



Nannup Music Festival Markets

TERMS & CONDITIONS

Nannup Music Club Inc.

1. Applications Closing and Notification Dates

- 1.1. Closing date for applications is 5pm Friday 17th November 2017.
- 1.2. All applicants will be notified of the outcome via email by Friday 1st December 2017.

2. General Conditions

- 2.1. NMF reserves the right to refuse any application. Decisions are final. Please treat our staff with respect regardless of the outcome of your application.
- 2.2. Stallholders are to treat other stallholders, customers and event staff 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 also agree to abide by the NMF General Terms & Conditions.
- 2.5. Stallholders are responsible for any damage they cause to property.
- 2.6. The Festival is held during a total fire ban in the Shire of Nannup. Naked flames or campfires at your stall or campsite are not permitted.
- 2.7. Stallholders participate in the NMF at their own risk.
- 2.8. **Stallholders agree to only sell those items that have been listed in their application.**
- 2.9. **Stallholders shall not be entitled to assign, share or sublet all or part of their site without prior written consent from the NMF.**
- 2.10. 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. The NMF reserves the right to expel any stallholder or stall staff at any time.

3. Fees and Payment

- 3.1 Fees are charged as outlined in the Stalls Fee Structure document.
- 3.2 Successful applicants will be invoiced and must pay their fees in full and by the due date (21 days after the invoice date of issue).
- 3.3 Accepted payment methods are direct debit, credit/debit card, cheque/money order.
- 3.4 Failure to pay by the due date will result in your site being reallocated.
- 3.5 Cancellations must be requested in writing. **No fees will be refunded for cancellations within 45 days prior to the Festival.**
- 3.6 Fees will not be refunded should inclement weather or factors beyond the control of the NFM affect the event. Vendors participate at their own risk.

4. Road Closure

- 4.1. Road Closure of Brockman Street is planned to be in effect from Friday 2 March 11am to Monday 5 March 12 noon.
- 4.2. During road closure times, **no vehicles are permitted on the road**, unless approved by the Festival Site Manager or Stalls Coordinator.

5. Bump in

- 5.1. Successful stallholders will receive a detailed stall check-in information email in February 2018 with details on arriving and setting up.
- 5.2. Stallholders are not permitted to setup until advised by event staff.
- 5.3. **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 and all drop-off vehicles off the road.
- 5.4. **Please arrive before 4pm. No stalls will be allowed to enter the Festival site after that time. Late stalls will need to set up at 8am Saturday morning.**
- 5.5. Please drive at walking speed during bump in.

6. Trading Times

- 6.1. The 2018 Nannup Music Festival will run from Friday 2nd March to Monday 5th March 2018. Trading is deemed to start from 5pm Friday and until the end of concert Sunday night. **Stallholders are expected to operate for the full duration of the Festival.**
- 6.2. One day trading is not available.
- 6.3. We ask that Food Stalls trade per the table below with emphasis on the closing times. Opening times are flexible and also depend on your product.
All other stallholders may trade as early as they wish each day and until the end of concert (12 midnight). Monday trading is optional for all stallholders and it is possible until 11am.

FOOD Stalls Minimum Trading Hours		
Date	Open	Close
Friday 2/03	5pm	10pm
Saturday 3/03	9am	10pm
Sunday 4/03	9am	10pm
Monday 5/03 (optional)	8am	11am

- 6.4. **Food stalls are expected to trade as usual on Sunday night.** Sunday night is fully programmed and an empty/shut down food court simply does not work for the Festival. Please take this into consideration when applying and ordering supplies.

7. Bump out

- 7.1. General bump out is on Monday March 5th. **Stallholders that absolutely need to leave the Festival site on Sunday night need to do so after 10pm or in agreement with the Stalls Coordinator.**
- 7.2. Please make sure you return any extension cords leased from the NMF to the Site Manager.
- 7.3. All stallholders are required to clear away their own 'trading waste' from their stalls.
Please leave no trace.

8. Stall Sites

- 8.1. Trading bays have a 4m front and are around 4m deep. Bay depths may vary due to our site's diversity.
- 8.2. Stalls that require more than the 4m x 4m space must apply in advance and pay for additional bays to cover the size of their setup. Additional space will not be available during the festival as every meter on site is pre allocated.
- 8.3. 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 and pedestrians can enjoy the Festival Markets.

- 8.4. 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 our team in the best interest of the NMF. There are limited shaded positions and limited powered sites.
- 8.5. The NMF reserves the right to reallocate a stall site at any time as/if required for any operational reasons.
- 8.6. 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.
- 8.7. Use of amplifiers, loud speakers or loud hailers by stallholders is prohibited.
- 8.8. No animals are permitted in stalls (except for guide dogs).

9. Stall Site Equipment / Marquee

- 9.1. Stallholders must supply their own marquees/shade awning and equipment for trading.
- 9.2. Stallholders must ensure they have adequate sun and rain protection. Please come prepared for all weather conditions.
- 9.3. All structures must be securely anchored to the ground.
- 9.4. We love well-presented stalls! Please make sure your stall looks its best for the Festival.

10. Site Security

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

11. Electrical requirements

- 11.1. Powered sites are limited.
- 11.2. No portable generators are permitted.
- 11.3. No running vehicles are permitted.
- 11.4. 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.
- 11.5. Stallholders requesting powered sites must supply their own power cables. Minimum length recommended is 30m.
- 11.6. **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 for the duration of the event. A number of correctly tagged cables will be available for hire from the NMF. You will need to arrange that with our Stalls Coordinator in advance.
- 11.7. **No double adapters are to be used (tagged RCD power boards are acceptable).**
- 11.8. **Any faults or power failures caused due to the stallholder's underestimation shall be charged to the stallholder.**
- 11.9. We endeavour to supply power to our stallholders by 4pm Friday.

12. Vehicles

- 12.1. Stallholders are only permitted to have one vehicle onsite during the setup period. You will be given access by the Stalls Coordinator and the Festival Site Manager on Friday 2nd March 2018 at the time of your check-in.
- 12.2. 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.
- 12.3. If your vehicle is considerably larger than your stall size, you may be required to purchase another bay to accommodate your vehicle/camping equipment.
- 12.4. Your vehicle needs to be behind your marquee. Please make sure you use your back marquee wall or other material to visually cover your vehicle.
- 12.5. Additional vehicles will need to be parked outside the road closure. **No additional parking bays are**

available to stall holders within the road closure. You will be asked to remove any unauthorised vehicles.

13. Food Stalls

- 13.1. Food stalls must comply with "Guidelines for Temporary Food Stalls Associated with Special Events".
- 13.2. Your Public Liability Certificate must be current to March 2018 and a copy sent with your application.
- 13.3. Your Food Act Licence must be current to March 2018 and a copy sent with your application.
- 13.4. You must apply for a Food Act License from the Local Authority that you reside in.
- 13.5. 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).
- 13.6. NMF has a healthy eating policy and supports environmental principles. Stalls offering healthy, organic, ethically sourced and Fairtrade food will be given preference.
- 13.7. There will be no individual water supply for each stall. All stalls have access to taps on our water refill stations spread around the Festival site (see Festival map).
- 13.8. 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 NMF requires that all food packaging and serving containers, including plates, bowls, cups, containers, cutlery and straws used by food traders be **completely compostable**. Plastic and styrofoam are an absolute NO.
 - We endeavour to be a **plastic water free festival**. The sale of plastic water bottles by food traders is not permitted. Please respect our efforts and the fact that we promote a BYO bottle policy and provide water refill stations around our Festival site.
 - 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. The Festival will also be providing a centralised wash-down station at the main Food Court.
 - 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.

Biodegradable Food Packaging Suppliers examples:

Biopak: <http://www.biopak.com.au/products.php>

Vegware: <http://www.vegware.com.au/>

Pac Trading: <https://www.pactrading.com.au/>

BSB Packaging: http://www.bsbpackaging.com.au/biodegradable_products_bsb_packaging.php

Environmental Enterprises: <http://environmentalenterprises.com.au>

Go Green World: <http://www.gogreenworld.com.au>

14. Craft, Merchandise, Service and Not-for-profit Stalls

- 14.1. Your Public Liability Certificate must be current to March 2018 and a copy sent with your application.
- 14.2. Stallholders designing, creating and producing their own unique products, work or service, will be given preference.
- 14.3. Stallholders sourcing their materials ethically and locally will be given preference.
- 14.4. 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.

15. Offensive and Ineligible Goods

- 15.1. Nannup Music Festival retains 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.
- 15.2. For safety reasons no stall will be permitted to sell:
 - Cap guns, toys with firing capabilities or any toy guns of any description
 - Indecent and inappropriate products & material
 - Flashing novelties
 - Illegal or copyrighted products

- Animals
- Alcohol

16. Camping

- 16.1. Stallholders will either need to camp within their stall area or at the Festival Campground (Nannup Golf Course/Recreation Centre, 10min walk). Please note that all sites at the Festival Campground are unpowered.
- 16.2. 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 Stalls Coordinator.
- 16.3. Please include your camping requirements in your application. The size of your camping area behind your stall cannot be wider than your actual stall site.
- 16.4. If you are camping behind your stall, please be considerate if entertaining after hours.
- 16.5. The Festival is a **non-smoking event** except in designated smoking areas. The smoke free areas include all stalls and camping behind them.
- 16.6. If sleeping in your vehicle behind your stall, you still need a discounted stallholder camping ticket.
- 16.7. Toilets are located outside the Amphitheatre and next to the Festival Ticket Office.
- 16.8. Stallholders are welcome to use the showers at the Artists Camping area, behind the Amphitheatre toilets.
- 16.9. Stallholders, as well as their staff and family, camp and park at the allocated areas (Brockman St, Festival Campground) at their own risk. No liability or responsibility will be accepted by the Festival.
- 16.10. Maximum of 2 adults camping per bay.
- 16.11. Maximum of 2 Youth (13-17 years) camping per bay.
- 16.12. Maximum of 2 Children (12 years and under) per bay.

17. Festival Tickets

- 17.1. You do not require a Festival ticket to hold a stall at the Nannup Music 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 in your stall application.
- 17.3. Only Adult Weekend Festival Tickets are available at the discounted rate. Ticket prices are indicated on the Stall Fee Structure document. Maximum 2 tickets per bay. 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 (<http://nannupmusicfestival.org/tickets/>) and they are not available as a discount for stallholders.
- 17.5. Children 12 years and under get free access to all venues and need to be accompanied by an adult in licensed venues (Amphitheatre, Tigerville, Nannup Hotel).

Thank you for being part of the Nannup Music Festival!