

## Jacaranda Festival

### Vendor Application Form

Sat 27th October to Sun 4th November 2018

The Grafton Jacaranda Festival program will run over 9 days. To be a vendor at the Grafton Jacaranda Festival simply:

1. Complete the Vendor Application Form and email it to [jacarandafest@bigpond.com](mailto:jacarandafest@bigpond.com)
2. We will advise you, if you have been accepted and send you an invoice.
3. Pay invoice and provide copies of your public liability insurance and Clarence Valley Council Hawkers Approval.
4. Please note invoices must be paid in full by **Monday 17th September 2018**. Any vendor with outstanding payments will not be permitted to set up at the event.
5. We will send you, your site information & request detailed power requirements as provided from you.



Vendor Business Name:
Contact Name:
Billing Address:
Email:
Telephone:
Mobile:

NATURE OF STALL: FOOD

AMUSEMENT

INFORMATION

OTHER

Please provide details about your stall: \_\_\_\_\_

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Discount site fees apply for local charity groups and schools. Contact us directly to apply.

### **Event Summary:**

#### **Day 1: Children's Morning and Jacaranda Queen Crowning Ceremony**

The first event on our program begins at 8am in Market Square. The event in 2016, attracted approximately 1000 people with a transient crowd from 8am until 12pm. The crowd scaled back until the afternoon session begun at 5pm.

The Jacaranda Queen Crowning Ceremony begins at 5pm in Market Square, running until approximately 9pm with an expected crowd of 3000.

#### **Day 2: RetroFest**

This event was new to the official Jacaranda Program in 2016. The event was successful, and we anticipate growth in 2017. The event attracted a transient crowd from 9am until 2pm. With crowd numbers in the park up to 500. While only a few food vendors booked for the event, the RetroFest market stalls on site, ensure a consistent crowd happy to browse.

#### **Day 6: Jacaranda Thursday**

One of the biggest days of the Festival. Grafton enjoys a half day public holiday for the event. The day begins early in Market Square with a free breakfast provided by the local radio station. Markets begin in the Main Street – Prince Street next to Market Square with all food and amusement vendors located in the Market Square. A strong crowd assembles in Market Square for the lunch hours with local businesses performing on stage. Crowd numbers for 2016 were estimated at 10,000 roaming in Prince Street and Market Square. **Applications for this event must use the Jacaranda Thursday Stall Application Form**

## Day 7 – Riverlight Festival

Held in Memorial Park on the banks of the Clarence River, this event showcases local talent attracting a crowd between 3000 – 4000 for the show and fireworks. This event runs off generator power, Vendors need to be aware of the power limitations at this event.

## Day 8 – Float Procession and Feast

The Float Procession attracts a large crowd to the Festival on what is traditionally seen as the last family event carried out in the evening. Approximately a 6000-strong crowd, with a large proportion of the crowd staying in the park, for the “Feast” event with entertainment on stage until 9pm. This event runs off generator power, Vendors need to be aware of the power limitations at this event.

### PLEASE SELECT YOUR ATTENDANCE DATES/EVENTS

Unless otherwise marked events are in Market Square

Day Session		Night Session	
<b>Saturday 27<sup>th</sup> October 2018</b>			
Children’s Morning (includes Beautiful Baby Competition, March of Youth and Children’s Party)	<input type="checkbox"/>	Jacaranda Queen Crowning	<input type="checkbox"/>
<b>Sunday 28<sup>th</sup> October 2018</b>			
RetroFest	<input type="checkbox"/>	No Night Session	
<b>Thursday 1<sup>st</sup> November 2018</b>			
<b>Applications for this event must use the Jacaranda Thursday Stall Application Form</b>			
<b>Friday 2<sup>nd</sup> November 2018</b>			
No Morning Session		Riverlight Festival (held in Memorial Park, Generator Power)	<input type="checkbox"/>
<b>Saturday 3<sup>rd</sup> November 2018</b>			
No Morning Session		Feast (held in Memorial Park, Generator Power)	<input type="checkbox"/>

Lunchtime Concert Session Monday 29<sup>th</sup> October – Wednesday 31<sup>st</sup> October will be at a \$50 flat rate for 2017

### SITE REQUIREMENTS & DAILY COSTINGS

Please select your site size and power requirements

3m x 3m site - \$100.00	With 1x power point add \$15.00
3m x 6m site - \$150.00	With 2 x power points add \$30.00
Larger sites - \$200.00	With Power add \$50.00

Additional power charges are per power point @\$15 each. If you require more than one power point, please let us know so that we can make sure it is available to you.

<input type="checkbox"/>	No Power Required
<input type="checkbox"/>	Single Phase
<input type="checkbox"/>	Three Phase

In some areas demand for outlets is greater than supply. Bring one or more long extension leads (30m) for each outlet you're hiring. All electrical equipment and leads must be tested and tagged with current date. Equipment and leads without tags WILL NOT BE PERMITTED.

### **Food Vendors**

If you are a food vendor wishing to participate in our FEAST event, please food marketing suitable images along with your application. This will help to determine your suitability for the event as well as used in Social Media promotions and advertising.

Please do not forward payment. You will be invoiced on approval

No refunds in the event of wet weather. The Grafton Jacaranda Festival Committee Inc is not registered for GST. Your application is not confirmed until payment is received.

A copy of my Public Liability Insurance Policy Certificate of Currency is attached?

YES NO

Food vendors must complete the Application for food vendors' hawkers approval forms as a requirement of Clarence Valley Council and additional fees apply. For more information visit [www.clarence.nsw.gov.au](http://www.clarence.nsw.gov.au) A copy of this is attached to this form?

YES NO

The Grafton Jacaranda Committee accepts no responsibility for damage of vendors property by theft, fire, storm or any unforeseen circumstances, including injury to vendors in the vendor stall area.

The Grafton Jacaranda Committee shall not be held responsible and will be indemnified for any and all claims made by a person (s) directly involved or related to vendors property within or without the nominated stall holders allocated area.

Please note all invoices must be paid in full by Monday 17th September 2018. Any vendor with outstanding payments will not be permitted to set up at the event.

Forward all Correspondence to: Grafton Jacaranda Festival

PO BOX 400, Grafton NSW 2460.

[jacarandafest@bigpond.com](mailto:jacarandafest@bigpond.com)

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