

# VILLAGE



YEPPOON • CAPRICORN COAST  
10 - 12 AUGUST 2018

## 2018 Stall Holders Guide

**IMPORTANT INFORMATION YOU NEED TO KNOW  
BEFORE YOU FILL OUT YOUR STALLHOLDER APPLICATION**

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### Purpose of the Stallholder Guide

The Stallholder Guide outlines a best practice approach to ensuring Village Festival is sustainable and environmentally conscious. It will assist organisers to reduce the event's carbon footprint and also enable you to maximise the event for the benefit of your business or group and the community.

Please send all Stalls enquiries via email to [stalls@thevillagefestival.org.au](mailto:stalls@thevillagefestival.org.au). Please ensure you have read the Terms and Conditions in full prior to any enquiries.

**Application forms can be found on The Village Festival website.**

<https://thevillagefestival.org.au/festival-info/stallholder-applications/>



## 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. The Festival is made possible by a board of dedicated business and community representatives and professional coordinators, offering their time and skills voluntarily.

The CQUniversity Village Festival is Central Queensland's Premier Music, Arts and Cultural celebration. It is a major incubator of emerging local talent, and the leading showcase of music, performing and visual arts, lifestyle and hospitality for our region.

The Festival has been held annually since 2003 and the event provides a vibrant mix of music, performing and visual arts, children's festival, street theatre, workshops and food and market stalls.

The Festival was conceived and managed by Keppel Coast Arts Council until 2013. The increased growth and popularity of the Event provided the opportunity for the Festival to be incorporated as The Capricorn Village Festival Ltd a non-profit company limited by guarantee. 2014 also provided a fantastic opportunity for a new location and The CQUniversity Village Festival moved to the Coast.

The CQUniversity Village Festival aims to be a bucket-list event in a bucket-list destination. The change of location also allowed us to make the event FREE for the public to attend. The Festival's main stage is the iconic YEPPOON FORESHORE with other stages being hosted by a number of venues including The Strand Hotel, Rosslyn Bay Resort and Beaches Restaurant, Queen Street Community Hall and Yeppoon Town Hall.

The iconic Yeppoon Foreshore has now been cemented as the Festival's main stage and epicentre, but with an ever-growing spread of festival activity now throughout the town. Festival attendance has grown dramatically over the past several years, with numbers exceeding 15,000 during both the 2017 and 2016 Festivals.

Independent analysis of the 2017 Festival show 372 Interstate and Overseas attendees spending an average of \$305 per day for 2 days; 2095 Intrastate attendees spending an average of \$130 per day for 2 days; and 6717 Local residents spending an average of \$114 per day for 2 days. A strategic focus on continuing to build the tourism and other economic benefits of the Festival continues.

## Sustainability & Waste Management

We pride ourselves on working towards being a sustainable event. The community has an increasing expectation that the event be a 'green' festival – this means that more and more environmental considerations must be made with regards to all aspects of the event, including displays, entertainment, activities, general facilities and services such as waste management.

Your participation in this event is based on an agreement to participate in a 'green event'.

Ensuring your stall is sustainable should begin before you attend the event, and we can provide contacts of people or suppliers to support your 'green' planning.

### Waste Minimisation

Stallholders should actively minimise their waste especially non-recyclable waste including electricity. Every effort should be made to ensure your stall does not require electricity, and we ask you to consider how solar lighting could be a suitable alternative for your stall.

Stallholders must use recyclable packaging such as paper plates, bamboo cutlery, and cardboard burger containers to minimise waste and, use recycled paper for flyers and posters. Not only will these small actions benefit the environment, they will reduce the costs associated with waste management during the event.



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. There is to be NO single-use plastics utilised (plastic containers, packaging, straws, cutlery, bags, etc.).

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.

Stallholders agree to remove and appropriately dispose of their own back of house waste. Stallholders will be charged a waste disposal fee if waste is left on site.

Village Festival organisers aim to encourage certain environmental behaviours including recycling and reuse. There are many important environmental benefits of diverting rubbish from landfill. Adequate waste bins will be strategically placed throughout the event. Red capped bins are for general waste and yellow capped bins are for recycling. Skips for cardboard recycling will not be provided.

The stallholder is responsible for leaving the site in a clean and tidy state, each evening and at the end of the event. Any site cleaning cost incurred by Livingstone Shire Council and/or The Capricorn Village Festival Ltd will be covered by the stallholder.

### **Single-Use Plastic and supporting BYO**

As we move to remove single-use plastic usage from the event we encourage stallholders to accept BYO (bring your own) containers, cups and bags. There will be water refilling stations around the event to promote BYO bottles.

### **Balloons**

While balloons provide a festive feel to any event, they are not permitted at The Village Festival. Once a balloon busts it becomes litter and can easily make its way into the digestive tracts of animals including turtles. Despite balloons being made of latex products, the time to decompose is generally greater than the time it takes to enter the food chain.

## Your Stall

Preference will be given to stallholders who can demonstrate that their environmental message/practices align with the Village Festivals sustainability aims. Stalls are typically placed in the Yeppoon Foreshore area of the festival, however the site plan for each annual event is subject to change.

### **Make your Stall a Success**

- Prepare your stall to align with the 'green' sustainability aims.
- Share information about your attendance at The Village Festival and your environmental sustainability successes and opportunities for your business.
- Share The Village Festival's Facebook posts on your business pages using the handles and hashtags @TheVillageFestival #thisisqueensland #sustainability #savethereef

You **MUST** accurately outline your electrical requirements to ensure we are able to cater for the needs of all stallholders. If our electrician informs us that you are requiring more than you have indicated on this application, an addition electricity levy may 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 (11th August 2018) – 9:00am until 7:00pm
- Sunday (12th August 2018) – 9:00am until 4:00pm

There will be specific times for these activities to take place and set-up and pack-up times must be strictly adhered to as they form part of formal Traffic Management Plans. Please read further about these requirements in the Terms & Conditions below.

## Pets

No pets are allowed on the Festival site.

## Camping

No camping is allowed on site. Accommodation options can be found at [www.capricornholidays.com.au](http://www.capricornholidays.com.au)

## Terms & Conditions

### MUST READ INFORMATION FOR APPLICANTS FOR STALLS AT VILLAGE FESTIVAL 2018

#### 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. Please note: Food Stallholder details will be forwarded to the Livingstone Shire Council, who may contact you. Council Officers are very willing to provide support in understanding licence requirements, applying for temporary trading permits etc.

#### Selection Criteria – the Stall

The below requirements are in addition to the need to meet necessary health and safety standards, regulations and insurance – includes Livingstone Shire Council regulations for food, grey water).

- 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.



- The diversity of stalls will be considered (and stalls of the same nature may not both be accepted).

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 11th June 2018.
- The Stall Co-ordinator or a member of the Village Festival 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) - \$77.00 Waste management fee – TBA Extra Stall Front - \$49.50/metre
Food Stall (3mx3m)	\$352.00	Electricity requirement (beyond basic lighting) - \$77.00 Waste management fee – TBA Extra Stall Front - \$121/metre

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

- If the applicant is unsuccessful, all fees will be returned.
- The stall co-ordinator for a member of the Festival's Site Committee 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 11th August 2018. Bump in times will be distributed to successful stallholders 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 11th August 2018.
- As the site can be subjected to gusty winds, any forecast winds above 10 knots will necessitate all structures (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 as per Livingstone Shire Council's conditions of use, and potential damage to 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 12th August.
- Site access will be open from 4:30 pm on Sunday 12th August and all stallholders must have vacated the Festival site before 6:00pm on Sunday 12th August.
- You must leave your site/stall position free of rubbish and you will incur any clean-up charges.

### Insurance and Stallholder 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 proof of this 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.

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)

Enquiries should be directed to [stalls@thevillagefestival.org.au](mailto:stalls@thevillagefestival.org.au) in the first instance.

