

12th March 2010



Your Stall Reference: _____ Your Bay Allocation: _____ Confirmed Power: _____

Dear Stallholder,

The following information and site map is provided to facilitate an efficient event setup.

Setup

- ❖ With over 100 market stalls expected on the day, your cooperation will assist us in ensuring minimal difficulties during the brief official set up time of 6.30am-8.30am on Sunday morning. Please allow plenty of time for set up, as stallholders will not be permitted to enter the Event area after 8.00am.
- ❖ Have your **STALL REFERENCE** and **BAY ALLOCATION NUMBER** available for quoting to the stall representative on arrival.
- ❖ **Please note that as we can not be certain that a section of Roe Road will be resurfaced following road works currently underway, a decision has been made to locate these stalls elsewhere. Please check your enclosed location map carefully to check the location of your stall site.**
- ❖ To avoid traffic congestion, please follow the suggested entry and exit arrows. A stall representative will be standing at the road closure point and will direct you to your bay or answer any last minute queries.
- ❖ Bays will be marked and numbered. Once you are confident of your correct position, please proceed with your set up. Please note that stallholders will only be moved on the basis of health or safety requirements.
- ❖ Setup outside the specified times will need to be by prior arrangement only.

Parking Suggested parking locations for stallholders are the south end of Buchanan Road and North end paddock of Buchanan Road, east & west of Roe Rd outside the event precinct. This is in a residential area, so be mindful of not blocking driveways, etc. ACROD Parking is at the Ampol Garage. Please follow the directions of the volunteer parking officials who will be available to assist. Please do not block the entrances to the parking paddocks or your car will be towed away.

ALL VEHICLES MUST BE RELOCATED FROM THE TOWN CENTRE TO THESE ALLOCATED PARKING AREAS AS SOON AS YOU HAVE COMPLETED YOUR SET UP AND BY NO LATER THAN 8.30AM.

ATM Facilities There are NO ATM facilities in Capel. PLEASE ensure that you carry enough change for your stall requirements.

Power will not be available on the day unless this has been previously booked and is confirmed in this letter. For those with confirmed power, please find enclosed Power Safety Information Sheet which requires your compliance. Power cords must be secured. Inspections will be undertaken from 9.30am-10.00am. Please ensure you have complied with the guidelines provided.

Vehicles will not be permitted to park in or behind bays unless prior arrangements have been made.

Dogs are not permitted in or around the stalls in order to ensure the safety of patrons and fellow stallholders. A Shire Ranger will be in attendance throughout the day.

Rubbish Disposal You are responsible for keeping your stall area tidy and disposing of your rubbish responsibly in the bins provided. Non compliance may result in a cleanup fee being imposed.

Cancellations Please note that stall fees will not be refunded in any event, including inclement weather that may impact upon the patronage of the Fest.

Insurance It is your responsibility to arrange Public Liability insurance for your stall. All stallholders participate in this event at their own risk.

Public Safety No vehicle movement is permitted within the event site between 8.30am-4pm. In the event of an emergency evacuation you will be directed by CapelFest volunteers to designated exits. A full emergency evacuation plan is available upon request and at CapelFest headquarters.

2011 Capelfest will be held on Sun 27th March 2011. Expression of Interest forms will be available on the CapelFest website www.capelfest.com.au following the AGM later in the year. Forms will be posted upon request ONLY.

Failure to comply with these requests may jeopardise future attendance at CapelFest. The CapelFest Committee reserves the right to refuse any applicant or change stall locations without prior notice.

Stallholders will only be moved on the basis of health and safety requirements. We have made every effort to meet the many special requests received and welcome your feedback.

Thank you for your participation in this event. Capel Fest is set to be another fun filled day with plenty for everyone to see and do. There will be a great range of live entertainment and activities for all ages that we are sure will attract a huge crowd. We hope your stall is successful and that you have a profitable and enjoyable day.

If you require any additional information, please contact me on 0407 778 256.

Thank you for your co-operation. Have a great day! ☺

Kind regards,

Naomi Milner

Stall Co-ordinator

On behalf of the CapelFest Committee

Please refer to our CapelFest website for copies of all forms and information sheets including
“Guidelines for Food Stalls” and “Guidelines for Non Food Stalls”
Note: Staff may conduct a hygiene inspection of your food stall during the event.