Fair runs smoothly.

Returning Your Application Form

Complete the attached form and return with full payment to:

Hyde Park Community Fair
 PO Box 688 Cannington WA 6107 or
 e-mail to: miranda@moomarketingwa.com.au

- **Applications are due with full payment by the 1st February 2012**
- Site positions will be allocated on a first come first served basis.
- When the completed form and full payment has been received, the site and set up details will be forwarded to you. Please note that if you have applied manually, site confirmations are not sent until January 2012. Applicants who apply online will receive their confirmation immediately on application.

Advertising

There is a free exhibitor listing in the program of events that includes your site number, business name and a contact telephone number and web address.

Additional advertising is available in the book at competitive rates.

Further Information: Moo Marketing

Hyde Park Community Fair Coordinator

Moo Marketing on behalf of the Rotary Club of North Perth
 PO Box 688 Cannington WA 6107
 Email: info@moomarketingwa.com.au
 Website: www.moomarketingwa.com.au
 Phone: 0419 945 344

Timeframes

Friday 2th March 2012	Fair organisers set up	
Saturday 3th March 2012	Sites pegged	
	Exhibitors set up	8.00am - 5.00pm
Sunday 4th March 2012	Exhibitors complete set up	7.00am - 9.30am
	All vehicles off site	By 9.30am
	Arts & Craft Markets	10.00am - 6.00pm
	Stage entertainment, amusements and food area 1	10.00am – 9.00pm
	Talent Quest & Concert	5.00pm – 9.00pm
Monday 5th March 2012	Exhibitors restock sites	8.00am - 9.30am
	Vehicles off site	By 9.30am
	Fair open to public	10.00am - 5.00pm
	Exhibitors takedown	5.00pm - 9.00pm
	Vehicles allowed on site	5.15pm - 9.00pm

Terms and Conditions

1. This package and all fees quoted are valid until the 3rd March 2012. Applications are accepted once the completed Application Form and full payment has been received. To receive the 5% early bird discount full payment and application forms must be received no later than the 1st October 2011. Discounts will not be given to applications received after this date.
2. **Discounts do not apply to hire costs or amenities.**
3. Exhibitors can request any special requirements on the Application Form and we will endeavour to meet these requirements but there are no guarantees that they can be met, particularly as decisions are on a first come first served basis.
4. Organisers reserve the right to select exhibitors at their discretion and to reject products that are not suitable.
5. Exhibitors who cancel their booking 2 weeks prior to the event will forfeit 50% of site fees paid and cancellations less than 2 weeks prior to the event will forfeit 100% of site fees paid.
6. There are no refunds due to weather.
7. All insurance and liability from an exhibitor's activities at the Fair are their own responsibility. The organisers accept no liability for any injury or damage arising from your production, selling or participation in the Hyde Park Fair. **Please complete the Public Liability details on the application form.**
8. Exhibitors are not permitted to affix anything to any trees or shrubs in the Park. If exhibitors are erecting a tent or shade, please advise the Organisers on your application form. The Organisers are responsible for any damage to the Park vegetation.
9. On your application form, please be specific about the range of products you will be selling. If you add to the range of items for sale after submitting the Application Form, please contact the organiser to advise the additional items.
10. General Exhibitors are not permitted to sell fresh food and/or drinks. If you are planning to sell drinks or fresh food, you need to complete the **food vendor contract** and all relevant food vendor forms. If you are planning to sell packaged food, you need to contact the coordinator to complete all relevant health permit and vendor forms.
11. If you are selling fresh or pre-packaged food or drinks you must complete and pay the relevant Town of Vincent health fees and forms by the 10th February 2012 to be eligible for a site at Hyde Park. **Please note that the Town of Vincent fees are subject to change.**
12. All food vendors must provide the Town of Vincent a Food act certificate of registration from the local government authority where your business is based.
13. Power & water are in short supply at Hyde Park. If you require power or water you must advise what your requirements are on the application form. 15amp & 3phase power will only be available from 8am on Sunday the 4th March 2012. (10amp power will be available before this time).
14. All electrical appliances, extension cords and adaptors must be appropriately tagged by an electrician with a current 3 month tag. Power will not be supplied to appliances that have not been tagged with the appropriate safety tag. Refunds will not be provided to exhibitors who have not correctly tagged their extension leads or appliances.
15. In the event that the Hyde Park Community Fair is sponsored by a drink supplier or food supplier, restrictions may be placed on the brand of food or cool drinks for sale.
16. Exhibitors are able to leave stock/equipment on their stalls overnight; however this will be at their own risk and should be insured by the exhibitor. The Organisers will provide security over the 2 nights of the Fair (Saturday & Sunday).
17. Exhibitors are requested to leave their site as clean as possible at the end of the Hyde Park Community Fair and to remove all cardboard containers and boxes.
18. Leaf and ground coverage is not to be removed from the ground of your site.
19. All exhibitors must be careful with their vehicles and any damage to facilities, trees or gardens will be charged to the exhibitor. Many trees on the park are of historical significance and must be preserved, please be respectful of this.
20. The Organisers of the Hyde Park Community Fair, at their discretion, reserve the right to remove any exhibitor or person from the Fair.
21. This is a family event and inappropriate items e.g. swords, knives, toy or replica guns (except bubble guns & water pistols) explicit or offensive items or clothing etc are not permitted to be on display or sold at the event. Organisers of the Hyde Park Community Fair have the right to refuse the display and sale of such items at the event.
22. Exhibitor listing & Program advertising - Exhibitor Applications must be received by 1st February 2012 to be eligible for the Exhibitor listing and advertising in the program.
23. This is an alcohol & smoke free event.
24. Receipts, site confirmations and exhibitor information packs are sent in January 2012. Please contact the coordinator if you have not received your pack by the end of January 2012.
25. **ONSITE VEHICLE GUIDELINES:**
 - **Vehicle Entrance to the park for set up is through gate 4 on William street as marked on the map.**
 - **Trucks and vehicles are not permitted on site during the event. Vehicles are only allowed on site to unload and set up prior to 9.30am on Sunday 4th March and Monday 5th March 2012. All Vehicles **MUST BE REMOVED BY 9.30am.** Town of Vincent rangers will be issuing infringement notices (up to \$125) after 9.30am.**
 - **Parking for Exhibitor trucks is available on Williams Street during the event. Please contact fair coordinator for a special parking permit as this is usually a temporary 'No Parking Zone' however trucks displaying permits will be permitted to park in this zone and will not be infringed.**
 - **Vehicles must stay on the pathways at all times.**
 - **Vehicles must enter the park via the William Street ramp entrance only.**
 - **Vehicles must drive with hazard lights on and at 5km/h when on the park.**
 - **Vehicles you are unloading from can be pulled to the side of the pathways but MUST NOT be parked on ground cover or within 4m of any tree.**

**APPLICATION FOR A GENERAL OR ART & CRAFT MARKET STALL
Hyde Park Community Fair 2012**

Tax Invoice
Hyde Park Community Fair
ABN 24 984 435 679
Ph: 0419 945 344
Website: www.moomarketingwa.com.au

Return to:
PO Box 688
Cannington WA 6107

Email: miranda@moomarketingwa.com.au

Sites will be allocated on a 'first come first served' basis.

STAND OPTIONS

The Hyde Park Community Fair offers a range of stall types and sizes to suit your needs. Refer to the attached map for stall locations.

Food & Drink vendors will need to request a separate 'Food Vendor Application Form' and the Town of Vincent Health Forms – This includes selling cold drinks.

- I would like to book the following stands (please tick and complete the appropriate boxes below).
- Program Advertising is also available. Contact Moo Marketing for details.

General, Art, Craft & Market Stall Application

Site Size	Cost inclusive of GST	Discounted Price for WA Made Arts & Crafts	Number of Stands	Total Cost
2m x 2m site	\$240.00	\$168.00		
3m x 3m site	\$345.00	\$241.50		
4m x 3m site	\$390.00	\$273.00		
6m x 3m site	\$600.00	\$420.00		
Site over 6m Frontage POA	\$32pm2			
Optional Extras NB: 5% early bird discount does not apply to extras				
Power for site – 1 x 10amp only	\$65.00			
<i>Note: It is a legal (worksafe) requirement that all electrical appliances be safety tagged by an electrician every 3 months. Power will not be supplied to electrical equipment e.g. extension cords, adaptors or appliances etc, which have not been appropriately tagged. Tagging is not available at the event. Refunds for power will not be provided for incorrectly tagged electrical equipment.</i>				
Trestle tables - 1.8m	\$15.00			
Plastic chairs	\$6.00			
Marquee hire - 3m x 3m	\$170.00			
Full Page Program Advertising	\$220.00			
Half Page Program Advertising	\$110.00			
(Marquee prices include delivery and installation)				

Total Cost incl GST

2012 Preferred site number	OR mark site location on enclosed map and return map with application form.
2011 Site number	

The ground can be dusty, so a tarpaulin or ground cover is recommended. These can be purchased from most hardware stores.

Market stalls, Art & Craft Exhibitors close at approximately 6pm on Sunday evening.

Receipts, site confirmations and exhibitor information packs are sent in January 2012. Please contact the coordinator if you have not received your pack by the end of January 2012.

FOOD VENDOR APPLICATION FORM

Hyde Park Community Fair 2012

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ABN 24 984 435 679

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Cannington WA 6107

Website: www.moomarketingwa.com.au Email: miranda@moomarketingwa.com.au

Sites are sold on a first come first served basis

STAND OPTIONS

The Hyde Park Community Fair offers a range of stall types and sizes to suit your needs. From 3m sites to sites with over 10m frontage, you are ensured the right solution for this event. Refer to the map/floorplan for stall locations.

- I would like to book the following stands (please tick and complete the appropriate boxes)
- Program Advertising is available. Contact Moo Marketing for details.

NB: Town of Vincent Licence fees must be paid with application. Applications received after the 10th of February 2012 will not be accepted.

Food Sites are located in the stage area, alfresco area 1 and food area 2

Exhibitor Booking			
Width (frontage) x Depth	Cost inclusive of GST	Number	Total Cost
3m x 3m site	\$350		
5m x 5m site	\$550		
10m x 5m site	\$1,100		
Other sized sites and site over 10m frontage	POA		
Preferred site number			
Full page program advertisement	\$220.00		
½ Page program advertisement	\$110.00		
Power for site			
1 x 10amp connection	\$70		
1 x 15amp connection	\$70		
1 x 3phase connection (note 3 phase is only available from 8am Sunday morning)	\$180		
NB: It is essential that you order the correct number of leads to meet your power requirements. Power is via generator supply and additional power leads will only be available for sale at the event if the generators onsite can accommodate it.			
Water Connection			
Water for Site	\$80		
<i>Water is in short supply at the park. Please advise requirements if any</i>			

Total Cost incl. GST (Due 01/10/2011)

It is a legal (worksafe) requirement that all electrical appliances be safety tagged by an electrician every 3 months. Power will not be supplied to electrical equipment e.g. extension cords, adaptors or appliances etc, which have not been appropriately tagged.

Receipts, site confirmations and exhibitor information packs are sent in January 2012. Please contact the coordinator if you have not received your pack by the end of January 2012.

CHARITY GROUP & NOT FOR PROFIT APPLICATION FORM ONLY
Hyde Park Community Fair 2012

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ABN 24 984 435 679
Ph: 0419 945 344
Website: www.moomarketingwa.com.au

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The Hyde Park Community Fair offers a range of stall types and sizes to suit your needs. Refer to the attached map for stall locations.

Food & Drink vendors will need to request a separate 'Food Vendor Application Form' and the Town of Vincent Health Forms

- I would like to book the following stands (please tick and complete the appropriate boxes)
- Program Advertising is also available. Contact Moo Marketing for details.

CHARITY GROUP & NOT FOR PROFIT ORGANISATIONS ONLY

Site Size	Cost inclusive of GST	Number of Stands	Total Cost
2m x2 m site	\$125.00		
3m x 3m site	\$200.00		
4m x 3m site	\$250.00		
6m x 3m site	\$350.00		
Optional Extras			
Full Page program advertisement	\$220.00		
½ Page program advertisement	\$110.00		
Power for site – 1 x 10amp only	\$65.00		
Trestle tables - 1.8m	\$15.00		
Plastic chairs	\$6.00		
Marquee hire - 3m x 3m	\$170.00		
(Marquee prices include delivery and installation)			

Total Cost incl GST

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2012 Preferred site number	OR mark site location on enclosed map and return map with application form.
2011 Site number	

The ground can be dusty, so a tarpaulin or ground cover is recommended. These can be purchased from most hardware stores.

Market stalls, Art & Craft Exhibitors close at approximately 6pm on Sunday evening.

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Applicant Details - Please write legibly

Business Name: _____

Full Name of Contact Person: _____

Postal Address: _____

Suburb: _____ Postcode: _____

Phone (Business): _____ Fax: _____

Mobile: _____ Email: _____

Description of Products for Sale: _____

The Program Exhibitor Listing Details

Business Name: _____ Phone: _____

Remittance Advice/Payment

Electronic Funds Transfer – You must forward bank receipt with application to confirm your payment.

PLEASE USE YOUR BUSINESS NAME AS THE REFERENCE SO WE CAN IDENTIFY WHO THE PAYMENT IS FROM

Account Name: The Rotary Club of North Perth Hyde Park Fair Account

BSB: 066-120 - Commonwealth Bank Mount Hawthorn WA

Account Number: 10028354

Cheque for \$ _____ enclosed. Cheques payable to **“Hyde Park Community Fair”**.

Charge my credit card the amount of \$ _____. Please circle the type of card.

Visa Card

Mastercard

Name on Card: _____ Signature: _____

Card No: _____ Expiry Date: ____ / ____

Public Insurance

NB: If you don't have Insurance please contact coordinator for insurance waiver

I hereby advise that it is the responsibility of all stall holders/exhibitors and operators of any equipment at the Hyde Park Community Fair to adequately insure themselves and their employees and any persons who may come into contact with their stalls, exhibits or equipment against all possible contingencies arising from public liability claims or any other claims which could be made against you or your employees or contractors or the goods or services you sell. The Rotary Club of North Perth or its members accept no responsibility or liability for any such claim including loss of goods. **Please complete proof of insurance below. This must be completed.**

Insurance Company Name: _____

Policy Number: _____

Expiry Date: _____ Insurance Amount: \$ _____

Should this application be accepted and space allocated, I/we have read and understood the Terms and Conditions and the Public Liability details and understand the requirements and agree to abide by them.

SIGNED: _____ DATE: _____