

# Our Languages Matter

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**2-9 JULY 2017**

## **NAIDOC Week 2017**

Friday 7<sup>th</sup> July 2017

12.00pm - 8:00pm

National Centre of Indigenous  
Excellence 180 George Street, Redfern  
NCIE Reception: 02 9046 7800

## **Stall Application Form**

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To celebrate NAIDOC Week, the Inner City NAIDOC Week Organising Committee is holding the NAIDOC Family and Sports day, **on Friday 7<sup>th</sup> July 2017 from 12.00pm to 8:00pm 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 in the local area for over 20 years.

The event includes performances by local artists, kid's rides and activities, sport clinics and competitions, arts & craft activities and a Free BBQ. The event is expecting over 2000 visitors on the day.

Stalls will include; arts & crafts and information from services and organisations.

Stall numbers are limited for this event and priority of allocated stalls will be given to arts and culture, small businesses or not-for profit groups.

To ensure there are a diverse range of stalls, the final selection of stalls will be decided upon by the NAIDOC Week organising committee and you will be contacted to confirm your booking and make payment arrangements.

## Cost of Stalls

Individuals	\$100
Small Business	\$250
Not For Profit/Universities	\$250
Government	\$750
Corporate	\$1,000

## 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 receipt and approval of your application. **Payment must be received no later than 10 days prior to the event on Friday 7 July, 2017 (final due date: June 29<sup>th</sup>. After this date, we may cancel your stall). This is because the event has a waiting list for stalls and reallocation will need to occur.**

## 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 <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

If in 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 Area**

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

## **Arrival Time**

Arrival Time is from 9am to 11.00am, depending on how long it takes you to unload and set up. Stall holders will not be allowed to unload after 11.30am.

## **Site Entry**

Entry is via the Renwick Street gates located at the back of the centre in between Cope and George Streets. See map provided.

## **Parking**

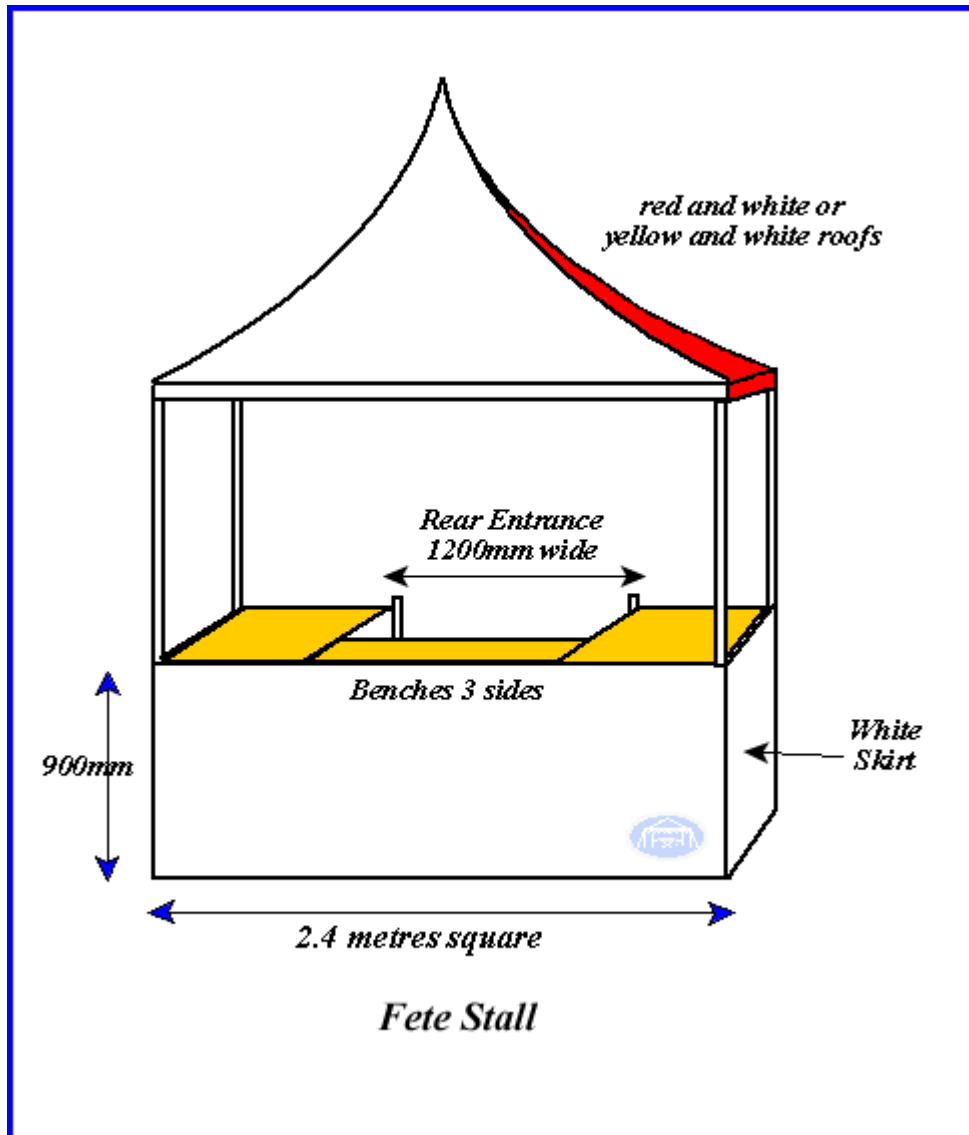
On street parking is available. Two hour parking is available on George Street and all day parking is available on Phillip Street. Stall holders are encouraged to arrive early to ensure parking is available.

## **Vehicles**

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

## **Stall Information**

Dimensions of stall are provided on the following page.



### 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 7.45pm on the day.

## **What to Bring**

Paper weights, own chairs (which will not damage turf), 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, however 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.

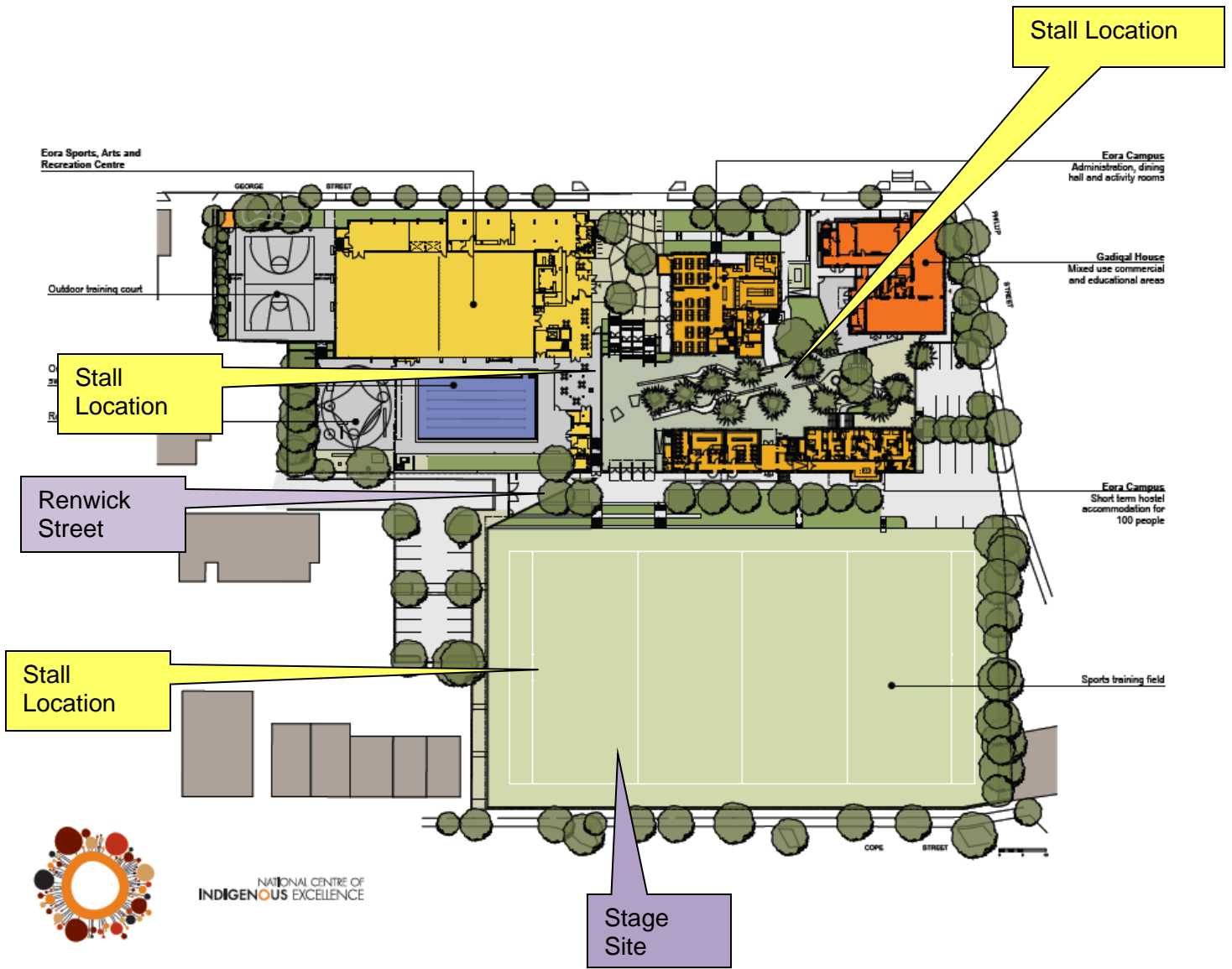
## **Cancellation**

Notice of cancellation must be received 7 days prior to event. Any later and the cancellation reimbursement will be forfeited.

## **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 favoured. For example, activities may include badge making; guessing competitions, workshops, etc.

# SITE MAP



# NAIDOC Week 2017

Friday 7<sup>th</sup> July 2017

12.00pm - 8:00pm

National Centre of Indigenous Excellence

180 George Street, Redfern

NCIE Reception: 02 9046 7800

## Stall Application Form

Please ensure form is returned by 9<sup>th</sup> June 2017

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

Contact Name: \_\_\_\_\_

Type of Organisation:

Not for Profit Organisation

Small Business

Corporate

Government

Other (please specify)

\_\_\_\_\_

Organisation / Business Name: \_\_\_\_\_

ABN: : \_\_\_\_\_

Mailing Address: : \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Stall:       Information       Arts & Craft  
 Merchandise       Other (please specify)

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Brief description of stall: \_\_\_\_\_

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

Yes       No

Do you require access to power?

Yes       No

### Checklist

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

Please Return Application by 5pm, Friday 9 June, 2017 to:

Email: [tatu@ncie.org.au](mailto:tatu@ncie.org.au)