

## ‘Illuminate, Uplift, Transform’ – International Day of People with Disability

The City of Rockingham will be hosting a range of activities and workshops at various locations in celebration of International Day of People with Disability.

This will include microenterprise pop up stalls in collaboration with three local shopping centres: Rockingham Centre, Secret Harbour Square, and Warnbro Centre.

Pop up stall dates at each location		
Rockingham Centre	Thursday 28 November - Sunday 1 December.	<p>Rockingham Centre is a large and busy shopping centre that can get noisy. The available stall space is located outside Target, which is expected to be crowded at this time of year. If you are sensitive to noise and crowds, consider applying for stall space at one of the other available locations.</p> <p>Stall space at Rockingham Centre is very limited.  <b>Successful applicants will only be able to have one table for one day at this location.</b>                      This is to give as many microenterprises as possible a chance to participate. The provided tables will be box tables, which are smaller than standard trestle tables.</p>
Secret Harbour Square	Tuesday 3 December - Saturday 7 December.	<p>Secret Harbour Square is a moderately sized shopping centre, and is fairly quiet but still has quite regular foot traffic. They regularly host small business stalls.</p> <p>This space is a good option for people sensitive to noise and crowds.</p>
Warnbro Centre	Wednesday 4 December - Sunday 8 December.	<p>Warnbro Centre is quite a small shopping centre. The stall space will be outside Coles, so will be the quietest of the three locations.</p> <p>This space is a good option for new microenterprises and people sensitive to noise.</p>

### Submitting an Expression of Interest:

To express interest in your microenterprise having a stall at any of the above locations please complete this form.

When you have completed the form, please email to

[customer@rockingham.wa.gov.au](mailto:customer@rockingham.wa.gov.au).

Include 'International Day for People with Disability' in the subject line of your email.

Expressions of interest close at **4.30pm Monday 28 October**.

Please note that completing this form does not guarantee that you will be successful.

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1. Are you:

- A person with disability
- A carer of someone with disability

2. Contact details:

Name of microenterprise \_\_\_\_\_

Contact person \_\_\_\_\_

Contact number \_\_\_\_\_

Email address \_\_\_\_\_

Describe your business \_\_\_\_\_

3. Availability:

Check the box next to the date/s and location you are available to run your stall:

<b>Rockingham Centre</b> (note: select all dates you are available, but only one date will be allocated per stall holder)
<input type="checkbox"/> Thursday 28 November
<input type="checkbox"/> Friday 29 November
<input type="checkbox"/> Saturday 30 November
<input type="checkbox"/> Sunday 1 December

<b>Secret Harbour Square</b>
<input type="checkbox"/> Tuesday 3 December
<input type="checkbox"/> Wednesday 4 December
<input type="checkbox"/> Thursday 5 December
<input type="checkbox"/> Friday 6 December
<input type="checkbox"/> Saturday 7 December

<b>Warnbro Centre</b>
<input type="checkbox"/> Wednesday 4 December
<input type="checkbox"/> Thursday 5 December
<input type="checkbox"/> Friday 6 December
<input type="checkbox"/> Saturday 7 December
<input type="checkbox"/> Sunday 8 December

What date/s would be your first preference: \_\_\_\_\_

There may be the opportunity for running your stall on more than one date depending on space availability. If there is space available, would you like to be considered to run a stall on multiple days?

- Yes
- No

4. Do you require someone to meet you at the shopping centre entrance to escort you to the stall space?

- Yes
- No

5. Microenterprise stalls will be provided with one table and two chairs. Please describe below if you require any other equipment and you will be contacted to discuss.

\_\_\_\_\_

6. Do you have your own Public Liability Insurance?

- Yes
- No

7. What kind of items will you be selling on the day? Please note depending on your type of stall you may be required to submit additional permit applications.

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8. Please provide a short biography about your business that may be used for promotional purposes (this could include social media, local newspaper and/or the City of Rockingham website).

You are encouraged to also send a picture of yourself and/or the items you sell with your application.

I'd prefer not to provide this information.

About me:

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9. Will you have a support person, friend or family member to help you with your stall?

Yes

No

10. Is there anything else you would like to add? (Please include any additional support needs).

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**Important information:**

- You are welcome to bring:
  - Pull-up banner (at Secret Harbour Square or Warnbro Centre, not Rockingham Centre)
  - Flyers and promotional materials
- Successful applicants will be notified via email by **4pm Monday 11 November 2024**
- We encourage you to promote your involvement with International Day of People with Disability through your own networks and on social media. The official hashtag is #IDPwD.
- For any queries, please call 9528 0333 or email [customer@rockingham.wa.gov.au](mailto:customer@rockingham.wa.gov.au) .

### **Microenterprise Stallholder Terms and Conditions:**

1. Submitting your completed Expression of Interest form does not guarantee a stall.
2. Stallholders are required to provide at least one week's notice prior to the event if withdrawing.
3. Stallholders are responsible for taking their own sales (via cash or bank card purchase).
4. Additional requirements must be requested in writing by expression of interest closing date as stated. Requests after this date will not be considered.
5. You will be allocated a space on the day. All allocations are non-negotiable.
6. Set up of your table begins at 8am and must be completed by 10am. Your stall should remain open until 4pm but this can be flexible if required.
7. You, staff members and/or volunteers working at your stall will be responsible for securing your products and/or equipment. The City of Rockingham, Secret Harbour Square, Warnbro Centre and Rockingham Centre will not be held liable for any stolen or damaged products and/or equipment.