



Shire of Dowerin

13 Cottrell Street (PO Box 111)

Dowerin WA 6461

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www.dowerin.wa.gov.au

Dear Business,

The Shire of Dowerin would like to invite your business to participate in this year's Christmas Festival on Friday the 14th December 2018. This will be a wonderful opportunity for you to exhibit what your business has to offer in our community. We have a variety of activities and attractions planned that will appeal to the whole community and attract people from neighbouring towns.

This event will be held in the main street of Dowerin on Friday 14th December from 4pm. There will be markets, a variety of street food and family fun activities including face painting, a bouncy castle and a visit from Santa. This year's festival will also host the inaugural "Dowerin Dash – Office Chair Street Race". This year, taking feedback from prior events into consideration, we hope to place all of the market stalls in a circular pattern on the main street, encouraging togetherness and creating a buzzing atmosphere amongst everyone present.

We feel it is important to invite all off the businesses in the district and neighbouring districts to hold their end of year work celebrations at this bustling event. A strong social media presence will also be imperative for the success of the Christmas Festival. The Shire of Dowerin will be advertising on a weekly basis to ensure a wide circulation of promotional material.

To be a stall holder or food vendor we require you to complete the Application form below.

Stall holders:

The market stall area will operate from 5pm – 9pm. We are aiming for a diverse selection of Christmas present ideas to be on offer. Our intention is to have a range of stalls that will allow the community to purchase all of their Christmas presents at the event. A lighting tower will be onsite to provide lighting over the area after dark, but if you have your own solar lighting, we encourage you to bring it for your stall.

**Food vendors:**

The Shire of Dowerin is aiming to create a festive, family-oriented event. Food is very high on our priority list! Our food vendors will be situated in the heart of the festivals seating, liquor licenced and entertainment area. We will require you to detail what options you are planning to offer, including non-alcoholic beverages and what your price point will be. In essence, we want our food vendors to provide good quality 'street food' style options. We estimate 300+ people to attend the event and hope to have 2 savoury food vendors and 1 sweet food vendor. We would prefer our vendors to be fully self-sufficient. There will be a band starting at 8pm, if you would like to stay open to serve food throughout the evening's festivities you are welcome.

The closing date for stall holder applications is ***Friday 30th November***. If you have any queries, please contact Misty Richards at mrichards@dowerin.wa.gov.au or (08) 9631 1202.



DOWERIN CHRISTMAS FESTIVAL APPLICATION FORM

Contact name: _____

Address: _____

Phone Number: _____

Social Media address: _____

Email address: _____

Website: _____

Area of interest (please identify):

- ☐ Stall holder
- ☐ Food vendor
- ☐ Direct selling product stall holder (Enjo, Tupperware, Scentsy etc)

Details of business (Please provide as much information as possible regarding your business and what you will be providing at the event):



FEES

Please note that fees are not payable until you have been successful in your expression of interest application.

- Stall holder fee (market stall holders only / food vendors have no fee) - \$20
- Public liability insurance - \$10
- Table hire fee - \$5

Please detail what you will require and a breakdown of your total fees payable on acceptance of your application.

VENDOR/STALL REQUIREMENTS

☐ TABLES ____

☐ CHAIRS ____

TERMS & CONDITIONS

1. Set up for stall holders and food vendors will commence from 3.00pm.
2. Food vendors and stall holders must be set up by 5.00pm on Friday 14th December 2018 and must not be removed until 9pm.
3. Food vendors are welcome to extend their business hours to 10pm
4. There will be no refunds for failure to appear.
5. The Shire of Dowerin accepts no liability or responsibility of food vendors, stall holders, entertainers and entertainment exhibitor's belongings and/or any damage that may occur.
6. Exhibitors must purchase public liability insurance on application. Alternatively, should you have your own Public Liability Insurance a copy of the certificate must be returned with your completed application.
7. If possible, please supply us with high resolution photos, logos, advertising material for marketing purposes.

I _____

agree to the above Terms and Conditions.

Signed: _____ Date: _____

We will be in contact as soon as possible to notify you on the progress of your application. No fees are due until your application has been deemed successful.

Please email your completed form to Misty Richards at mrichards@dowerin.wa.gov.au

Please do not hesitate to contact us should you have any queries.

Thank you so much for your application.