



## IMPORTANT INFORMATION YOU NEED TO KNOW BEFORE YOU FILL OUT YOUR STALL HOLDER APPLICATION ONLINE FOR THE VILLAGE FESTIVAL 2017

### About The CQUniversity Village Festival

The CQUniversity Village Festival is organised and presented by The Capricorn Village Festival Ltd – a voluntary, not for profit community group whose focus is promoting creative expression in our region. Everyone associated with our Festival is a volunteer who willingly gives up their time to bring this event to life.

**Please send all Stalls enquiries via email to [stalls@thevillagefestival.org.au](mailto:stalls@thevillagefestival.org.au). If you require an urgent response you can contact our Stalls Coordinator Nikki Hinder from CQ Markets and Events on 0484 362 166. Please ensure you have read the Terms and Conditions in full prior to any enquiries.**

### Always Green

We pride ourselves on being a 'Green' Festival – and ask all of our stall holders to use recyclable and/or bio-degradable materials. These include:

- Packaging and carry bags
- Food and drink containers
- Cutlery

In the application form you will be asked to outline what green packaging, carry bags, food and drink containers and cutlery you will be utilising. If you request to use a non-biodegradable option, particularly single use plastic, there may be additional waste management fees (Waste inefficiency fee) applicable. These will be advised after processing your stallholder application request.

Every effort will be encouraged by our patrons to dispose of recyclable, bio-degradable and organic matter in the most appropriate way, to reduce our environmental footprint in the region and costs to the festival. Festival organisers will be working with the local council and volunteers to support more responsible waste management at the event. This may include support to bulk order consumable items or multiple-use vessels. If you would like to access this support please advise this on your application.

### Electrical Requirements for your stall

You **MUST** accurately outline your electrical requirements to ensure we are able to cater for the needs of all stall holders. If our electrician informs us that you are requiring more than you have indicated on this application, an addition electricity levy will be charged and we may need to relocate your stall to connect to a generator with additional capacity.

### Electrical and Gas Equipment

- All **Electrical equipment and leads** must have current 'test and tag' prior to installation on site. Test and Tag facilities will not be available on site.
- All **Gas equipment** must meet current standards and regulations. If gas equipment is found to be non-compliant it will not be permitted on site.
- Operators must provide their own lighting if required in their stall.

### Minimum Trading Hours

- Saturday (12<sup>th</sup> August 2017) – **9:00am** until 7:00pm
- Sunday (13<sup>th</sup> August 2017) – **9:00am** until 4:00pm



## Pets

No pets are allowed on the Festival site.

## Camping

No camping is allowed on site. Accommodation options can be found at this site.

<http://www.capricornholidays.com.au/>

# Terms & Conditions

## MUST READ INFORMATION FOR APPLICANTS FOR STALLS AT VILLAGE FESTIVAL 2017.

### Definition

**Merchandise/General Stalls** - offer a service or sell merchandise for profit or charity, (but this does not include stalls which sell food). Market stalls may be run by person/s wishing to sell a product that is made on site, homemade or brought in from elsewhere; wishing to offer a service such as a massage or participatory activity; wishing to present information or a message; or wishing to market goods which may be purchased from outside the festival.

- No laser beams or weaponry of any kind to be sold at the Festival.
- If your product is licensed, you must hold the licence to sell it in the Yeppoon region to be eligible to sell it at the Festival.
- If you offer a service eg massage, you must hold appropriate certificates and insurance.

**Food Stalls** – are all stalls that sell food and/or drink.

### Selection Criteria – the Stall

Will meet necessary health and safety standards, regulations and insurance – includes Livingstone Shire Council regulations for food, grey water). NB Food Stall Holders - Your details will be forwarded to the Livingstone Shire Council, who may contact you.

- Offers a unique/exciting product or service as we are looking for a wide variety of stall types. This also includes the presentation of the stall.
- Will operate throughout the length of The Village Festival.
- Demonstrates a significant effort to utilise recyclable or bio-degradable packaging, food containers and cutlery, paper carry bags or multi-use vessels. We are working towards an increase in recycling and reducing the waste at the Festival.
- The Village Festival encourages stalls from local businesses in Central Queensland.

Person/s wishing to have a stall at The Village Festival will need to lodge an online application at [www.thevillagefestival.org.au](http://www.thevillagefestival.org.au).

- Success of your application will depend on the selection of stalls that will best suit the site and the festival objectives.
- You will receive a notification of the success of your application by **Monday 12<sup>th</sup> June 2017**.
- The Stall Co-ordinator and the site committee will have the final say on all stall locations on site.

### Fee Information

Fee for booking then occupying a site at the festival will be, (GST included):

Stall Type	Fee	Additional Charges
Market Stall (3mx3m)	\$143.00	Electricity requirement (beyond basic lighting) - <b>\$77.00</b> Waste inefficiency fee – TBA Extra Stall Front - <b>\$49.50/metre</b>



<b>Stall Type</b>	<b>Fee</b>	<b>Additional Charges</b>
Food Stall (3mx3m)	\$352.00	Electricity requirement (beyond basic lighting) - \$77.00 Waste inefficiency fee – TBA Extra Stall Front - <b>\$121/metre</b>

**All fees must be paid when this application is submitted.**

- If the applicant is unsuccessful, all fees will be returned.
- The stall co-ordinator can negotiate limited group stalls for small operators to share a stall. This will incur only one stall fee.

**Site Establishment**

- The stall operator is responsible for erecting their stall by **8:00am on Saturday 12<sup>th</sup> August 2017**. Bump in times will be distributed to successful stall holders by the stalls co-ordinator prior to the event.
- SET-UP: Adhered to strictly as per Site Setup Plan. DO NOT ARRIVE prior to allotted setup time frame or after. Park as close to site as possible so other vehicles can pass and remove all stock from your vehicle.
- REMOVE VEHICLE off-site, before you START SETTING UP your stall. No vehicles or trailers will be permitted on site during the day.
- All vehicles leaving the site after set up must have done so by 7:00am and all stalls must be operational by 9:00am on Saturday 12<sup>th</sup> August 2017.
- As the site can be subjected to gusty winds, any forecast winds above 10 knots will necessitate all structure's (e.g. Gazebos) being secured. SANDBAGS ONLY ALLOWED and are the responsibility of the stallholder. NO PEGS/PICKETS are to be used to secure any stallholder site structures due to the underground filtration/watering pipes. Please discuss with our Stalls Coordinator prior to the Festival for more information. Any damage caused by stallholder structures not secured properly will be the Stallholder's liability.

**Site Dismantling**

- The Stall operator will not start dismantling their stall earlier than **4:00pm on Sunday 13<sup>th</sup> August**.
- Site access will be open from 4:30 pm on Sunday 13<sup>th</sup> August and all stall holders must have vacated the Festival site before 6:00pm on Sunday 13<sup>th</sup> August.
- You must leave your site/stall position free of rubbish and you will incur any clean-up charges.

**Insurance and Stall Holder Liabilities**

- Operators MUST have their own **Public Liability Insurance**, and a **current Certificate of Currency** must be submitted with the application.
- If you are supplying a professional service, eg: Massage, you MUST have your own Professional Indemnity Insurance and submit it with the application. You MUST also provide a copy of Certificate of Competency or similar.
- All insurance, tax, work cover liabilities and lost or theft of property shall be the responsibility of the operator.

**Agreement**

You will be asked in your online application, if you have read and understand these Terms and Conditions. Acceptance of the Terms and Conditions as provided includes an acknowledgement that the information you have provided in your application is true and correct.

