



**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 the Board’s requirements for a best practice approach to ensuring the 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. If you require an urgent response, you can contact our Stalls Coordinator, Nikki Hinder from CQ Markets and Events on 0429 617 084. Please ensure you have read the Terms and Conditions in full prior to any enquiries and/or submitting an application. **Application forms can be found on The Festival website.**

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 experienced 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 CQUniversity Village Festival is a bucket-list event in a bucket-list destination. 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 beachfront events are free, as are many other attractions.

The iconic Yeppoon Foreshore has now been cemented as the Festival's main stage and epicentre, supported by an ever-growing spread of festival activity throughout the town and the coast. Festival attendance has grown dramatically over the past several years, with numbers exceeding 15,000 during both the 2017 and 2016 Festivals and visitor numbers for 2018 were in excess of 17,000

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 regard 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’.

Waste Minimisation

Stallholders must actively minimise their waste including electricity and use recyclable/biodegradable packaging such as:

- Paper plates,
- Paper carry bags;
- Bamboo cutlery;
- Biodegradable goods such as cups and plates; and
- Cardboard burger containers.

This is all aimed at minimising and reducing non-biodegradable and non-recyclable waste.

Single-Use Plastic

The festival does not permit the following:

- Plastic bags;
- Plastic straws; and
- Plastic cutlery including bowls, plates and cups.



Balloons

The Festival does not permit balloons.

What we do like

We promote the usage of 100% recycled paper for flyers and posters.

We expect the minimisation of all packaging and utensils.

We like green packaging including paper carry bags, food/drink containers and cutlery that you utilise.

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 and maintained throughout the event.

Your Stall

The Festival aims to do some things differently this year, this includes the style, type and arrangement of stalls. Preference will be given to stallholders who can demonstrate their environmental message/practices align with the Festival's sustainability aims. Stalls are typically placed along the Yeppoon Foreshore area, however the site plan for each annual event is subject to change and will be different

Make your Stall a Success

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

Electrical and Gas Equipment

- All Electrical equipment and leads must have current 'test and tag' prior to installation on site. Test and Tag facilities are not available on site;
- There is a MAXIMUM of 25 Amps current per food stall;
- There is a MAXIMUM of 10 Amps current per market stall
- 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; and
- Generators are not permitted.

You MUST accurately outline your electrical requirements and confirm that this aligns with the Festival's requirements. Stalls which cannot meet this requirement are encouraged to look at how they operate and reduce their energy consumption to our required standards, prior to making an application.

Minimum Trading Hours

- Friday evening 9th August 2019: 4pm to 9pm
- Saturday 10th August 2019: 9:00am until 7:00pm
- Sunday 11th August 2019: 9:00am until 4:00pm



Pets

No pets are allowed on the Festival site however Guide dogs and Assistance dogs are permitted.

Camping

No camping is allowed on site. Accommodation options can be found at www.capricornholidays.com.au

Terms & Conditions

MUST READ INFORMATION FOR APPLICANTS FOR STALLS AT VILLAGE FESTIVAL 2019

Merchandise/General Stalls - offer a service or sell merchandise for profit or charity, (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. Below is a guide to consider prior to proceeding further with your application.

- No laser beams or weaponry of any kind;
- No material or objects of implied or sexually explicit nature;
- No material or objects of a racial or vilifying nature;
- No material or objects that encourage illegal drug use;
- The Festival's position on plastics and electrical consumption is outlined above;
- If your product is licensed, you must hold the licence to sell at the Festival, a copy of your permission to sell this must be provided with your application; and
- If you offer a service e.g. massage, you must hold appropriate certificates and insurance.

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

Selection Criteria – the Stall

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

- For all stalls offering 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;
- For all stalls, if you sell a service, you must have a licence
- For food stalls, your details will be forwarded to the Livingstone Shire Council, it is your responsibility to ensure you have a current food licence;
- For food stalls offering to cater for dietary requirements;
- For food stalls, offering a variety of food options, including the promotion of healthy food options;
- For food stalls, offering a variety of cuisines to represent the multiculturalism of the Festival and region;
- All stalls must operate throughout the length of the main Village Festival weekend (Friday to Sunday)
- Demonstrate a commitment and undertake the use of 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

- The success of your application will depend on the selection of stalls that overall will best suit the site and the Festival objectives.
- You will receive a notification of the success of your application by Monday 11th June 2019.
- The Stall Co-ordinator or a member of the Village Festival Site Committee will have the final decision on all stall locations on site.

Fee Information

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

Stall Type	Fee	Additional Charges
Market Stall (3mx3m)	\$200.00	Extra Stall Front - \$75.00/metre This year, a waste disposal fee is included in the site fees.
Food Stall (3mx3m)	\$575.00	Extra Stall Front - \$125/metre This year, a waste disposal fee is included in the site fees.

All fees must be paid when this application is submitted.

- If the applicant is unsuccessful, all fees will be returned.
- The stall co-ordinator or 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 4.00pm Friday 9 August 2019. Bump in times will be distributed to successful stallholders by the Stalls Co-ordinator prior to the event.
- The site will be covered by a Livingstone Shire Council and Queensland Police Approved Traffic Management Plan – there is no deviation from the plans for road closures and openings, so it is imperative that you observe your allotted time.
- 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 3.30 pm Friday afternoon.
- All stalls must be operational by 9:00am on Saturday 10th August 2019 for Saturday's trading hours and by 9.00am on Sunday 11th August 2019 for Sunday's trading hours.
- 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 11 August 2019.
- Site access will be open from 4:30 pm on Sunday 11 August 2019 and all stallholders must have vacated the Festival site before 6:00pm on Sunday 11 August 2019
- Each stallholder is responsible for leaving the site (this includes the area immediately to the front, side and rear of 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.

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; and
- All insurance, tax, work cover liabilities and lost or theft of property shall be the responsibility of the operator.
- No liability is incurred or accepted by the organisers of the event

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

The closing date for submission is 5.00pm 16 April 2019.

Enquiries should be directed to info@thevillagefestival.org.au in the first instance.

