



Saturday 12th February 2022

Arts & Crafts

Sports & Recreation

Cultural & Indigenous

Community & Charity

Youth

Stall Application

Organisation:

Contact person:

Postal address:

Email:

Telephone:

Type of Organisation:

Arts & Crafts

Sports & Recreation

Cultural & Indigenous

Community & Charity

Youth

WILL YOU BE:

Conducting a competition?

If yes, please provide details:

Yes

No

Giving a demonstration?

If yes, please provide details:

Yes

No

Giving away promotional materials?

If yes, please provide details:

Yes

No

What is the main purpose of your stall at the "Explore the Goldfields Community Expo"?

Increase Membership

Raise Profile or Awareness

Provide Information of Services

Promote an Event or Initiative

EVENT PHOTOGRAPHER:

Stalls at the event may be photographed by our photographer for future promotions of the event.

These photographs will not be used for commercial sale or used for any other purpose without

your prior consent. Do you allow us to take photos and use them in future event promotions?

Yes

No

CHECKLIST:

I have read the information provided and accept the conditions stated herein?

Yes

No

I have attached my Public Liability Insurance declaration?

If no please complete the KBCCI waiver and return with your stall application form.

Yes

No

Signature:

Date:

Print full name:

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Stall Holder Guidelines

EVENT OVERVIEW

The annual Explore the Goldfields Community Expo is a celebration of everything local.

Local community groups and sporting organisations will have their chance to reach new residents and existing locals in an engaging way.

It's a great way to meet new people and gain new members and supporters for your organisation.

We encourage organisations to provide the public with information via workshop(s) and/or interactive displays.

When: Saturday, 12th February 2022

Time: Setup from 7:30am for a 9:00am start – pack down from 12:00pm onwards

Where: Lord Forrest Complex, MacDonald Street

Cost: FREE for stallholders and the community.

- **No stalls are allowed to set up prior to 7:30am.**
- **Note please ensure it is a requirement to bring a 3m x 3m marquee with pegs or weights (due to lack of shade).**
- **No vehicle access.**
- **Note it is recommended to bring a trolley for setup and pack down.**

WHAT IS PROVIDED?

- A stallholder space (in lots of 3m x 3m)
- Venue
- Toilets
- Entertainment
- Information packs (site map)
- Event management
- Advertising and marketing of the event

WHAT IS NOT PROVIDED

THAT YOU MAY REQUIRE?

- Tables with table cloths
- Chairs
- Receipt books, pens and texta
- Cardboard boxes and rubbish bags/ gloves and bins
- Blu tack/sticky tape/gaffer tape/ cable ties
- Business cards or information brochures
- Posters/easels
- Weatherproof shade/tarps (if weather permits)
- Banners and signs

FREQUENTLY ASKED QUESTIONS

Will you be allowed to fundraise or sell products?

Fundraising is permitted at the event. Selling products is not permitted. Permission is to be sought from the City of Kalgoorlie Boulder, keeping in mind that this is an 'informative expo'.

Will there be food and drinks available?

Food and drinks will be available for purchase at this event.

Do you have to giveaways or promotional material?

Stallholders in the past have looked for ways to provide a unique presentation of their stall. We encourage you to provide current information packs (small and creative). Giveaways and promotional materials may include stickers, pens, magnets, bags, posters, drink bottles, booklets and so on.

Will you have a competition? (i.e. lucky dips, drawing comps...)

This is a great and potentially productive way of drawing people to your stall. We suggest stallholders have lucky dips, count the jelly beans in the jar, guess the weight, etc. We encourage you to think of a unique competition so that every stall offers something new to the patrons.

Can we provide demonstrations?

If yes, the demonstrations must be executed within the boundary of your stall unless prior approved by the Event Coordinator.

Does your organisation have Public Liability Insurance?

If you are an incorporated body, by rights you should already have Public Liability Insurance in order to provide a service to the public. If you do not, please contact the event coordinator as soon as possible.

When do the forms have to be returned?

Please ensure that you attach all relevant forms with your application by close of business Friday, 28th January 2022. Via email eventassist@kbcci.com.au or post PO Box 10259, Kalgoorlie WA 6433.

WHO CAN I CONTACT IF I HAVE QUERIES?

The KBCCI office, via email eventassist@kbcci.com.au or phone the office on 9021 2466.