



Nannup Music Festival Stalls

TERMS & CONDITIONS

1. Applications Closing and Notification Dates

- 1.1. Closing date for applications is 5pm Friday 9th December 2016.
- 1.2. Successful applications will be notified by email by Tuesday 20th December 2016.

2. General Conditions

- 2.1. Nannup Music Club Inc. reserves the right to refuse any application. Decisions are final.
- 2.2. Stallholders are to treat other stallholders, customers and event personnel with respect. Aggressive and disrespectful behaviour has no place in our Festival and will not be tolerated.
- 2.3. Stallholders must adhere to all applicable laws and regulations, including but not limited to those governing the areas of food preparation and service, health and safety, consumers and fair-trading.
- 2.4. Stallholders are responsible for any damage they cause to property.
- 2.5. The Festival is held during a total fire ban in the Shire of Nannup. Naked flames or campfires at you stall or campsite are not permitted.
- 2.6. Failure to comply with any Term or Condition will adversely affect applications for future events. It may also result in you being removed from the event site.
- 2.7. Stallholders participate in the Nannup Music Festival at their own risk.

3. Road Closure

- 3.1. Road Closure of Brockman Street is planned to be in effect from Friday 12 noon to Monday 12 noon.
- 3.2. During road closure times, no vehicles are permitted on the road, unless approved by the Festival Site Manager.
- 3.3. Outside road closure times, vehicles are permitted and must abide by all normal traffic and parking rules/regulations as the road is in normal operation.

4. Setup

- 4.1. Successful stallholders will receive a detailed stalls check-in information email in February 2017 with details on arriving and setting up.
- 4.2. Drop-offs for setups are permitted from 11am to 4pm Friday. The Festival kicks-off at 5pm by which time all stalls need to be set up.
- 4.3. Stallholders are not permitted to setup on the road until advised by event staff.

5. Trading Times

- 5.1. Nannup Music Festival runs from Friday 3^d March to Monday 6th March 2017. Stalls are encouraged to trade for the full festival.
- 5.2. Trading is deemed to start from 4.00pm Friday and until the end of concert Sunday night.
- 5.3. Trading is also possible on Monday at Bush Breakfast until 11am.
- 5.4. Stallholders may trade as early as they wish each day a n d u n t i l 12 midnight.
- 5.5. One day trading is not permitted.

6. Stall Sites

- 6.1. Trading bays have a 4m front and are around 4m deep. Bay sizes may vary due to our site's diversity.
- 6.2. Stalls that require more than the 4m x 4m space must apply and pay for additional bays to cover the size of their stall.
- 6.3. Stallholders may not extend their displayed goods beyond the boundaries of their nominated site. It is not acceptable for stallholders to encroach onto the walkways with the displayed goods. The road must remain clear to ensure Emergency Vehicles have access at all times.
- 6.4. If you wish to request a particular stall site please make a note of this on your application form. However, the site cannot be guaranteed. Sites are allocated at the discretion of the Nannup Music Club Inc. in the best interest of the Festival. There are limited shaded positions and limited powered sites.
- 6.5. Nannup Music Club Inc. reserves the right to reallocate a stall site at any time as/if required for any operational reason(s).
- 6.6. Stallholders are responsible for ensuring their stall sites are clean and tidy. Please use the refuse bins provided during the Festival for disposal of rubbish.
- 6.7. Use of amplifiers, loud speakers or loud hailers by stallholders is prohibited.
- 6.8. No dogs or other animals are permitted in stalls.

7. Stall Site Equipment / Marquee

- 7.1. Stallholders must supply their own marquees/ shade awning for trading.
- 7.2. Stallholders must ensure they have adequate sun and rain protection. Please come prepared for all weather conditions.
- 7.3. Stallholders must supply all their own equipment for trading.
- 7.4. All structures must be securely anchored to the ground.

8. Electrical requirements

- 8.1. Powered sites are limited.
- 8.2. No portable generators are permitted.
- 8.3. No running vehicles are permitted.
- 8.4. Power requirements must be clearly stated and booked before the event. All electrical equipment, including your camping appliances/equipment, must be listed on your application form and the amperage that your stall will draw.
- 8.5. Stall holders requesting power sites must supply their own power cables. Minimum length recommended is 30m.
- 8.6. **All electrical equipment and power cables brought to the Festival must be inspected and have been tagged by a licensed electrical contractor as required by the Electrical Safety Regulation 2002 Act part 5 Division 5.** Electrical leads that are not tagged may be confiscated. Some correctly

tagged cables will be available for hire from the Nannup Music Festival. You will need to arrange that with our Stalls Coordinator in advance.

- 8.7. No double adapters are to be used (power boards are acceptable).
- 8.8. Any faults or power failures caused due to the stallholders underestimation shall be charged to the stallholder.

9. Craft, Merchandise and Not-for-profit Stalls

- 9.1. Your Public Liability Certificate must be current to March 2017 and a copy sent with your application.
- 9.2. Stallholders/ makers designing, creating and producing their own unique products, work or service, will be given preference.
- 9.3. Stallholders/ makers sourcing their materials ethically and locally will be given preference.
- 9.4. We are aiming for a plastic free festival and we are going to need your help.

PLEASE do not provide plastic bags for your customers.

10. Food Stalls

- 10.1. Food stalls must comply with "Guidelines for Temporary Food Stalls Associated with Special Events".
- 10.2. Your Public Liability Certificate must be current to March 2017 and a copy sent with your application.
- 10.3. Your Food Act License must be current to March 2017 and a copy sent with your application.
- 10.4. You must apply for a Food Act License from the Local Authority that you reside in.
- 10.5. Food Stalls not registered in Nannup will be required to pay an additional \$31.00 fee to the Shire of Nannup (this will be included in your tax invoice and paid to the Shire by the Festival).
- 10.6. Nannup Music Festival has a healthy eating policy and supports environmental principles. Stalls offering healthy, organic, ethically sourced and fairtrade food will be given preference.
- 10.7. The lack of adequate recycling infrastructure in Nannup makes us seek solutions for reducing unnecessary waste that ends up in landfill and we are going to need your help:
 - **The Nannup Music Festival requires that all food packaging, including plates, bowls, cups, containers, cutlery and straws used by food traders are biodegradable/ compostable. Plastic and Styrofoam are an absolute NO.**
 - **Some of our food stalls have in the past provided their customers with wash-down stations and washable plates/ cutlery. We think it's a great idea – please use grey water safe dishwashing liquid.**
 - **Please dispose of any organic waste generated by food preparation in the compost bins provided. You would be donating compost to the Nannup Community Garden.**

11. Vehicles

- 11.1. Stallholders are only permitted to have one vehicle onsite during the setup period. You will be given access from the Stalls Coordinator and the Festival Site Manager on Friday 3rd March 2016 at the time of your check-in.
- 11.2. During the festival, one vehicle may be parked behind the stall, if requested in original application. This vehicle must not move for the duration of the festival.
- 11.3. There are limited sites available for vehicles and camping.
- 11.4. If your vehicle is considerably larger than your stall size, you may be required to purchase another bay to accommodate your vehicle/camping equipment.

12. Camping

- 12.1. Stallholders will either need to camp within their stall area or at the Festival Campground (Nannup Golf Course). You will be allocated a spot depending on availability, your stall layout, vehicle size and camping setup. No other areas within the Festival site are available for stallholders camping or parking and allocation is up to the Festival Stalls Coordinator and Site Manager.
- 12.2. The size of your camping area behind your stall cannot be wider than your actual stall site.
- 12.3. If you are camping behind your stall, please be considerate if entertaining after hours.
- 12.4. If sleeping in your vehicle behind your stall, you still need a discounted stallholder camping ticket.
- 12.5. Please include your camping requirements in your application.
- 12.6. Maximum of 2 adults camping per bay.
- 12.7. Maximum of 2 Youth (13-17 years) camping per bay.
- 12.8. Maximum of 2 Children (12 years and under) per bay.
- 12.9. Toilets for campers will be available outside the Amphitheatre and next to the Ticket Office.
- 12.10. Stallholders are welcome to use the showers at the Artists Camping area, behind the Amphitheatre toilets.
- 12.11. Alternative camping is available at the Festival Campground (Nannup Recreation Centre, 15 – 20 minute walk). Please note that all sites at the Nannup REC Centre are unpowered.
- 12.12. Stallholders their staff and family camp and park at the allocated areas (Brockman St, Nannup Arboretum) at their own risk. No liability or responsibility will be accepted by the Festival.

13. Site Security

- 13.1. It is the stallholders' responsibility to ensure security of their stall, equipment and merchandise/products. The Festival takes no responsibility for stolen or damaged goods and equipment.

14. Offensive and Ineligible Goods

- 14.1. Nannup Music Club Inc. retain the right to remove any article, sign, picture or printed matter which in the Club's opinion is either not eligible for display or sale or is considered offensive.
- 14.2. For safety reasons no stall will be permitted to sell:
 - Cap guns, toys with firing capabilities or any toy guns of any description.
 - Flashing novelties.
 - Any goods prohibited by law.

15. Non Smoking Event

- 15.1. The Festival is a non-smoking event except in the designated smoking areas. The smoke free areas include all stalls and camping behind them.

16. Pack down

- 16.1. General pack down is on Monday March 6th. Stallholders that **absolutely** need to leave the Festival site on Sunday night need to do so in communication with the Site Manager or Stalls Coordinator as a road closure will still be in effect.

- 16.2. All stallholders are required to clear away their own 'trading waste' from their stalls. Please leave no trace.

17. Festival Tickets

- 17.1. You do not require a Festival ticket to hold a stall at the Festival. All stalls are located along Brockman Street which is a free public area.
- 17.2. If you wish to attend the Festival as a Festival goer, discounted Adult Weekend Festival Tickets will be available to all stallholders and must be requested when applying for a stall site.
- 17.3. Only Adult Weekend Festival Tickets are available at the discounted rate. Ticket prices are indicated on the Stalls Fee Structure document. Maximum 2 tickets per stall. Any additional tickets must be purchased at the full current ticket price.
- 17.4. Tickets for Youth (13 – 17 years) are available on the Festival website (these are not available as a discount for stallholders).
- 17.5. Children 12 years and under get free access to all venues.

18. Fees and Payment

- 18.1. Fees are charged as outlined in the Stalls Fee Structure document.
- 18.2. Successful applicants will be invoiced and must pay their fees in full.
- 18.3. Payment methods are Cheque/money order or direct debit.
- 18.4. Failure to pay by the due date will result in your site being reallocated.
- 18.5. Cancellations must be requested in writing. **No fees will be refunded for cancellations within 45 days of the Festival.**
- 18.6. Fees will not be refunded should inclement weather or factors beyond the control of the Nannup Music Club Inc. affect the Festival. Vendors participate at their own risk.