

## Fairbridge Festival 2010 9 - 11 April 2010

### Festival Market Stalls – Information Sheet

#### Aim

Fairbridge Festival aims to attract innovative stalls that will provide Festival patrons with an enticing selection of craft merchandise. Stall selection is favoured toward Australian handcrafted and specialist goods. Payment must accompany the application. Refunds will be given if unsuccessful. Each successful applicant will receive one family weekend ticket (2 adults and 2 children under the age of 17). If you have Public & Product Liability insurance please enclose a copy with your application.

#### Criteria

Vendor applications will be assessed using the following criteria:

- Bright, festive stalls which fall within the ethos of Fairbridge Festival Inc. Fairbridge Festival Inc is dedicated to promoting traditional, contemporary and multicultural folk music, dance and related arts with particular emphasis on the involvement of families.
- Quality of stock.
- New and innovative ideas.
- Products that appeal to children.

Please note that preference will be given to artists who create and design their own work.

#### Vendor categories

##### Craft Vendors

Vendors who create their own work. Examples include handmade jewellery, clothing, pottery, photography, paintings.

##### Craft/Merchandise vendors

Vendors who create their own work coupled with items handcrafted in Australia. Examples include soaps, cards, food products such as olive oil, jams, pickles etc; art pieces created by persons other than themselves.

##### Merchandise vendors

Vendors who sell products which have not been handcrafted. Examples include sunglasses, hats, musical instruments, sheet music and clothing

#### Location description

**Gold:** Sites located on the main street which runs east west to Chapel Corner. Please note that due to traffic control, sites are limited (approx. 40).

**Silver:** Sites located in the area leading to Riverside Stage, Club House lawn.

## Site

- 1 The markets are held outside; therefore your own marquee is essential. Each site size is approximately 3m x 3m. Please ensure that your stall is firmly affixed to the ground and ensure that you have adequate cover if the weather is inclement.
- 2 Most sites will have access to power. Please ensure that all electrical cords comply with government regulations.
- 3 Each site includes the use of 1 trestle (2.4m x 0.75m), two chairs and one family weekend ticket (2 adult tickets plus two children below the age of 17). If you require an additional table or chair, please indicate on the application form. Extra tables will be \$20 but no extra charge for chairs.
- 4 Please select the correct vendor category for your art/craft and list every item you wish to sell on the Application Form. We do not wish to offend you by asking you to remove unlisted items.
- 5 Fees are payable at the time of application. All successful applicants will be notified no later than 6 weeks prior to the event. Unsuccessful applicants will be refunded in full. Successful applicants cancelling after 13 March 2010 will incur an \$80 cancellation charge.
- 6 Site allocation will be advised prior to the event. We encourage you to bring a trolley to convey your art/craft to your stall.
- 7 No liability is accepted for any loss or damage or cancellation of the event.
- 8 Insurance is the responsibility of the vendor.
- 9 It is the responsibility of the vendors to ensure security of their stall, equipment and crafts.
- 10 Vendors are expected to assist in maintaining cleanliness in close proximity to their own site.
- 11 You must trade for the duration of the festival.

## At the Festival

- 1 Vendors may gain entry to the site from 10am on Friday, 9 April. We encourage you to come during the day as it may be difficult to navigate the area at night.
- 2 Upon arrival, please proceed to the Markets, Artists & Caterers Check In Marquee (MAC) which is situated inside the entrance gate (you can park here temporarily on the left side of entry roadway).
- 3 Please state your name and business name to staff. They will then issue you and your accompanying persons with a wrist band. The names of the accompanying persons must be the same as that given to the Festival Markets Co-ordinator prior to the event. Please note that any extra people accompanying you (and are not part of the two adult two children offer) will be required to pay full adult/child price upon entry.
- 4 Once you have obtained your wrist bands from MAC, please proceed to the Market Vendor Registration table located near the Info Hub, just west of Chapel Corner. You will then be shown to your site. Please do not set up your marquee without booking in. If, for some reason, you are unable to locate the Markets Co-ordinator or a Festival Markets Assistant, please go to HQ, Belfast Cottage where the co-ordinator will be located for you via radio.
- 5 If you are not camping you must show your vehicle pass clearly on your windscreen. The vehicle pass will be issued prior to the event. The vehicle pass must be affixed to your windscreen at all times during the festival. Please ensure that your name and vehicle registration number can be viewed clearly.
- 6 Once you have registered at the Market Vendor Registration point and been shown your site you are welcome to set up and start trading.
- 7 For safety, all stalls must be ready to trade by no later than 8.00 am each day (Saturday and Sunday) and vehicles parked away.
- 8 You may trade until 11pm if you choose to do so. If you wish to trade during daylight hours only, please do not pack up before 5pm.

## Vehicles

- 1 Your vehicle pass must be affixed to your windscreen at all times during the festival. Please ensure that your name and vehicle registration number can be viewed clearly.
- 2 To meet safety standards, movement of vehicles will not be possible after 3.30 pm Friday or between the hours of 8.00 am and 5.00 pm Saturday and Sunday. When you are ready to bring your vehicle into the market trading area, please wait until a marshal can assist. Pre-arrangement can be made by contacting the Markets Co-ordinator or event staff. On Sunday a street festival prevents you moving your vehicle until after the parade has passed. This event traditionally takes place between 4.45pm and 5.30pm. An evening parade will also take place on Saturday evening shortly after dark.
- 3 You may park your vehicle beside your campsite (1 vehicle per site). For market vendors who are not camping, parking will be available near Riverside Stage. Cars can be driven down the main street for unloading/loading purposes only. You must then park your vehicle either at your campsite or in the designated market vendor parking area. 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.

## Camping

- 1 You will need a campsite booking if you are staying on site for the duration of the Festival.
- 2 Camping is available in the Kingsley Park area for market vendors. You may choose your own site, first in best spot!

## Tickets

Any accompanying person/s will be required to buy a ticket at gate prices if not purchased prior to the event. Although children under 13 are free this year they cannot gain entry without a wrist band. Earlybird discount on tickets will be available until 17 March 2010. You may order tickets directly online from [www.fairbridgefestival.com.au](http://www.fairbridgefestival.com.au). For more information visit the website or ring 08 9246 3311. Major cards are accepted. Tickets may also be purchased at the gate at gate prices.

## Post Event

- Please ensure that the trestle tables are folded, remove table numbers, stack seats and thoughtfully dispose of any rubbish. Please drive carefully when exiting the venue and have a safe journey home!
- If you do not want your details forwarded to interested parties after the festival, please inform the Festival Markets Co-ordinator.

## General

- All meals and refreshments will be available for purchase from a number of quality caterers at a reasonable price over the weekend from Friday lunchtime.
- The Fairbridge Festival precinct is a non-smoking venue.
- The Committee reserves the right to decline any application.
- No dogs or other animals are permitted on site.



To keep up to date with festival developments and programming visit our website: [www.fairbridgefestival.com.au](http://www.fairbridgefestival.com.au) or join our e-mailing list by sending a request to [admin@fairbridgefestival.com.au](mailto:admin@fairbridgefestival.com.au)