



2018 Inner City NAIDOC Stall Information and Application Form

Friday 13 July 2018 10:00am- 4:00pm

National Centre of Indigenous Excellence (NCIE) 180 George Street, Redfern

For further enquiries: Blake Robinson: 0413 299 856 or 02 9046 7851 blake.robinson@ncie.org.au

To celebrate NAIDOC Week 2018, the Inner City NAIDOC Week Organising Committee is holding the Inner City NAIDOC Family & Sports Day, **on Friday 13 July 2018 from 10:00am to 4:00pm at the National Centre of Indigenous Excellence, Redfern.**

The Inner City NAIDOC Family & Sports Day is the signature event for NAIDOC celebrations in the inner city of Sydney and has been running for over 20 years.

The day includes performances by local artists, sport clinics and competitions, arts & craft activities and rides and amusements for kids. There will also be a number of service stalls providing relevant information and resources on health, wellbeing and legal support.

At [last year's Inner City NAIDOC Family and Sports day](#) over 5000 visitors came to the NCIE throughout the day.

We welcome all applications for arts & crafts and information stalls from services and organisations.

However, please note stall numbers are limited for this event and priority will be given to stalls for arts and culture, small businesses, or not-for profit groups.

To ensure there is a diverse range of stalls, the final selection of stalls will be decided by the Inner City NAIDOC organising committee, and then **you will be contacted to confirm your booking and make payment arrangements.**

Cost of Stalls (Excluding GST)

Aboriginal Community Controlled Organisations	\$250
Small Business / NGO	\$850
Government/Universities/Corporate	\$1000

Payment

Please do not submit payment with your application. An invoice for payment and details of methods of payment will be forwarded to you on approval of your application.

Payment must be received by **Wednesday 13 June. If we do not receive payment by the due date, your stall offer will be withdrawn and offered it to the next group/organisation on the waiting list.**



Public Liability Insurance

All stallholders are required to present their copy of their certificate of currency for public liability insurance purposes. It is preferable that you forward it with your application but if this is not possible, please contact the organising committee to discuss.

Public Liability Insurance for stalls can be purchased online. AAMI provide this insurance for market stalls at a cost of \$99 for 3 months cover. Visit AAMI at <http://www.aami.com.au/business-insurance/market-stall-and-exhibitor-insurance> for more info.

Damage

Stall holders will be charged for any damage caused to stalls or turf. Please be aware that some stalls will be situated on the field and that all stall holders must ensure that chairs or poles do not damage the turf.

Wet Weather

In the event of rain, we will endeavor to provide you with a wet weather option for your stall. Wet weather information will be provided to all successful stall applications.

Smoke, Drug & Alcohol Free Event

The National Centre of Indigenous Excellence is a smoke, drug and alcohol free site. We ask all visitors who smoke to do so outside of Centre grounds.

Arrival Time

Arrival/Set up Time is from 8:00am to 9:00am, depending on how long it takes you to unload and set up. Stall holders will not be allowed to unload after 9.30am.

Site Entry

Main entry is through the front gates on George St, alternative entry is via the Renwick Street gates located at the back of the Centre, in between Cope and George Streets. See map provided.

Parking

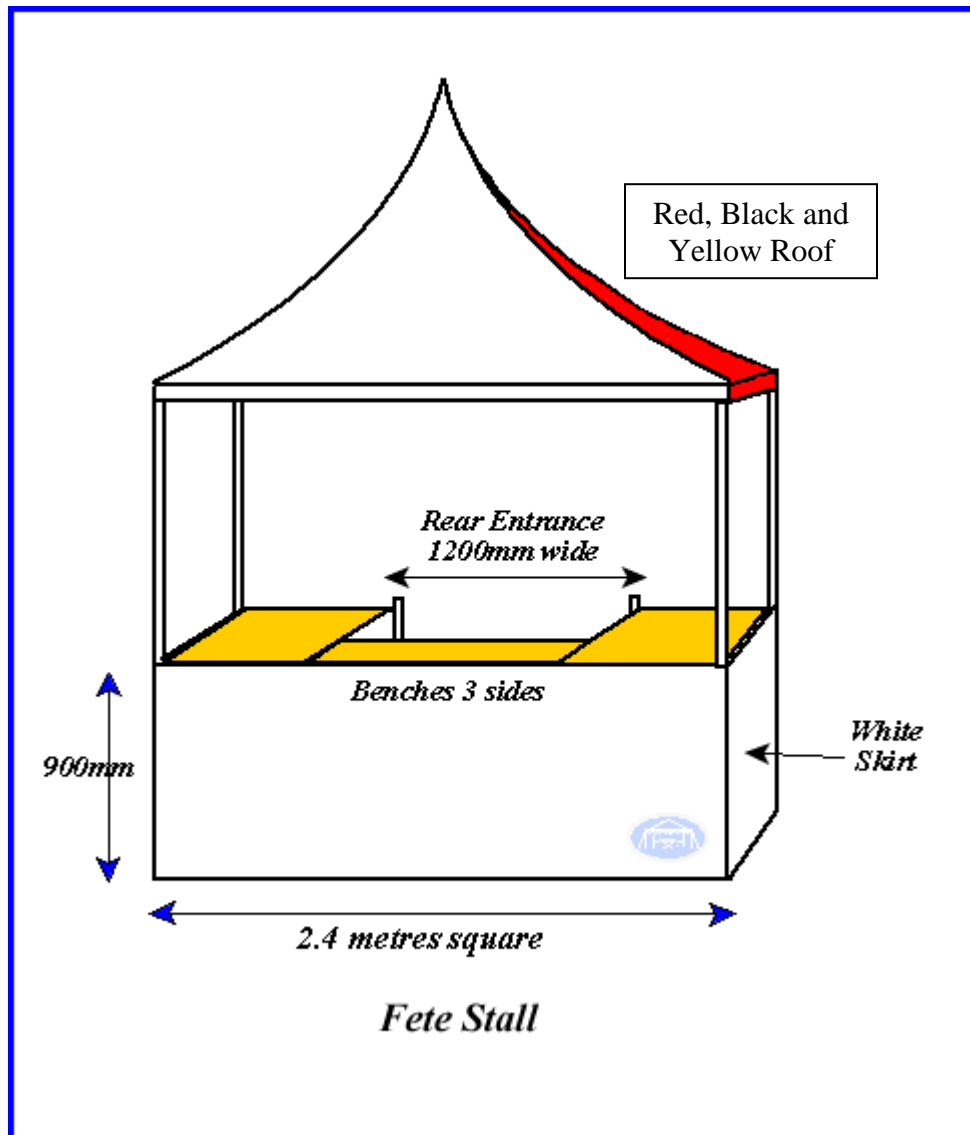
On street parking is available, however, not guaranteed. Two-hour free parking is available on George Street and all day parking is available on Phillip Street. Stall holders are encouraged to arrive early to ensure parking is available.

Vehicles

Vehicles are not permitted to remain on site during the day, including trailers.



Stall Dimensions



Stall set Up, Pack Up and Cleaning

Stall holders are responsible for their own set up, pack up and cleaning of their stalls prior to departure. We encourage all stall holders to place their rubbish in bags provided and flatten all cardboard boxes. Failure to do this will incur a cleaning fee of up to \$100.00 and may jeopardise future stall applications. Stalls must be cleaned and packed up by 7:00pm on the day.



What to Bring

Paper weights, table cloths, change, rubbish bags, cleaning products, extension leads and power boards.
These will not be provided by NCIE on the day.

Power

While we will endeavor to provide access to power, we cannot guarantee that it will be available. Please ensure you notify us of any power needs and contact the Stall coordinator to discuss further.

Cancellation

Please provide as much notice as possible for any cancellation.

Any cancellation after **Thursday 28th June** will incur a cancellation fee or loss of payment.

Cancellation Fees

Within 14 – 8 days of event date: refund of the stall fee, minus \$75 cancellation fee.

Within 7 days or failure to attend: no refund will be offered.

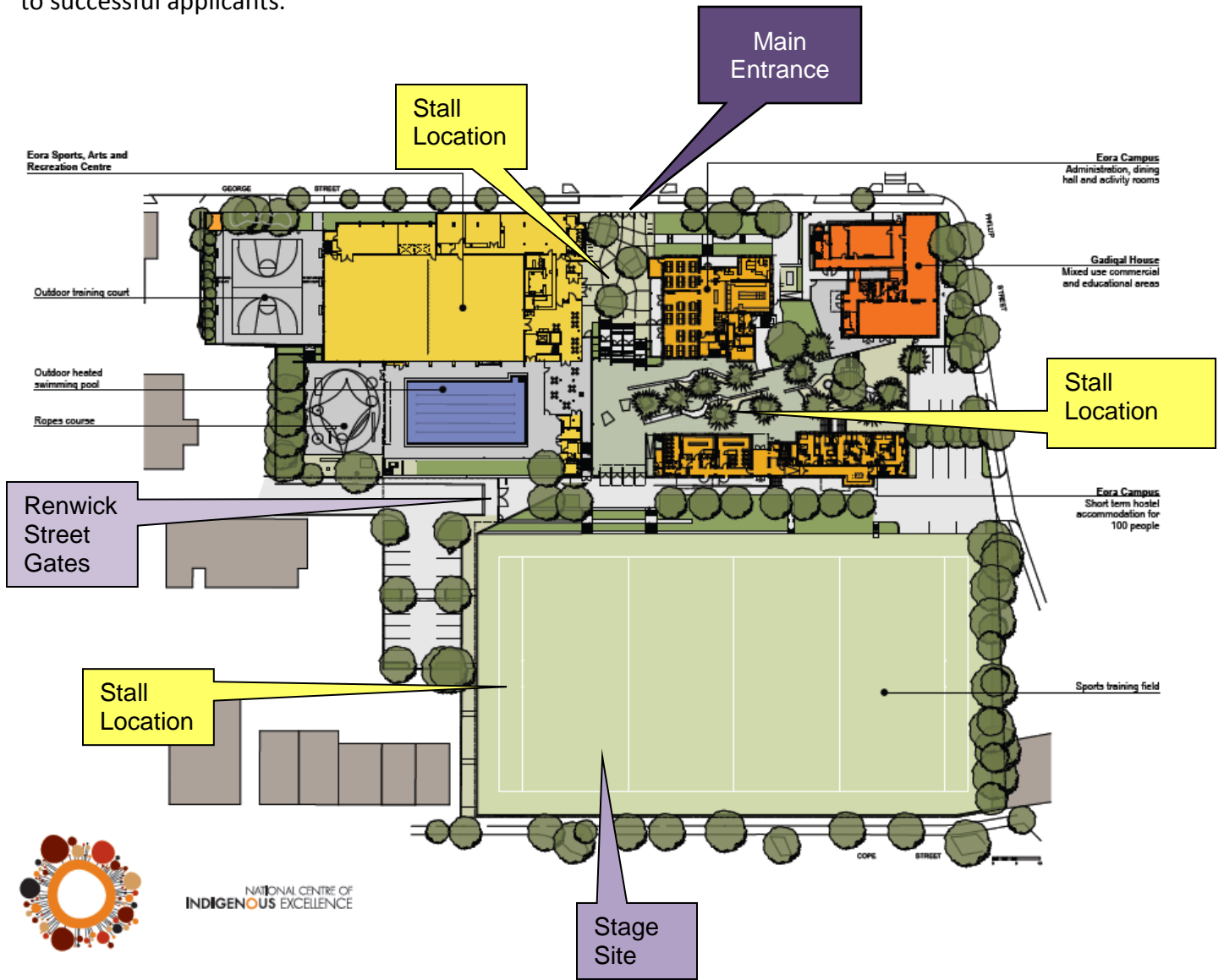
Please Note:

To limit waste and encourage community engagement, information stalls are encouraged to be innovative in how they interact with community and pass on information about their organisation. Stall applications which include an activity and limit paper waste will be favored. For example, activities may include badge making; guessing competitions, workshops, etc.



Site Map

This site map provides only an indication of the plan. The final site map will be provided to successful applicants.





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For further enquiries: Blake Robinson: 0413 299 856 or 02 9046 7800

Please return this form by Tuesday 1st May 2018 to blake.robinson@ncie.org.au

To apply for a stall, please complete the following details:

Contact Name: _____

Type of Organisation:

Aboriginal Community Controlled Organisation Small Business

Corporate Government

Other (please specify): _____

Organisation / Business Name: _____

ABN: _____

Mailing Address: _____

Phone: _____ **Mobile:** _____

Email: _____



Type of Stall:

- Information Arts & Craft Merchandise
- Other (please specify _____)

Brief description of stall: _____

Do you require access to power?

- Yes No

I have attached a copy of Certificate of Currency for Public Liability:

- Yes No

Checklist

- Completed Application Form
- Copy of Certificate of Currency for Public Liability Insurance

Please return this stall application by **5pm Tuesday 1st May 2018** to:

Blake Robinson blake.robinson@ncie.org.au