



Celebrating 25 years of Fun!

Wallsend Winter Carnivale 2010 Survey

Dear Participant,

To assist the Wallsend Winter Carnivale Committee to create a better Carnivale Experience for you and the people attending the Carnivale, please complete this very quick survey and return with your forms.

Rating 1 LOW – 5 HIGH

No	Question	1	2	3	4	5
How do you rate the following:						
1	Organization of the logistics of the Wallsend Winter Carnivale (overall)					
2	Information and Communication					
3	Bump in & Bump out					
4	Marketing of the event					
5	Organisation of the events at the Wallsend Winter Carnivale (i.e Circus, Stages)					
6	How do you rate the Wallsend Winter Carnivals – atmosphere (overall)					
Information about you! :		Please circle or enter your answer				
7	How many years have you attended the Wallsend Winter Fair / Carnivale?					
8	How did you hear about the Wallsend Winter Carnivale?					
9	What postcode are you from?					
10	What is your average turnover \$ from the Wallsend Winter Carnivale in previous years (if attended before)	0 – 2000	2001 – 5000	5001 +		
Any general comments?						

Thank you for your time in completing this survey...



WALLSEND WINTER CARNIVALE
SUNDAY 8th AUGUST 2010 9AM-4PM
STALL APPLICATION FORM / TAX INVOICE/ RECEIPT
 WALLSEND TOWN COMMITTEE—S355 COMMITTEE NEWCASTLE CITY COUNCIL
ABN: 25 242 068 129

Office Use Only:
 All Details:
 Payment:
 Entered:
 Electricity:
 Food:
 Site:

All correspondence to: WALLSEND TOWN COMMITTEE P.O. BOX 218, WALLSEND 2287
All forms to be SENT to the above address NO FAXES PLEASE
 Updates: www.wallsendtown.com.au—our place to play...

STEP ONE: YOUR FULL DETAILS

ALL PAPERWORK AND PAYMENT OR RECEIPT OF PAYMENT MUST BE RECEIVED TO QUALIFY.
 "ALL PAPERWORK / PAYMENT MUST BE RECEIVED BY THE 01.08.10 THIS EVENT WILL BE BOOKED OUT!"

BUSINESS NAME:

YOUR NAME:

ADDRESS:

PHONE: **EMAIL:**

TYPE OF GOODS:

If you are requesting to be in the same location as last year—state clearly where (not same place as last year) the are no guarantees.

STEP TWO: YOUR BOOKING & PAYMENT There will be no discounts for site fees smaller or larger sizes

FRONT	DEPTH	SITE FEE INC GST	SITE BOOKING	PAYMENT
GOODS			GOODS [] X []	\$ []
3	X	3 \$170.00	HANDMADE [] X []	
4	X	3 \$200.00	FOOD [] X []	
6	X	3 \$220.00	NFP [] X []	
HOME / HANDMADE MUST BE MADE AT HOME ! NO CATERED FOOD			ELECTRICITY PTS REQUIRED () ELECTRICITY EXTRA — PER POINT \$ 25.00 All Electricity Cords are to be tagged and a power surge outlet applied.	\$ []
3	X	3 \$100.00	TOTAL PAYMENT Payment must be received 10 days prior to the CARNIVALE A 10% LATE FEE WILL APPLY	\$ []
4	X	3 \$140.00		
6	X	3 \$180.00		
FOOD			NOT FOR PROFIT—ONLY !	10% LATE FEE \$ []
3	X	3 \$250.00	GOODS 3 X 3 = \$40	FOOD 4 X 3 = \$100
4	X	3 \$270.00	GOODS 4 X 3 = \$80	FOOD 6 X 3 = \$150
6	X	3 \$300.00		

DIRECT BANKING PAYMENT DETAILS: WALLSEND TOWN COMMITTEE
 GREATER BUILDING SOCIETY BSB: 637 000 ACCOUNT NUMBER: 713774758
 IF BANKING DIRECT PLEASE NOTATE YOUR NAME AS A REFERENCE AND ATTACH A COPY OF A RECEIPT TO THIS FORM

STEP THREE: PUBLIC LIABILITY CERTIFICATE OF CURRENCY (must be a clear copy—NO FAXES — please circle your name, date of cover and the Limit of Indemnity must be at least \$10 million coverage) **FOOD HANDLING AND AGREEMENT TO ABIDE BY ORGANISERS RULES**

I acknowledge that I have read and understand, and I will abide by, all conditions and instructions as set out in the Mainstreets Events Guidelines. PLEASE INCLUDE CLEAR COPY OF CURRENT PUBLIC LIABILITY CERTIFICATE OF CURRENCY AND CURRENT FOOD HANDLING CERTIFICATE AND NEWCASTLE CITY COUNCIL FOOD LICENCE AND OUTDOOR LIQUOR LICENCE IF APPLICABLE & RISK ASSESSMENT Copies of these documents & your signature is required to process your application

SIGNATURE: _____ **DATE:** _____ **PUBLIC LIABILITY INC** **OTHER CERTIFICATES**

STEP FOUR: CONDITIONS

- ONCE YOUR APPLICATION IS PROCESSED YOU WILL RECEIVE A PASS TO GAIN ACCESS FOR SET UP.
- **PLEASE KEEP A COPY OF THIS FORM FOR YOUR INFORMATION**
- UNLESS OTHERWISE ADVISED* THE EVENT WILL RUN BETWEEN 9AM—4PM.
- PLEASE BE PREPARED TO STAY FOR THE DURATION OF THE EVENT, UNLESS YOU HAVE THE PRIOR APPROVAL OF THE COMMITTEE ; EARLY DEPARTURE **WILL NOT BE ALLOWED FOR OHS REASONS.**
- ENTRY TO THE EVENT FOR SET UP WILL BE BETWEEN **6AM— 8.30AM.**
- EXIT FROM THE EVENT IS **ONLY ALLOWED** BETWEEN **4PM— 5.30PM.** ALL STALLHOLDERS ARE TO BE OFF THE STREET PRIOR TO THIS TIME.
- ENTRY AND EXIT TO THE EVENT WILL BE ADVISED WITH YOUR PASS OR ON THE WEBSITE.
- YOUR SITE SIZE WILL BE THE EXACT WIDTH THAT YOU HAVE BOOKED BY ITS LENGTH— PLEASE DO NOT EXPECT TO HAVE EXTRA WIDTH AS IT MAY NOT BE AVAILABLE. THE DEPTH OF 3M—CURB TO THE STREET.
- PLEASE DO NOT EXPECT **TO HAVE THE FOOT PATH AS AN AREA TO SELL OR STORE ON,** WE ARE PLANNING AN **ACCESS FAMILY FRIENDLY EVENT AND THE FOOTPATH WILL BE REQUIRED FOR WHEELCHAIRS AND PRAMS**
- **THERE IS ONE COORDINATOR AND UP TO 400 PEOPLE INVOLVED IN AN EVENT. PLEASE MAKE SURE YOU READ THE INFORMATION CAREFULLY AND CHECK OUT THE WEBSITE FOR UPDATES.**
- PLEASE DO NOT PARK IN THE IMMEDIATE VICINITY OF THE EVENT—LIMITED RESERVE PARKING IS AVAILABLE AS DIRECTED FOR STALL HOLDERS, PARKING IN THE IMMEDIATE VICINITY OF THE EVENT SHOULD BE FOR PATRONS—YOUR CUSTOMERS !

*FOR EXAMPLE DUE TO WET WEATHER

NOTE:

All leads must be tagged and will be inspected on the day—if tagging is required a cost of \$5 per tag will apply. An Earth Leak System must be installed on your power cords to ensure no power outages when sharing points. All electrical cords will be checked this is an OHS Requirement.

ALL Marques / Tents—MUST have weights in case of bad weather and winds. Be prepared! Risk Assessment Forms must be completed AND RETURNED WITH STALL HOLDER FORM.

More directions to Wallsend Town can be found on www.whereis.com.au

STEP FIVE: CANCELLATION POLICY

Cancellation Policy:

If wishing to withdraw from the Carnivale – you are required to give the Committee 7 days notice either by phone or letter; Mail: P.O. BOX 218,WALLSEND; Phone: 49787836 info@wallsendtown.com. Please note there is a \$20 cancellation fee of all refunds for requests received in the final 7 days before the event; refunds will be provided within 30 days of cancellation.