



2018 SPIRIT OF CHRISTMAS FAIR
PARTICIPANT REGISTRATION PACKAGE



SLEIGH BELLS RING...

Dear Business Owner,

The Gunnedah Chamber of Commerce is excited to invite you to be part of the annual Spirit of Christmas Fair – where Christmas comes to life in the heart of the Gunnedah CBD.

With a focus on keeping local dollars local this Christmas season, the fair provides an opportunity for shoppers to explore unique boutiques and stores, browse pop-up designer stalls and indulge in Christmas inspired entertainment, performances, activities and fun!

Please find enclosed information about the 2018 Spirit of Christmas Fair, what it is and how you can be involved.

Please do not hesitate to contact our Events Manager Lisa Davis on 0434 368 267 or email events@gunnedah.org.au should you have any questions or require further information.

ABOUT THE EVENT

The annual Spirit of Christmas Fair will be held on **Friday 30 November in Conadilly Street Gunnedah from 6pm – 10pm.**

This is a fun, family focused community event that provides an opportunity for the Gunnedah community to explore unique boutiques and stores, browse pop-up designer stalls and indulge in Christmas inspired entertainment, food, performances and activities. There will also be a visit by Santa!

The annual '**Shop Gunnedah**' campaign will also run in the lead up to the fair. This is a shop local campaign designed to encourage local shopping this Christmas period with local shoppers rewarded for purchasing goods and services from participating businesses by going into the draw to win cash equivalent prizes of up to \$1,500.

How it works:

- Business signs up to participate in the Spirit of Christmas Fair which will automatically make them an eligible 'Shop Gunnedah' participant
- Business will receive a pad of entry tickets, collection box and A3 poster to promote the campaign and event
- Customers are eligible to go into the prize draw when they spend over \$30.00 in store
- Entries will be collected weekly and placed into the competition barrel
- Prize winners will be announced at the 2018 Spirit of Christmas Fair

HOW YOU CAN BENEFIT

By being part of the 2018 Spirit of Christmas Fair you will:

- Be well positioned to sell your goods and services to over 1000 motivated local shoppers wanting to do business with you
- Build business exposure, build profile and expand your customer base through event marketing and promotion
- Be part of the 'Shop Gunnedah Campaign' (*Permanent retail businesses only*)
- Support a local community event focused on boosting the Christmas spirit and creating happiness and joy
- Be part of the fun!

COST TO PARTICIPATE

The concept of the Spirit of Christmas Fair is hinged on bringing the CBD to life with a focus on creating a unique shopping experience to the local community. The Chamber of Commerce have subsidised as many expenses as possible to make sure as many local businesses, community groups, schools and residents can get involved.

Business Type	Inclusions	Fee (incl GST)
Permanent Retail Business (have a street location in the CBD).	<ul style="list-style-type: none"> • Buy-in into the Shop Gunnedah Campaign and associated marketing material • Opportunity to sell goods and services to fair audience from their own store • Listing on event social media profile and Chamber website 	\$50.00
Pop-Up Stallholder (Selling Goods and Services or Information Only)	<ul style="list-style-type: none"> • Approx. 3 x 3m space on street • Listing on event social media profile and Chamber website 	\$30.00
Food and Drink Vendor	<ul style="list-style-type: none"> • Approx. 3 x 3m space on street • Listing on event social media profile and Chamber website 	\$30.00
Busker / Street Performers	<ul style="list-style-type: none"> • 1.5 x 1.5 m space on footpath • Listing on event social media profile and Chamber website 	\$20.00
Charity / Not for Profit Group	<ul style="list-style-type: none"> • Approx. 3 x 3m space on street • Listing on event social media profile and Chamber website 	\$20.00

WHAT YOU WILL NEED TO BRING

- You may like to bring your own marquee or shade shelter. Structure must fit within the 3 x 3 m space allocation provided, be safe, sturdy and equipped with sandbag weights to secure your structure
- Provide your own stall signage. Must be kept within your 3 x 3m space allocation and safely secured / positioned
- Bring any equipment you require to showcase your goods, services and talents including trestle table(s) / chairs / display stands etc
- If you require power, you must provide your own tag and tested power lead. Untagged leads are not permissible. ***Please note access to electricity is very limited and is not guaranteed***
- If you are selling any goods, please ensure you have adequate money and change

**Stallholders are required to hold the appropriate insurance / public liability insurance documents / food permits and performance approvals from Council.
Copies of your insurance documents are to be attached with your application form.**

TERMS AND CONDITIONS

I/we wish to apply for a stall site and agree to abide by the rules of the 2018 Spirit of Christmas Fair as stated within this document.

I/we agree to have stall sites operational by the start time and to inform the event managers if the stall is to be packed up prior to the conclusion of the event.

I/we further agree that we will be responsible for ensuring the safety of the public visiting the stall and will ensure the stall site is left clean and tidy.

I/we will have obtained copies of relevant food permits / licences / insurances and payments if applicable.

I/we hereby permit the Gunnedah Chamber of Commerce to take photographs during the event and reproduce these images in any form, in whole or in part, and distribute the works by any medium including the Internet or other multimedia for future promotional purposes.

I/we understand that cancellations must be sent in writing to events@gunnedah.org.au by 5pm Friday 16th November 2018 to receive a full refund. I understand that cancellations made after this date will not be issued a refund.

I/we understand that there is a stallholder fee per the fee schedule which will be invoiced to the stallholder.

I / we understand and agree to remove all vehicles from the event site by 5.30pm.

I/we understand that the Event organiser take no responsibility for any damage or theft at this event.

I/we understand that all requests for stalls must go through the Gunnedah Chamber of Commerce Executive in the first instance and not all requests and requirements can be guaranteed. I/we understand that the event organiser's decision is final.

I/we understand that there are only a limited number of sites available to the community for this event and applications will be assessed case by case and not on a first in first served basis.

I/we understand that I/we are not permitted to canvas for donations and may only operate within the confines of my/our stall.

I/we understand that this is a smoke free event. The event organisers prohibit the sale or distribution of these items.

I/we understand that offensive material, counterfeit items or dangerous goods are not to be sold.

I/we understand that stallholders must follow best practice with regards to safety and OHS. This must be adhered to at all times and stallholders must ensure that personal and public safety is protected at all times. Stallholders are responsible for ensuring the safety of the public visiting the stall and will ensure the stall site is left clean and tidy. Where shade structures / banners / flags are used on stalls, these must be safety erected and properly secured.

2018 SPIRIT OF CHRISTMAS FAIR

Friday November 30th 6.00pm – 10.00pm

PARTICIPANT REGISTRATION FORM - Return Forms by Friday 26 October 2018

Applicant Details

Contact name _____ Business name _____
Postal address _____
Contact phone number _____ Email _____
Facebook or Website URL _____

Stall Details

Please tick the category that best describes your service / activity:

- Permanent Street Business (Fee: \$50.00)
- Pop – Up Stallholder (selling goods / services) (Fee: \$30.00)
- Pop-Up Stallholder (information stand) (Fee: \$30.00)
- Pop- Up Food / Drink vendor (Fee: \$30.00)
- Busker / Street Performer (Fee: \$20.00)
- Charity / Not for Profit (Fee: \$20.00)

Please provide a brief outline on the display, demonstration or stall you would like to offer: Note: We are seeking stalls that provide an interactive element to engage visitors, please briefly explain what you will include (this does not apply to stalls selling food/drink or goods).

I have my own trailer / van / marquee set up for my stall

Yes No

If yes, please specify size and detail: _____

ELECTRICITY: Do you require power?

Yes No

If yes, please specify size and detail: _____

****The availability of power at the site is limited. Requests for power will be reviewed on a case by case basis. It is not guaranteed.**

PAYMENT: The Chamber of Commerce will issue an invoice / receipt for payment upon booking. Payment at time of booking is preferred. Participation can not be confirmed until payment and associated insurance documentation is received.

CANCELLATIONS: Refunds will be issued for cancellations sent in writing to events@gunnedah.org.au by 5pm Friday 16 November 2018. Sadly, refunds will not be issued after this date.

CHECKLIST

- I completed the contact details form? Yes No
- I have attached the appropriate insurance / public liability insurance documents / food permits (if applicable) Yes No
- I acknowledge that I have read and understand the conditions of the 2018 Spirit of Christmas Application Form and agree to abide by and be bound by the said conditions. Yes No

Signed: _____ Date: _____

Name: _____ Position: _____

Where do I submit my application form?

Please return completed Stallholder Application Form and associated required insurances / documentation to Event Manager Lisa Davis BY **FRIDAY 5PM, 26 OCTOBER 2018.**

Post: PO Box 176 Gunnedah NSW 2380.

Email: events@gunnedah.org.au

Phone: 0434 368 267

www.gunnedah.org.au

