



CAPTIVATE

• FESTIVAL OF THE ARTS •



2026 CAPTIVATE FESTIVAL STALLHOLDER APPLICATION

ST PHILIP'S CHRISTIAN COLLEGE CESSNOCK CAPTIVATE FESTIVAL

10 Lomas Lane, Nulkaba

Thursday, 19 November, 2026 | 3:00pm – 7:00pm

ST PHILIP'S CHRISTIAN COLLEGE CESSNOCK

2026 CAPTIVATE FESTIVAL

Stallholder Frequently Asked Questions

1. How do I apply for a stall?

Complete the **2026 Captivate Stallholder Application Form** and return it by email to cessnock@spcc.nsw.edu.au.

Applications must be received by **Thursday, 22 October 2026**.

Submitting an application does not guarantee approval or a stall allocation.

2. What types of stallholders are encouraged to apply?

Captivate is a family-friendly festival celebrating the arts. We welcome applications from stallholders offering:

- handmade goods
- original artwork and prints
- jewellery and accessories
- ceramics and pottery
- textiles and sewn products
- photography
- candles and homewares
- creative gifts
- other artistic, creative or locally made products
- food and drinks.

Products and activities must be suitable for children and families and consistent with the mission and ethos of St Philip's Christian College.

3. How are applications assessed?

Applications will be reviewed by the Captivate Committee. Considerations may include:

- suitability for a school and family event
- quality and type of products offered
- alignment with the College's mission and ethos
- health, safety and compliance requirements
- available space
- duplication of similar products or food offerings.

To provide visitors with a diverse range of stalls, the number of stallholders offering similar products may be limited. This is consistent with the selection approach used for previous College stallholder events.

4. How will I know if my application is successful?

You will receive an email confirming the outcome of your application.

Successful applicants will receive payment instructions and details on how to secure their booking. Applicants may also be contacted if further information or documentation is required.

5. What are the stallholder fees?

The 2026 stallholder fees are:

- **Handmade, art and craft stalls: \$45**

- **Food and drink stalls:** \$295

Your stall booking is not confirmed until your application has been approved, all required documents have been received and payment has been completed.

6. How do I pay for my stall?

Payment must be made by EFTPOS by **Thursday, 29 October 2026**.

You can pay:

- by calling the College Front Office on **(02) 4007 5000**; or
- in person at the College Front Office, 10 Lomas Lane, Nulkaba.

The Front Office is open from **8:00 am to 3:30 pm**.

7. What size stall site will I receive?

The standard site widths are:

- **Handmade, art and craft stalls:** approximately 3 metres
- **Food and drink stalls:** approximately 6 metres.

Final stall locations and site dimensions will be confirmed before the event.

8. Can I request a particular stall location?

You may include a request in your application, but stall locations will be allocated by the Captivate Committee.

Allocations will consider site safety, stall size, food operations, electricity requirements, access and the overall event layout. A particular location cannot be guaranteed.

9. What equipment do I need to bring?

Stallholders must supply their own:

- marquee or gazebo
- tables and chairs
- signage and display equipment
- suitable marquee weights
- lighting and electrical equipment, where approved
- food preparation and serving equipment, where applicable.

Pegs, stakes and star pickets must not be used on artificial turf, bitumen or concrete. All marquees must be secured with appropriate weights. The previous Spring Fair FAQ also required weighted marquees because stalls were located on artificial turf, asphalt and paved surfaces.

10. Is electricity available?

Powered sites are only available to approved food and drink stallholders.

Electricity must be requested in advance and is not guaranteed. Handmade, art and craft stalls should plan to operate without access to College power unless written approval has been provided.

All electrical equipment, extension leads and power boards must be safe, suitable for outdoor or commercial use and tested and tagged where required.

11. Can I use gas appliances, cooking equipment or a generator?

Any use of the following must be declared in your application and approved before the event:

- LPG cylinders
- barbecues
- deep fryers
- cooking appliances
- open flames
- generators.

Gas cylinders must be secured upright and protected from public access. Food stallholders using cooking or gas equipment must provide suitable fire extinguishers and fire blankets.

12. What insurance is required?

All stallholders must provide a current Certificate of Currency showing:

- at least **\$10 million public liability insurance**
- product liability insurance where products, food or drinks are supplied
- the stallholder or business name
- an expiry date after 19 November 2026.

Stallholders may be refused entry if acceptable insurance documentation has not been provided.

13. What documents do food and drink stallholders need?

Food and drink stallholders must comply with all relevant NSW food safety and local council requirements.

Depending on your operation, you may need to provide:

- a NSW Food Authority notification number
- council registration or notification documentation
- a Food Safety Supervisor certificate

- evidence of appropriate food storage and temperature control
- details of handwashing facilities
- information about gas, cooking and electrical equipment.

14. What are the setup and pack-down times?

Stallholders may access the site from **1:00 pm**.

All stalls must be fully set up and ready to trade by **2:45 pm**.

The festival operates from **3:00 pm to 7:00 pm**.

Pack-down must not begin before **6:30 pm**, unless directed by the Event Manager. All trading must finish by 7:00 pm, and the site must be vacated by **8:00 pm**.

15. Where do I unload and park?

Stallholders must unload in the designated loading area and follow the directions of College staff.

After unloading, vehicles must be moved promptly to the allocated stallholder parking area.

General vehicle movement within the festival site is not permitted between **2:00 pm and 7:00 pm**. Vehicles must not be driven onto artificial turf or pedestrian areas unless specifically authorised.

Detailed parking, unloading and stall-location information will be provided closer to the event.

16. What happens if the weather is poor?

Captivate is intended to operate as an all-weather event. Stallholders should be prepared to trade in reasonable rain, wind, heat or changing weather conditions.

Where the College cancels the event due to extreme weather, dangerous conditions or other circumstances beyond its reasonable control, stallholder fees will be credited towards the **2027 Captivate Festival** or another College event of a similar size and nature.

17. Can I cancel my stall and receive a refund?

Stallholder cancellations made within **30 days of the event** will generally not be refundable.

Failure to attend will also generally not be refundable.

No refund will be provided where a stallholder is refused entry or required to close because they have not complied with the Stallholder Terms and Conditions.

18. Can I sell products that were not included in my application?

No. Stallholders may only sell or promote the products, food, services or activities included in their approved application.

Any proposed changes must be approved by the Captivate Committee before the event.

The College may require inappropriate, unsafe, unapproved or prohibited products to be removed.

19. How will Captivate be promoted?

The College will promote Captivate through appropriate channels, which may include:

- social media
- the College website and newsletters
- posters and signage
- College community communications
- local promotion.

Stallholders are encouraged to promote their participation through their own social media, website and customer networks.

Previous College event guidance also encouraged stallholders to promote their attendance through their own channels.

20. Who can I contact with further questions?

Please contact:

Email: cessenock@spcc.nsw.edu.au

Phone: (02) 4007 5000

Address: St Philip's Christian College Cessenock, 10 Lomas Lane, Nulkaba NSW 2325