

Celebrating 44 Years



WERRIBEE ANNUAL CRAFT FESTIVAL 2024

November 8th – 5pm to 9pm

and

9th - 9am to 5pm

Please find within:

1. Stallholder Information
2. Application Process
3. Application form

Please read ALL information carefully



WERRIBEE CRAFT FESTIVAL CELEBRATING 44 YEARS

STALLHOLDER INFORMATION

Dates: Friday **8th** and Saturday **9th** November, 2024

Time: Friday Twilight **5pm – 9pm** and Saturday **9am – 5pm**

Venue: Encore Events Centre, 80 Derrimut Rd, Hoppers Crossing

Werribee Craft Festival is an indoor Festival

PLEASE READ ALL INFORMATION CAREFULLY

1. **Public Liability Insurance** – It is now a requirement that **ALL** stallholders have a minimum of \$10,000,000 Public Liability Insurance. A copy of a current certificate must be provided.
2. All goods **MUST** be handmade, **all items must be hand crafted by the person applying for the stall**. No second hand or commercial goods are allowed. This will be checked daily and you will be asked to remove them if found. e.g. commercial soaps/oils etc. will not be allowed. Only craft items nominated on your application form may be displayed and sold, otherwise you will be asked to remove them.
3. Stallholders **MUST** attend for the duration of **all** sessions of the Craft Festival.
4. Any application that includes food items **MUST** have a current Health Food Certificate from Wyndham Council (Street Trader). The permit **MUST** be attached to the application form. There is also a Public Liability Requirement of \$20,000,000 for packaged food.
5. The Encore Events Centre is a **SMOKE FREE** facility; therefore, the burning of candles, oil burners and/or incense **will not be permitted**.

STALL SITE INFORMATION

Stall size: 3m x 1.5m

Height **MUST** not exceed 1.6m

Shared entry/exit space must be left clear at all times

Tables **must** be supplied by the stall holder

2 chairs will be supplied per site

Sites will be allocated by the committee and are final. No correspondence will be entered into.

No stallholder shall erect display materials which exceed the allocated site.

To keep up the high quality of our Festival we ask that all stalls be presented to a high standard.

Exposed frontage and sides of table **must** be covered to the floor, ensuring there are no trip hazards.

Market umbrellas, tents or tent frames are **prohibited**.

Applications will be selected on the quality of the photographs provide; this MUST include a stall set up photograph.

For further information you can Email werribeeecraftfestival@hotmail.com

Don't forget to check our Facebook page – Werribee Craft Festival



APPLICATION PROCESS - 2024

1. Carefully read all information provided.
2. Applications are opened until all allocated stall sites are filled, after this time you would be placed on a waiting list.
3. Print out the Application Form (or fill in online – Instructions provided) - Read and fill in all required information on the Application Form including the description of all goods for sale.
4. Your application is to include no more than 6 good quality photographs to show a selection of items for each craft nominated – don't forget to include a photograph of your stall setup. **Applications without the setup will not be considered.**
5. You will be required to supply a current copy of your Public Liability Insurance Certificate upon notification of your application being successful.
6. **DO NOT MAKE ANY PAYMENT WITH YOUR APPLICATION.**

Payment will be **requested** upon notification of your application being **successful**.

7. Email your completed Application Form and your selection of no more than 6 photographs to:

werribeecraftfestival@hotmail.com

If you are unable to email your Application Form and photographs please post to:

Werribee Craft Festival
PO Box 1295
Pacific Werribee
Werribee, Vic 3030

8. The outcome of all applications will be notified as soon as possible.

The committee's decision is final and no correspondence will be entered into.

