

Collie Christmas Pageant

Stallholder Information

The **2019 Collie Christmas Pageant** will be held on Saturday, 21 December 2019, at Central Park on Forrest Street, from 2pm until 8.30pm.

This year's theme will again focus on old-time values, so you can expect an opportunity to hear your favourite Christmas Carols, face painting and rides for the children, young adults and young at heart, street entertainment and a wide range of stalls at the Markets.

The ever-popular Street Parade will be a highlight between 6pm and 7pm and Santa will be in his Grotto from 4-6pm for photographs with the children and after the Street Parade.

The markets officially open at 2pm. Stallholders will be required to remain until 8.30pm. Setup of stalls will commence at 12noon and will be completed by 2pm.

| | |
|-----------------------|--|
| Location | Central Park, Forrest Street, Collie |
| Critical dates | Event is to be held on Saturday, 21 December 2019, from 2pm to 8.30pm. Stallholders set up from 12noon, completed by 2pm, and to remain until 8.30pm. Applications for stalls, including payment, are due by Monday, 25 November 2019. Please read these guidelines prior to applying. |
| Enquiries | Greg Bates 0498 481 138 collielionspageant@gmail.com |
| Facebook | The Lions Club of Collie Christmas Pageant and Night Markets @colliechristmaspageant |

The 2019 Collie Christmas Pageant is proudly presented by the Lions Club of Collie Inc.



Important information

If you intend selling food or drinks, such as food prepared off site and drinks that are pre-packaged, such as cans or bottles, please be aware that all food and consumable products must comply with the current **Certificate of Registration of a Food Business from Your Local Authority**.

It is not permitted to sell dangerous and potentially hazardous goods such as firecrackers, knives or Silly Spray String in pressurised containers, for example.

All cakes and preserves must be labelled showing ingredients and comply with applicable Local Government Authority regulations.

Sites will be allocated on a first come, first served basis but not before 12noon on the day of the event. Bare sites (3x3m) are available from \$20. Sites will be charged for every 3m of frontage. If you have a 4m tent or require extra space you will need a to book two sites and will be charged \$40. Stalls must have a set of secure foot support leg pole weights.

Please note: NO PEGS!

Power is available for an additional cost of \$15 to help with the costs of ensuring electrical compliance required to ensure public safety.

If you have Public Liability Insurance please provide a copy of your current Public Liability Insurance Certificate with your application.

The Collie Lions Club is very proud to organise this community event each year. This year will see the return of the usual rides, amusements, stage entertainment and youth activities. **There will be extensive advertising in surrounding towns for the event.** See you there with jingle bells on!

Submitting your application

Return attached form to: Greg Bates
14 View Street
Collie WA 6225

Or email to collielionspageant@gmail.com

Please make cheques payable to: Lions Club of Collie (Inc)
PO Box 36
COLLIE WA 6225

Or direct deposit to account: Lions Club of Collie (Inc)
BSB: 633-000
Account No: 158127530
Reference: **Your Registered Name (important)**

Enquiries Greg Bates
0498 481 138

Facebook @colliechristmaspageant

Conditions

- 1 The Organising Committee comprising Lions Club of Collie (Inc) office bearers and the Coordinator (hereafter referred to as “The Committee”) reserve the right to scrutinise all prospective stallholders prior to acceptance.

Stalls or products considered to be inappropriate or in contravention of applicable trading laws will be rejected and the decision of the Organising Committee shall be final.

For example, it is not permitted to sell dangerous or potentially hazardous goods such as firecrackers, knives or Silly Spray String at this event.
- 2 The Committee will endeavour to limit the number of competing food stallholders to encourage a widespread of food alternatives. However, stallholders should not assume that competing food types will not occur.
- 3 **The Committee is unable to accommodate “preferred” site placement. The condition of the grounds, stallholders, rides and activities vary from year to year which necessitates different layouts.**
- 4 Stall holders must comply with requests made by the Organisers. Stall holders may be ejected from the event in cases of non-compliance or at the request of the Shire of Collie.
- 5 The Lions Club of Collie (Inc) will not be liable for any loss or damage to stallholders’ property whilst on site.
- 6 If, for any reason the Committee finds it necessary to cancel or postpone the event, it shall not be liable for compensation to exhibitors or stallholder other than the refund of payments made for sites.
- 7 No monies will be refunded if the stallholder cancels within three weeks of the event or if a stallholder has agreed to a stall and fails to appear on the day.
- 8 Bare sites will be available for stallholders by 12noon on Saturday and no earlier than 12noon. Stalls must be open for business by 2pm and the area vacated by 10pm.
9. As space is at a premium, stall holder vehicles are to be removed from the event area unless they are essential (for example, coffee and food vans). For safety reasons, stallholders will be required to remain until 8.30pm and traffic movement by stallholders is forbidden.
10. Stalls are to be kept within the designated area marked for their site.
11. Equipment must be in transport position when moving about the site and must not unduly damage the grounds, or car park. Travel speed is restricted to 5kph on the site during the event (Walking Pace).
- 12 All sites must be maintained in a clean and tidy condition during the market and upon vacation of the site. Any rubbish is to be removed by the stall holder.
- 13 Stall holders must reinstate any damage made to the grounds caused by their stall holding.
- 14 No public address systems are to be used apart from the official public address system provided, except by prior arrangement.
- 15 Preference will be given to stallholders with Public Risk Liability Insurance. A current copy may be attached with the application form. Temporary day insurance may be available from your insurance provider.

- 16 Stall holders are responsible for the safety of all persons and exhibits on their sites.
- 17 All electrical leads must be safety tested by a qualified person and have a current safety tag attached before use. The safety tag must remain on the electrical lead at all times. An additional fee of \$15 per bay is required for stall holders who wish to connect to power. Electrical certification is a requirement of the Collie Shire Council Permit approval to conduct the event and this fee will help cover the costs to provide a qualified electrician on site, for public safety and to help cover the costs of temporary generators provided by the organisers.
- 18 In the interests of public health, “no smoking” is to be encouraged at all times, especially around food items.
- 19 Alcohol is not permitted to be consumed during the event.

Proudly supported by



THE COAL MINERS' WELFARE BOARD
OF WESTERN AUSTRALIA
- Collie -





2019 Stallholder Registration

| | |
|--|---------------|
| Organisation/Business Name: (if applicable): | |
| Contact Name(s): | |
| Address: | |
| | |
| Email: | |
| Phone: | Phone: |
| Type of stall: | |
| Main items or services for sale: | |
| | |
| Do you have Public Liability Insurance? (If yes, please attach a copy of the certificate of currency) <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| What type of structure or vehicle will you be using? <input type="checkbox"/> Van <input type="checkbox"/> Trailer <input type="checkbox"/> Truck <input type="checkbox"/> Gazebo | |
| Will you need power? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If Yes what do you require <input type="checkbox"/> 10 amp <input type="checkbox"/> 15 amp <input type="checkbox"/> 20 amp <input type="checkbox"/> 3 phase | |

Registration fee

| | Price | Quantity | Total \$ |
|---|--|-----------------|---|
| Number of bays (3m x 3m each, maximum four) | \$20 each | | |
| Power supply and certification | \$15 | | |
| | | TOTAL \$ | |
| How are you making payment? | <input type="checkbox"/> Cash <input type="checkbox"/> Cheque | | <input type="checkbox"/> Money order <input type="checkbox"/> Direct deposit |

Sorry, no discount is offered for not-for-profit organisations or school and community groups.

Additional information

Do you have any other additional preferences, requirements or requests not already indicated, or any suggestions for future improvements, if you have attended this event in the past?

| |
|-------------------------------------|
| Requirements or suggestions: |
| |
| |
| |
| |
| |

Declaration

- I have read and understood the 2019 Collie Christmas Pageant Festival and Markets Conditions and agree to abide by them.
- My electrical leads have been tested and tagged by a qualified electrical tagger.
- Certificate of Registration of a Food Business attached (if applicable).
- Certificate of Currency of Public Liability Insurance attached (if applicable).

| |
|------------------------|
| |
| Signature: |
| Name (printed): |
| Date: |

The 2019 Collie Christmas Pageant is proudly presented by the Lions Club of Collie Inc.

