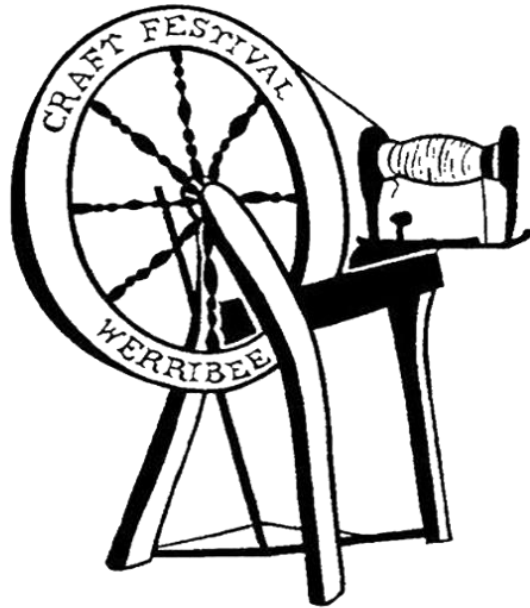


# ***Celebrating 45 Years***



## **WERRIBEE ANNUAL CRAFT FESTIVAL 2025**

**November 7<sup>th</sup> – 5pm to 9pm**

**and**

**8<sup>th</sup> - 9am to 5pm**

Please find within:

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

**Please read ALL information carefully**



WERRIBEE CRAFT FESTIVAL INC.  
CELEBRATING 45 YEARS



**STALLHOLDER INFORMATION**

**Dates:** Friday **7<sup>th</sup>** and Saturday **8<sup>th</sup>** November, 2025

**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 [werribeecraftfestival@hotmail.com](mailto:werribeecraftfestival@hotmail.com)

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



## **APPLICATION PROCESS - 2025**



1. Carefully read all information provided.
2. Applications are open until all allocated stall sites are filled, after this time you would be placed on a waiting list.
3. Print out the Application Form - 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](mailto:werribeecraftfestival@hotmail.com)

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

Werribee Craft Festival Inc.

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.**



# WERRIBEE CRAFT FESTIVAL INC.

## CELEBRATING 45 YEARS



### APPLICATION FORM 2025

Please indicate:

New Stallholder

☐

Returning Stallholder

☐

Past Stallholder

☐

Name: .....

Address: .....

.....

Phone No. Home: ..... Mobile: .....

Email Address: .....

*I will allow my name and contact details to be used on the Werribee Craft Festival website or Facebook **YES** or **NO***

**Stall Fee: \$160** (including gst) for Friday 7<sup>th</sup> November 5pm - 9pm and Saturday 8<sup>th</sup> November 9am – 5pm

**Each Stall Holder must have Public Liability Insurance.**

**No payment required** until your application is accepted

Description of Craft		
Category i.e. Clothing, Leather	Details Example: Men's & Ladies Windcheaters (painted or plain)	Photo Supplied

#### DECLARATION

I declare that I have read the Craft Festival's policies and agree to abide by them. I exempt Werribee Craft Festival Organising Committee from any liability resulting from the loss or damage to goods displayed, or equipment used by me during the Craft Festival. I also declare that the goods displayed for sale are my original work. I acknowledge that the Craft Festival Organising Committee may cancel my stall at any time and the refunding of my stall fee shall be at the discretion of the Committee.

I also agree to attend **all sessions** of the Werribee Craft Festival.

A late cancellation will incur Stall Site Fee except in certain circumstances.

A reimbursement of Fees will be at the discretion of the Committee.

Signed: ..... Date: ..... / ..... / 2025

**\*\* THE COMMITTEE ARE NOT RESPONSIBLE FOR ANY BREACHES OF COPYRIGHT \*\***

For office use only

Category: .....

Reference No: .....