**123rd Kalamunda Show**

**Stalls Terms and Conditions**

**Venue: Kostera Reserve, Corner of Canning Road and Recreation Road, Kalamunda**

**Dates: Friday 12 April 2024 and Saturday 13 April 2024**

**Times: Friday 5:00pm-10:00pm, Saturday 10:00am-10:00pm (closing time TBC)**

**MEGATIX T&C**

**APPLICATIONS**

* Stall Expressions of Interest will be received online through the Kalamunda Show Facebook page.
* Once approved and notified, applications are required to be submitted online through Megatix, with payment and documentation.
* For community groups and market stalls (non-food business), a copy of your public liability insurance and business / incorporation registration must be accompany your application on Megatix.
* For food stalls, a copy of your public liability insurance and business / incorporation registration, plus your menu and pre-issued food permit from the City of Kalamunda must accompany your application on Megatix (or when available for food permit).
* All applicants must adhere to the public safety and electrical requirements outlined below.
* Please see application costs below.

**ACCESS ON SHOW DAYS and PARKING**

* **PARKING** on Recreation Road or Canning Road is **NOT ALLOWED**.
* There will be parking available for one standard vehicle per stallholder in a gated area behind the Cricket/Football club (off Recreation Road). PLEASE NOTE THERE WILL BE NO ACCESS TO REMOVE YOUR VEHICLE UNTIL THE SHOW CLOSES. Please indicate if you require a parking spot and parking permits will provided with show entry wristbands.
* Access to the stall area is via gate on corner of Recreation and Canning Road (Friday only) and McRea Road (Saturday only). A map to confirm location will be sent closer to event date.
* Vehicles can gain access to the show grounds between 1:00pm-3:00pm on Friday, and 6:00am-8:00am for set-up.
* Gates to the stallholder parking area will be locked at 4:30pm on Friday and 9:30am on Saturday. They will be unlocked after the show closes on both days.
* These times will be confirmed and in addition specific bump-in times will be provided to vendors closer to the event to assist with flow of traffic and setup of stalls.
* Vendors will need to drive in, unload their equipment and quickly remove their vehicles, returning to your stall for final setup.
* All vehicles must travel at 8 kmph with hazard lights on, while on show grounds.
* Stalls need to be set up and ready to sell/promote by 4:30pm on Friday and 9:30am Saturday.
* Show closes at 10:00pm Friday and Saturday (TBC closing time Saturday).
* At close of Show, stallholders can pack up and walk their equipment out if you wish. Otherwise vehicles will be allowed in once the show is free of patrons. **Please note cars of stallholders will NOT be allowed into the showgrounds until the crowd has left, no exceptions, this may be an hour or more past show-close.**
* If you have a food truck you will not be able to move your vehicle until after the showgrounds are empty of patrons.
* **All stalls are outside and on gravel, the area has a slight slope, please ensure you are prepared for these conditions.**
* **You will need to supply your own shelter, floor (if needed), tables, stall lighting and any other equipment you need** (excluding community sporting groups participating in the ‘Have-a-Go’ sports area on the oval grass).

**SHOW PASSES**

* Each Stall is allocated 4 entry passes only as part of the cost. Passes for extra staff need to be purchased on application or full price will be charged when entering.
* Early-bird registrations will receive 2 x family passes for you to raffle off to customers or use as you wish.
* Passes are in the form of wrist bands and will need to be worn while within the Kalamunda Show grounds, replacement bands are available upon providing damaged band to the Stall Coordinators.
* Additional show passes can be purchased online through the Kalamunda Show Megatix site
* Community groups can liaise with the Stall Coordinators during application to determine the number of entry passes for volunteers.

**STALL AREAS**

* Organisers reserve the right to refuse any stall if not deemed appropriate.
* Any product for sale, which is deemed unsuitable, must be withdrawn or the stallholder will be asked to leave the grounds. This includes laser lights, drug related material, metal knives and swords, profanity novelty items, and any other product not disclosed at time of application.
* Before connection to power a representative from the Kalamunda Show will check that all electrical cords and equipment are tagged correctly.
* If your equipment is not adequately tagged it cannot be used. An electrical tag and testing service may be available (TBC) for $50 per appliance.
* Allocation of space is at the organisers discretion and returning vendors may not be allocated the same position.
* All sites must be maintained neat and tidy for the duration of the show and free of rubbish at the conclusion.
* Stallholders are responsible **for CONTAINING AND REMOVING THEIR OWN RUBBISH**.  Rubbish bins provided at the show are for **PATRONS ONLY**.
* No alcoholic beverages are to be consumed outside of the designated bar area.
* No dogs or pets allowed within show grounds (except assistance dogs).

**FOOD VENDORS**

* **All sites selling or giving away food require a City of Kalamunda Temporary Food Stall Permit**
* A maximum of **5 metre** frontage for food court vendors is allowed – this includes toe hitches and space for doors to open
* Before connection to power a representative from the Kalamunda Show will check that all electrical cords and equipment are tagged correctly.
* If your equipment is not adequately tagged it cannot be used. An electrical tag and testing service may be available (TBC) for $50 per appliance.
* The Kalamunda Show is proudly sponsored by Healthway with the LiveLighter health message. Food stallholders are required to meet the requirements of Healthway.
* A menu will need to be provided on application
* You will need to offer a healthy choice on your menu
* A representative from the WA School Canteen Association’s Fuel to Go and Play team may contact vendors to ensure menus meets the Healthway guidelines.
* If a food vendor does not uphold their menu as stated, they will be asked to close
* No drinks containing sugar to be displayed, please see example below and guidelines at <https://www.healthway.wa.gov.au/wp-content/uploads/Healthway-Arts-Community-Events-Guide.pdf>



**FOOD VENDOR PERMITS**

Apply online at: https://www.kalamunda.wa.gov.au/building-development/applications/food-stall-applications/vendors-food-stall-application

* If you already have been issued a food permit by the City of Kalamunda please forward with your EOI form / Application Form, or clearly state your Business name in an email to stalls@kalamundashow.com.au. This must be completed **at least 4 weeks prior** to the show.
* The City of Kalamunda conducts inspections, and any stall selling or giving away food without a permit will be asked to close down.

**STALL PRICES**

**Food vendors (all eat-now food offerings)**

* Food truck up to 5m OR Gazebo up to 6m - $200.00
	+ Power 10 amp $20.00 per appliance
	+ 15 amp $30.00 per appliance
	+ Overnight $20.00 fridge only
	+ Other stall sizes on application

**General / gourmet market stalls**

* 3m x 3m - $75.00
* 6 x 3 - $140.00
* Display truck (up to 5m) - $180.00
	+ Power 10 amp $10.00 per appliance
	+ 15 amp $20.00 per appliance
	+ Overnight $20.00 fridge only
	+ Other stall sizes on application

**Oval**

* Price on request.
* Middle of oval - Saturday only.
* Walkway to Sideshow Alley – full show hours.
* Extra Passes $12.00 each.
* Extra vehicle parking space $40 each if space available.

**Community groups (schools / sporting clubs) and not-for-profit**

* No cost for stall
* Power $10 per appliance
* No cost for extra passes (within reason)

**Public safety and electrical requirements for Kalamunda Show Stallholders**

WorkSafe - Department of Commerce, WA has advised the Organisers, the Kalamunda and Districts Agricultural Society that the following must be observed.

**1. Prevention of Injury**

* Dangerous projections such as star pickets and tent pegs must be rendered safe in some way. This can be with plastic caps

on the star pickets, or another method that will prevent injury to a person coming into contact with the item.

**2. Electrical Equipment**

* All stalls using electrical equipment on Kalamunda Show Grounds must have their appliances and electrical leads (this includes lights and items powered from personal generators) labelled with a current electrical test tag.
* The test tag should state the date that the appliance/equipment was tested, the relevant Australian standard to which it was tested and signature of the person who carried out the checking and testing ( in accordance with Australian Standard AS 3760-2003: "In-service safety inspection and testing of electrical equipment").
* There will be an audit of all Electrical components such as lights, flexible leads, extension leads, portable outlet devices and residual current devices by an Authorized (Certified) Electrician during the Show and any component not having the correct tagging will be disconnected.

**3. Onsite Power**

As power to the site is limited the following restrictions must be observed.

* A maximum of two 150 watt floodlights are allowed per stall.
* No 500 watt lights are permitted
* No fluorescent lights are permitted.
* Each stallholder is strongly advised to use a safety switch or Residual Current Device within their stall.
* **Long extension leads (20-30 Meters minimum) will be needed to reach power outlets on the ground.**
* Power is supplied for NIGHT LIGHTING, EFTPOS machines, COMPUTERS and overnight Fridge requirements only.
* **Full power connection only available in Food Court** – leads can only be connected once a Kalamunda Show worker has verified your equipment and leads have met current standards, overnight power for fridge is available.
* Needs beyond this (e.g. cooking) will have to be provided for by the stallholder by means of A **silenced generator**. Non-silenced generators will not be allowed to run during show hours.

**Should you have any queries please contact the Site Coordinator**

**Consent to Photograph /Videotape / Interview Individuals**

Should I attend the Kalamunda Show as a vendor/stallholder I hereby agree and give my permission for Kalamunda Show Committee and the Agricultural Society and/or partners to record, film, photograph, audiotape or videotape myself (hereinafter collectively referred to as “Works”) and to display, publish or distribute these Works for the purpose of publishing, posting on the Kalamunda Show Committee and the Agricultural Society website and posting on social media sites. I hereby waive any right to approve the use of these Works now or in the future, whether the use is known to me or unknown, and I waive any right to any royalties related to the use of these Works. I understand that the Works may appear in electronic form on the internet or in other publications outside of the Kalamunda Show Committee and the Agricultural Society's control. I agree that I will not hold the Kalamunda Show Committee nor the Agricultural Society responsible for any harm that may arise from such unauthorized reproduction.

***By completing the application form you agree to all of the above terms and conditions.***