

A Rotary Club of Heirisson Project

PO Box 6392, EAST PERTH, WA 6892

ABN: 65 385 589 482 CCL: 20680

PHONE: JUDITH MORRISEY 0407 086 212 MIRANDA WOODHOUSE 0419 945 344

Sponsored by Channel 7, City of Perth, Healthway "Go for 2&5" and Lottery



ABOUT CLAISEBROOK CARNIVALE

Claisebrook Carnivale

The Claisebrook Carnival and Duck Derby is a community project of the Rotary Club of Heirisson and is part of Eat Drink Perth 2011. The event is on Sunday 20 March 2011 at Claisebrook Cove, near roundabout on Plain Street, East Perth. This event incorporates both a Carnivale and a duck race.

The duck race is a fundraiser to the Rotary Club of Heirisson and is a Telethon event.

Small yellow rubber ducks will be sold prior to and on the day of the event. The race will take part in the inlet of Claisebrook Cove. Prizes for race winners are worth \$5,500. Profits made from the event go towards a number of beneficiaries. Go to the "Beneficiaries" page to see them all.

The Carnivale will be held in Victoria Gardens, about 20 metres from where the duck races will be held. We anticipate between 10,000 and 15,000 people coming to the Carnivale and Duck Derby. The Carnivale is supported by City of Perth who will be heavily promoting the event during the "Eat, Drink Perth" month of March. As well, TV ads promoting the Duck Derby will be run on Channel 7 in the two weeks prior to the day.

Stallholders

There is sufficient room for about 50 stallholders to display their wares. Gates open for stallholders at 6.00am on the day of the Fair and the Fair is open to the public from 9.00am to 4.00pm.

Stall allocation will be on a first come first served basis, i.e on receipt of applications and stall fee. Stall holders will be advised of the outcome of their application within 7 days of the Club receiving the application and payment.

Who can be a stallholder?

The organisers of Rotary Club of Heirisson are looking for well made products and services. Examples of stallholders include

- Hand crafted goods
- Jewellery
- Ceramics
- Glass ware
- Fashion
- Children's toys and goods
- Homemade food stalls (cakes, jams etc)
- Food venders (coffee van, ice cream van, food van etc)

Public Liability Insurance

All stallholders must have at least \$10 million in Public Liability insurance. Proof of such insurance must be submitted with this form. If you do not have adequate cover, please advise us on your registration form so that we can contact you and discuss alternative arrangements. The Carnival Committee reserves the right to reject your registration if you are not currently insured or if you are uninsurable under alternative policies.

What is involved in the price?

Stallholders will be provided with a 3X3m space for \$140. Stallholders are required to supply their own marquee and trestles if required. Food venders may also apply for a larger space if required.

A Rotary Club of Heirisson Project

PO Box 6392, EAST PERTH, WA 6892

ABN: 65 385 589 482 CCL: 20680

PHONE: JUDITH MORRISEY 0407 086 212 MIRANDA WOODHOUSE 0419 945 344

Sponsored by Channel 7, City of Perth, Healthway "Go for 2&5" and Lottery



Power Requirements

Stallholders are responsible for assessing and requesting the correct power requirements at the time of registration. If in the opinion of the Carnival Committee, the power load exceeds the amount requested, additional connections / leads required on the day will be charged at \$85.00 per 10amp outlet prior to the power connection and only if extra power is available. If no power is requested at the time of registration, no power will be issued on the day. Stallholders requiring power must provide a 20m lead (minimum) for each 10amp outlet to connect to Distribution Boards. As a requirement of the Occupational Health & Safety Act, all electrical leads used in a public place must be tested and tagged for current date usage by a licensed electrician. The Carnival Committee reserves the right to reject untagged leads. No refund will be given for those rejected. Extension leads, if coupled together, must be securely connected and the plug interface sealed with tape to prevent moisture ingress.

Advertising

Advertising & promotion displayed by stallholders is only permitted within the stallholders own site.

Protecting Craisebrook Cove

Pruning of trees & shrubs, the installation of nails and screws and the tying of ropes to trees is not permitted. Stallholders are asked to minimise vehicle movement over the grassed zone. Fats, oils, grease, fuels etc must be discharged into a robust container and not onto the lake side ground. If pollutants are discharged, a fine may be issued. Digging of holes in the grassed area is strictly prohibited.

Star pickets are not permitted in Victoria Gardens.

Stallholder Application & Registration

If you are interested in securing a stall for the event, please click on "Stall Holders" on menu to the left of this page. A sub-menu will appear. Please read the Terms and Conditions, then select either "Stall holders - craft" or "Stall Holders - food and drink" to be taken to the online form.

Prices for stall areas and equipment are given within the relevant online form.

If you have any queries, please call Judith Morrisey on 0407 086 212

Note. Your payment in full is required upon submission of your application. Payment can be made by cheque or direct deposit. Payment options are given in the online form and are also included in the email confirming receipt of your registration.

Parking for Stallholders

Free parking is available all day in a designated area close to Victoria Gardens.

Any Questions?

If you have any questions or difficulties using the website and you require assistance we recommend you ring **Judith Morrisey (Carnivale Coordinator) – Mobile: 0407 086 212 or Miranda Woodhouse 0419 945 344**

A Rotary Club of Heirisson Project

PO Box 6392, EAST PERTH, WA 6892

ABN: 65 385 589 482 CCL: 20680

PHONE: JUDITH MORRISEY 0407 086 212 MIRANDA WOODHOUSE 0419 945 344

Sponsored by Channel 7, City of Perth, Healthway "Go for 2&5" and Lottery



Stall holders Registration Form

General Information

Title (Mr, Mrs etc): _____

Given Name: _____

Family Name: _____

Phone/Mobile: _____

Email Address: _____

Business Name (where applicable): _____

Postal Address: _____

Stall details (all prices include GST)

Please indicate the type of craft product (tick):

- ceramics
- garden/outdoors
- jewellery
- children
- home wares
- glass ware
- fashion
- jams/pickles/cakes
- other (Please detail below)

Description of your product and stall construction:

A Rotary Club of Heirisson Project

PO Box 6392, EAST PERTH, WA 6892

ABN: 65 385 589 482 CCL: 20680

PHONE: JUDITH MORRISEY 0407 086 212 MIRANDA WOODHOUSE 0419 945 344

Sponsored by Channel 7, City of Perth, Healthway "Go for 2&5" and Lottery



Signature

By signing this form you agree to our stall holder terms and conditions.

Signature _____ **Date** _____

Please be aware of the following terms and conditions:

A Rotary Club of Heirisson Project

PO Box 6392, EAST PERTH, WA 6892

ABN: 65 385 589 482 CCL: 20680

PHONE: JUDITH MORRISEY 0407 086 212 MIRANDA WOODHOUSE 0419 945 344

Sponsored by Channel 7, City of Perth, Healthway "Go for 2&5" and Lottery



Stall Holder Terms & Conditions

Opening Times & Set up

1. The Claisebrook Carnivale will be open to the public from 9am to 4pm on the day.
2. The Claisebrook Carnivale site will be opened to stall holders for set up from 6:00am on the day.
3. Due to access restrictions, a time of arrival (between 6:00am and 7:30am) for stall set up will be sent to each stall holder at least three weeks in advance of the day.
4. Assistance will be provided, upon arrival, to unload stall holder vehicles and to deliver goods and stall equipment to designated sites.
5. Stall holder may be permitted to set up a day before the event only if prior arrangements have been made with and approved by the Carnivale Committee.
6. Stall holders are to have their marquees, goods etc removed from their sites by 6:00pm at the latest. Assistance to move goods and stall equipment from sites to vehicles will be provided.
7. Due to parking restrictions, stall holders vehicles can be parked only in allocated areas. Details of this will be provided closer to the day.
8. Stall fees are not refundable. No refunds will be issued in the case of bad weather, lack of appropriate licences or for any other reason.

Stall size; Marquee, Trestle and Chair

1. Each stall area is 3 metres x 3 metres. Multiple areas can be booked and paid for.
2. Stallholders must contain their stall within the areas marked out by the Carnivale Committee
3. Stallholders can provide own marquees, umbrella, other overhead shade as well as tables / trestles, chairs and other furniture to display or cook goods for sale, so long as the additional furniture fits within the marked stall area.
4. Trestle(s) and chair(s) can be booked through the Carnivale Committee, at the cost designated within the registration form.

Care of Stall Area and Surrounding Areas

1. Stallholders must remove all waste and rubbish from site prior to departure from the area.
2. Pruning of trees & shrubs, the installation of nails and screws and the tying of ropes to trees is not permitted.

A Rotary Club of Heirisson Project

PO Box 6392, EAST PERTH, WA 6892

ABN: 65 385 589 482 CCL: 20680

PHONE: JUDITH MORRISEY 0407 086 212 MIRANDA WOODHOUSE 0419 945 344

Sponsored by Channel 7, City of Perth, Healthway "Go for 2&5" and Lottery



Quality of Goods Sold

1. Anyone involved in the production of high quality, local and original craft is able to apply for a stall. No mass produced goods or imported products or labels are to be sold at the Claisebrook Carnivale except certified fair trade products. Evidence of fair trade certification must be provided prior to the event.
2. Stallholders are required to submit photographs illustrating the typical good or product to be sold, when registration, so that goods or products can be assessed for suitability.
3. The Carnivale Committee reserves the right to inspect stallholders' goods and products on the day and to refuse the sale of goods or products deemed unsuitable.

Food & Drink Vending

1. No food or drink is to be prepared or sold at the Claisebrook Carnivale without the approval of the Carnivale Committee.
2. There is a restriction on the number of food vans or vendors on site on the day. Please contact Judith on 0407 086 212 for more information.
3. Stallholders who wish to sell foodstuffs and / or drinks must adhere to the regulations imposed by the City of Perth. Stallholders will be deemed to have full knowledge of the City of Perth's requirements.
4. Stallholders selling food and drinks of any type (e.g. prepared & sold on the day, pre-packaged, preservers, lollies, bottled water, etc) must obtain the relevant local authority (city of Perth) food permits or licences. Contact the City of Perth Environmental and Health Officer for details. Please note that City of Perth forms and fees are subject to change.
5. Food sellers must provide proof of appropriate licences on the day of the event.
6. The Rotary Club of Heirisson Carnivale Committee is not responsible for any requirements imposed on food or drink vendors by the City of Perth / local or state government authorities.

Insurance

1. No responsibility will be taken for breakages or loss by the Rotary Club of Heirisson Carnivale Committee.
2. Stallholders should be responsible for their own insurance in relation to the operations of their stall(s) and good and products sold and public liability.

A Rotary Club of Heirisson Project

PO Box 6392, EAST PERTH, WA 6892

ABN: 65 385 589 482 CCL: 20680

PHONE: JUDITH MORRISEY 0407 086 212 MIRANDA WOODHOUSE 0419 945 344

Sponsored by Channel 7, City of Perth, Healthway "Go for 2&5" and Lottery



Power

1. Stall holders requiring power must provide a 20 metre lead (minimum) for each 10amp outlet to connect to Distribution Boards.
2. If, in the opinion of the Carnivale Committee, the power load exceeds the amount requested, additional connections / leads required on the day will be charged at \$85.00 per 10amp outlet, or higher, prior to the power connection and only if extra power is available.
3. If no power is requested at the time of registration, no power will be issued on the day.
4. As a requirement of the Occupational Health and Safety Act, all electrical leads used in a public place must be testing and tagged for current date usage by a licensed electrician.
5. Power will not be supplied to electrical equipment (extension cords, adaptors and appliances etc) which have not been appropriately tagged by an electrician in the last 3 months.
6. Stallholders need to ensure all electrical equipment is properly tagged before the event, as there will not be an electrician available to tag electrical equipment on site.

Stallholder Raffle:

1. It is a condition of participation that stallholders provide a raffle prize to the value of at least \$20.
2. Items will be collected on the day by the Rotary Club of Heirisson.
3. Raffle items will be displayed and raffled throughout the day.
4. Stallholders may attach a business card to the prize they are donating. Please mark the prize with your stall number.

Adherence to these conditions

1. Should stallholders be deemed by the Carnivale Committee not to be adhering to these conditions, the Carnivale Committee reserves the right to cancel the stallholder's right to a stall without a refund.
2. Payment for a stall shall constitute acceptance of these conditions.
3. Acceptance of a stallholder's application will be at the sole discretion of the Carnivale Committee

We look forward to working with you all

Yours in Service to Community

Rotary Club of Heirisson

Claisebrook Carnivale and Duck Derby Committee