

## Fairbridge Festival 13<sup>th</sup> – 15<sup>th</sup> April 2012 Community Stalls – Information Sheet Terms and Conditions

Each year Fairbridge Festival will accept not more than three not-for-profit organisations to maintain a stall at the event free of charge. Stalls must be informational or participatory rather than fundraising in nature.

A **'not for profit organisation'** is a body incorporated as not for profit under either state or federal legislation.

Organisations wishing to participate must apply to the Board outlining the following requirements below. Applications will be evaluated at the Board's February meeting and successful organisations informed by 1 March.

1. A brief background outlining the organisation's background, mission, scope and activities.
2. How the organisation's presence will engage festival patrons and enhance the festival. Opportunities for patrons to participate in activities during the festival will be highly regarded.
3. Addressing some or all of the festival's values, explaining how the organisation promotes these values.
4. Any previous participation by the organisation in Fairbridge Festival should be mentioned.

The values of Fairbridge Festival are:

- A family activity
- A high quality event and service
- Encouragement of enthusiasm and inspiration amongst participants
- Honesty and respect
- A sense of community

### Trading and Sites

#### 1.1 Trading Hours

- Minimum trading hours are Friday 3pm – 7pm, Saturday 10am - 6 pm & Sunday 10am – 5pm.
- It is a condition of Application that you must trade for the three days of the festival as indicated above.
- Vendors may trade as early or late as they wish each day, providing they are not interrupting any service vehicle access.

#### 1.2 Sites

- Sites will be allocated near or within the Markets areas. Shade and corner positions are limited. Powered sites are available, however this does attract a fee.

- Although we have security personnel on site, it is the responsibility of each vendor to ensure security of their stall and equipment.
- Vendors must bring their own marquee for trading. Each site size is a maximum 3metres x 3metres.
- Please ensure that your marquee is firmly affixed to the ground and ensure that you have adequate cover if the weather is inclement.
- Use of amplifiers or loud speakers, including cassette players, by stallholders is prohibited except with prior written consent from the Festival Organisers. If you would like to have entertainment in your venue, please let us know when you apply so we can give due consideration.
- Any power requirements must be declared with your Application Form.
- You must provide your own power cables. Recommended 30metre minimum length.
- Any Community Stall vendor intending to bring electrical equipment or leads into the festival are required to ensure that all items have been inspected and tagged by a licensed electrical contractor. This is essential for the safety of all stallholders, staff and patrons and a requirement of the Electrical Safety Regulation 2002 Act Part 5 Division 5. This Act imposes severe penalties in the event of non-compliance with its provisions. Any market vendor who does not comply will not be allowed to use untagged equipment. Stallholders should check all electrical equipment and leads before coming to the festival to avoid the occurrence of any difficulties.
- Electrical leads that are not tagged may be confiscated by our production team. Confiscated electrical equipment will be returned the Monday morning after the festival.
- Any faults or power failures caused due to a community stall vendor's power underestimation shall be charged to the vendor at a rate of \$80.00 per call out.
- We strongly encourage you to bring a suitable trolley to courier your stock to your stall as vehicle access is strictly limited on site. This is paramount for the safety of families with small children and the Heritage listed village site.
- Community Stall vendors are expected to maintain their stall and close surroundings in a clean and tidy manner at all times of operation.

### 1.3 Fees

- A \$100 bond is required per stall to ensure a completely cleared site is achieved when the festival finishes. This will be refunded in full when you sign off with a clean site with the Market Stall Co-Ordinator on Sunday evening after the parade.
- No liability is accepted for cancellation of the event.
- Any loss or damage to your property or stock is your responsibility.
- Insurance incl Public & Product Liability is the responsibility of the vendor.

### 1.4 At the Festival

- Upon arrival, please proceed to the Welcome Marquee which is situated at the gate entrance.

- Please state your name and business name to staff at the Market Vendor check-in. You will be required to show photo ID and then you and your accompanying persons will be issued weekend wrist bands. Ensure your staff know your trading name so we can find their name on the list at Welcome check-in.
- The names of the accompanying persons must be the same as that given to the Festival Office or Market Stall Coordinator prior to the event. Please note that any extra people accompanying you, in addition to those previously advised, will be required to pay full adult/youth/child gate price upon entry.
- Lost wristbands will not be reissued; any lost wristbands must be repurchased at full ticket price at the gate.
- Once you have obtained your wrist bands from Welcome, please proceed to the Market Vendor Registration table located near Chapel Corner. You will then be shown to your site. Please do not set up your marquee without reporting to the Market Manager or assistant. If, for some reason, you are unable to locate the Markets Manager or a Festival Markets Assistant, please be patient until they return to the registration table.
- Vendors may gain entry to the site from 2pm until 5pm Thursday, 12<sup>th</sup> April, and 7.30am until 11.30 am Friday 13<sup>th</sup>.
- We strongly recommend setting up on Thursday as there will be strictly NO VEHICLE MOVEMENT in the main festival site from 12 midday Friday 13<sup>th</sup> until Sunday 15<sup>th</sup> April at 7pm (to be confirmed).
- Vendors who wish to camp Thursday must be totally self-sufficient as there will be no catering services available.
- You will be allocated a maximum of 2 vehicle passes.
- If you are not camping, you will be issued with one vehicle pass.

## 1.5 Vehicles

- All vehicles on site must travel **at walking pace with hazard lights on**; during, pre and post festival.
- Vendors' vehicle passes will be issued at Welcome Marquee upon arrival and must be affixed to windscreens at all times during the festival.
- To meet safety standards, movement of vehicles in the main thoroughfares of the festival will not be possible between the hours of 12 midday Friday, until 7 pm Sunday night (to be confirmed). This is in compliance with occupational health and safety regulations and in the best interest of patrons, stall holders and staff.
- If you are staying on site during the festival, you may park your vehicle beside your camp site (strictly 1 vehicle per site).
- If you are not camping there will be a market vendor's car park for vehicles with permits. You can park your service or support vehicle during trading hours in this car park.
- There will be access roads and drop off points to gain closer proximity to your stall for traders to pack down and set up their stalls each day if they choose. It is strictly forbidden to park your car in these access roads.
- On Saturday and Sunday a street parade prevents movement of any traffic, foot, bike, buggy or car through the main thoroughfares of the festival site. This event traditionally takes place

at 7pm Saturday, and 5pm – 6pm on Sunday (to be confirmed). Anyone wishing to pack down and courier their goods from their stalls to their vehicles is advised to do so before the parade on Saturday and after the parade on Sunday.

- Vehicles must not be parked beside your stall. Please ensure that you do not obstruct the street or leave your car for any period of time within the market area while setting up or packing down.

## 1.6 Tickets

- The Community Stall organisation will be issued 2 x adult and 2 x child (2-12 yrs) weekend tickets and camping.
- Names of accompanying persons may not be changed at the gate, any one not on the list provided by you on the Application Form will be required to purchase their own ticket. In the event of illness of a staff member, the Markets Manager must be advised of the replacement name as soon it is known.
- Children and youths must be accompanied by a parent or adult guardian to enter the Festival site.

## 1.7 Camping

- All vendors need to advise us if they are camping on site for the duration of the Festival.
- A camp site area has been set aside in the Kingsley Park area for Community Stall vendors. You may choose your own site. The camping site area will be signposted as 'Market Vendors'. It is important you tell us if you are camping or not, so we can allocate the total area for vendors.
- There is no power access for any camp site in the Village.
- For security purposes, we are allowing vendors to sleep 2 staff overnight in their stall if they choose. Your vehicle must be parked with your tent or in the market vendor's car park.
- You may not sleep outside the parameter of your stall marquee.
- If you require more than the allocated staff camping and entry tickets as per your Application Form, please contact our office.

## 1.8 Post Event

- Please ensure that the trestle tables are folded, remove and return table numbers, and stack the tables in the table cages provided near each stall.
- Stack chairs and thoughtfully dispose of any rubbish.
- All sites must be left as they were found; bonds will not be reimbursed to vendors that have left anything on their site.
- All vehicles must travel at **walking pace with hazard lights on** when leaving the festival grounds.
- All stalls must be packed down by 8.00pm Sunday evening. Failure to do so will void the bond.
- Please indicate on your Application Form in case you do not wish your organisations details available to interested parties before, during and after the festival.

## 1.9 General

- All meals and refreshments will be available for purchase from a variety of caterers at a reasonable price over the weekend from Friday lunchtime.
- The Fairbridge Festival precinct is a non-smoking venue. Please observe the non-smoking areas on the festival map inside the program.
- The Board reserves the right to decline any Application Form.
- No dogs or other animals are permitted on site.
- The Festival site offers two licensed venues, so please no BYO alcohol.
- Alcohol found on entry will be confiscated.
- See Event Information on our website for more details.
- If you would like to advertise your organisation in our quality Program Book, see rates on our website under the drop down menu 'BUY'.
- Fairbridge Festival takes no responsibility for any changes to the market, catering or community stall areas of the Fairbridge Village site.

Please call the Office Manager on 9246 3311 between 10am – 4pm Monday to Friday if you have any questions or concerns.

**To keep up to date with festival developments and programming visit our website:  
[www.fairbridgefestival.com.au](http://www.fairbridgefestival.com.au)**