

Stallholder Application

Peninsula Environment Group (PEG) presents the Woytopia sustainable living festival, featuring sustainable living, music and arts in a relaxed, family-friendly community atmosphere. Woytopia is an opportunity to expose your organisation, business, products or services to a targeted market of eco-aware Central Coast residents.

- Based on eight previous Woytopia festivals since 2010, we expect over 7,000 visitors.
- Attractions include talks/workshops, food stalls, music, dance, children's activities and rides, etc.
- Extensive publicity campaign in local & social media (Insta/Facebook/Tiktok) and community networks.

How to book

1. Complete this form on your computer, save it and email it as an attachment to market@woytopia.org with a scan of your public liability insurance certificate. Put **Woytopia stall** in the email's subject line.
2. New stallholders: wait for us to email you confirmation your stall is approved before paying. (If you've had a stall at previous Woytopias, or we invited you to have a stall, you can send payment immediately.)
3. Food stalls: places limited so email market@woytopia.org to check availability before completing this form.
3. After your stall is approved, pay by bank transfer. We'll confirm your stall once we receive payment.
   Peninsula Environment Group (Woytopia); BSB: 633-000; Account: 162818389.

Public liability insurance

Stallholders must hold $20,000,000 Public Liability Insurance (and Product Liability Insurance if selling consumables). Please attach a photocopy or scan of your certificate of currency with your application.

Other conditions

1. We may refuse applications if a stall does not fit the sustainable living theme of Woytopia.
2. Stallholders must provide their own marquees, tables and equipment. Marquees must be weighted down (**under no circumstances are pegs to be used**)
3. **No smoking, alcohol or dogs are allowed on school grounds.**
4. Please minimise packaging. All packaging should be recyclable or home biodegradable. No single-use plastic bags. **No bottle water sales.** Please do not use school bins to dispose of your rubbish. Rubbish cannot be left on school grounds, you must take it with you after the event.

Cancellation and refunds

1. If you cancel: full stall fee refund if you let us know 2 weeks in advance. No refund for no-shows on the day.
2. If we cancel: full stall fee refund. In the event of bad weather we may not cancel until the morning of the event, to give the event every chance of proceeding.
3. Food stalls: full stall fee refund if we cancel or you cancel before 20 September (three weeks before the event). No refund if you cancel after that date. We limit food stalls so if you cannot attend we need time to replace you or we will be short of food. This policy aims to ensure food vendors have a good day.

Vehicle access

Bump-in 6.15am-8.15am. Vehicles off-site by 8.30am. (Site access may get congested after 8am; if you can come earlier it would be helpful.) No vehicle access to the site between 8.30am-4pm except by prior arrangement. You will be directed to your stall location on arrival. See note about access on application form. A separate email will be sent to you with your bump-in time please be prompt. If you have a preferred bump-in time please note this.

PEG
Peninsula Environment Group

Woytopia festival stallholder application

Business/organisation name:

Contact name:

Email:

On the day mobile phone:

Business hours phone (if same as above, leave blank):

On the day vehicle rego number (in case we need you to move your vehicle):

Bank transfer description you entered:

Payment / Type of organisation (put an X beside one option below)

[ ] Not for profit/community $80 [ ] Commercial/for profit $125

[ ] Food/beverage $170 [ ] Free/contra (by previous agreement only) $0

What goods/services do you sell, or what is the focus of your organisation?
Stalls should fit Woytopia's theme of environmental awareness, sustainable living, appreciation of the natural environment, or local artisan products. (A brief description is usually fine eg “organic jam” but say more if it’s not obvious why it fits Woytopia: eg jewellery might be handmade from recycled materials, fair trade, etc.)

Stall size/requirements
Stalls pitches are 3x3m. Stallholders must have a marquee. Marquees must be weighted (not pegged) down. Non-food sites are unpowered. State below if you need extra space or have other special needs, or if your vehicle is larger than a ute/small van.
Food stalls include power (state below how much eg 10amp).

Access
About half of our sites require you to carry your marquee/gear about 20-30m. If you can take one of these sites it will leave the full vehicle access sites for those with heavy loads. We will have trolleys available to move gear. Please indicate below with an X.

[ ] I/we need full vehicle access [ ] I/we can carry our marquee/gear 30m

Anything else we need to know? ie preferred bump-in time

Declaration
I/we accept and agree to the terms & conditions outlined in this application form. (Please read the preceding notes.)

Name: Date: