



Nannup Music Festival Markets 2020

TERMS & CONDITIONS

1. Applications Closing and Notification Dates

- 1.1. Closing date for applications is Friday 29th November 2019, by 5pm.
- 1.2. All applicants will be notified of the outcome via email by 13th December 2019.

2. Application Selection Criteria

All applications will be assessed on:

- Appearance and stall presentation – well presented, colourful and creative stalls are highly valued. We require photos with your application, and we will be looking at any of your website/social media pages.
- Product quality, origin and presentation – we love all things handmade, sustainable, local, ethical, vintage, upcycled, Fairtrade, fresh, healthy, organic, authentic...
- Diversity – the festival aims to minimise direct competition between stalls and provide variety for our attendees. We will be selecting a balance of both new and returning stallholders.
- Ability to follow the application process, submit all documentation and comply with relevant regulations.
- Professionalism, efficiency and friendly nature when interacting with customers, volunteers and festival staff.
- Environmental awareness in accordance with our sustainability guidelines and policy.
- Site logistics and restrictions – spacing, power and facilities.

3. Stall Categories

Food/Beverage: Professional, registered, well-presented stalls that provide delicious meals, desserts and/or beverages. Stalls offering healthy, local, organic, authentic and ethically sourced food will be given preference. Stalls that propose waste-free and plastic-free serving solutions will be given preference.

Therapy/Body: Stalls that provide health, wellbeing, therapeutic and other body related services, and are registered and qualified in their field.

Merchandise: Stalls that import their products or sell products that the applicant does not produce themselves. Retailers who support fairtrade, vintage, unique and pre-loved goods will be given preference. If your stall is a combination of craft and merchandise, it is a Merchandise Stall and we ask you to apply under that category. Merchandise stall fees will apply.

Artisan: Stalls that only sell products handmade by the applicant. We support artists and crafters who produce wares with their own skills and we're proud to promote them at our festival markets. Stalls that sell pre-packed, edible goods entirely produced by the applicant (e.g. tea, honey, spices, chocolate, etc.) can also qualify for this category. If in doubt, please contact our Stalls Coordinator to discuss.

Non-Profit: Non-Profit Incorporated organisations that provide services and/or information for the benefit of the community and the environment and wish to promote these services at the NMF.

If you have a quirky, awesome idea for a stall that doesn't exactly fit the above categories, we still want to hear from you!

4. Fees and Payment

Stall Category	Fee	Notes
Food/Beverage	\$600	Per 4m bay For the duration of the festival
Food/Beverage	\$900	Per 4-6m bay For the duration of the festival
Food/Beverage	\$1200	Per 6-8m bay For the duration of the festival For setups longer than 8m, please contact our Stalls Coordinator to discuss
Food/Beverage Amphitheatre	\$450	Flat fee For the duration of the festival
Shire of Nannup Fee	\$32	Per application For food vendors not registered in the Shire of Nannup. This will be automatically added to your invoice and paid to the Shire by the festival.
Therapy/Body	\$230	Per 4m bay For the duration of the festival
Merchandise	\$230	Per 4m bay For the duration of the festival
Artisan	\$210	Per 4m bay For the duration of the festival
Not-for-profit, NGO	\$100	Per 4m bay For the duration of the festival
Power		
10 amp	\$75	Per outlet For the duration of the festival
15 amp	\$105	Per outlet For the duration of the festival

- 4.1 Fees are charged as outlined above.
- 4.2 Successful applicants will be invoiced and must pay their fees in full and by the due date (20 calendar days after the invoice date of issue).
- 4.3 Accepted payment methods are direct debit, credit/debit card, cheque/money order.
- 4.4 If you require an extension on your payment date, please contact our Stalls Coordinator to discuss.
- 4.5 Failure to pay by the due date without having notified the festival, will result in your site being reallocated.
- 4.6 If your application has been successful but your circumstances have changed and you no longer require a market stall at the festival, please let our Stalls Coordinator know as soon as possible.
- 4.7 Post-payment cancellations must be requested in writing. No fees will be refunded for cancellations within 45 calendar days prior to the Festival.
- 4.8 Fees will not be refunded should inclement weather or factors beyond the control of the NFM affect the event.

5. General Conditions

- 5.1. NMF reserves the right to refuse any application. Decisions are final.
- 5.2. 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.
- 5.3. 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.
- 5.4. Stallholders agree to also abide by the NMF General Terms & Conditions.
- 5.5. Stallholders are responsible for any damage they cause to property.
- 5.6. The Festival is held during a total fire ban in the Shire of Nannup. Solid fuel, naked flames or campfires within your stall or campsite are not permitted.
- 5.7. Stallholders participate in the NMF at their own risk.

- 5.8. Stallholders agree to only sell those items that have been listed in their application.
- 5.9. Stallholders shall not be entitled to assign, share or sublet all or part of their site without prior written consent from the NMF.
- 5.10. 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.

6. Road Closure

- 6.1. Road Closure of Brockman Street is planned to be in effect from Friday 28th February 8:00am to Monday 2nd March 12 noon.
- 6.2. During road closure times, no vehicles are permitted on the road, unless approved by the Festival Site Manager or Stalls Coordinator.

7. Bump in

- 7.1. Successful stallholders will receive a detailed stall bump in information email in February 2020, with details on arriving and setting up.
- 7.2. Stallholders are not permitted to bump in until advised by event staff.
- 7.3. **Stallholders will be given access for setup/drop-offs from 9:00am to 3:00pm Friday. All drop-off vehicles need to be off Brockman St by 3:30pm.**
- 7.4. **Food vendors, please arrive before 2:00pm. All other stalls, before 3:00pm. No stalls will be allowed to enter the Festival site after that time.**
- 7.5. **Please note that we no longer accept Saturday morning arrivals. The festival kicks-off on Friday, so please take that into consideration before applying.**
- 7.6. Please drive at walking speed during bump in.

8. Trading Times

- 8.1. The 2020 Nannup Music Festival will run from Friday 28th February to Monday 2nd March 2020. Trading is deemed to start from 5pm Friday and until the end of concert (midnight) on Sunday night. Monday trading is optional for all stallholders and it is possible until 12 noon.
- 8.2. **Stallholders are expected to operate for the duration of the Festival.** One day trading is not available.
- 8.3. We ask that food vendors trade per the table below, with emphasis on the closing times. Opening times are flexible and also depend on your product (e.g. breakfast menu, etc.). Please note that food vendors are expected to trade on Sunday night, as it is fully programmed and a closed down food court simply does not work for the festival. Please take that into consideration when applying and ordering supplies.
- 8.4. All other stallholders may trade as early as they wish each day and until the end of concert (12 midnight).

Food Vendors Suggested Trading Hours

Date	Open	Close
Friday 28/02	5pm	11pm
Saturday 29/02	8:30am	11pm
Sunday 1/03	8:30am	11pm
Monday 2/03 (optional)	8:30am	12noon

9. Bump out

- 9.1. General bump out is on Monday, 2nd March. **Stallholders that absolutely need to leave the Festival site on Sunday night need to do so after 11:00pm and with approval from the Stalls Coordinator.** Leaving the festival site without approval and while the road closure is in effect, will adversely affect future applications.
- 9.2. Please make sure you return any extension cords leased from the NMF to the Stalls Coordinator.
- 9.3. All stallholders are required to clear away their own 'trading waste' from their stalls. Please leave no trace.

10. Stall Sites

- 10.1. Trading bays have a 4m front and are around 5m deep. Bay depths may vary due to site diversity.
- 10.2. Stalls that require more than the 4m frontage must apply in advance and pay for additional bays/meters to cover the size of their setup. Additional space will not be available during the festival as every meter on site is pre allocated.
- 10.3. 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 a comfortable stroll through the Festival Markets.
- 10.4. 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 Stalls Coordinator, in the best interest of the NMF.
- 10.5. The NMF reserves the right to reallocate a stall site at any time as/if required for any operational reasons.
- 10.6. Stallholders are responsible for ensuring their stall sites are well-presented, clean and tidy. Please use the refuse bins provided for disposal of rubbish and make sure your stall looks its best for the festival.
- 10.7. Use of amplifiers, loud speakers or loud hailers by stallholders is prohibited.
- 10.8. No animals are permitted in stalls (except for guide dogs).

11. Stall Site Equipment / Marquee

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

12. Site Security

- 12.1. Our markets enjoy public access. It is the stallholders' responsibility to ensure security of their stall, equipment and products. The NMF takes no responsibility for stolen or damaged goods and equipment. Please don't leave cash or valuables in your stall when unattended.

13. Electrical Requirements

- 13.1. Powered sites are limited.
- 13.2. No portable generators are permitted.
- 13.3. Power requirements must be clearly stated and booked before the event. All electrical equipment and the amperage that your stall will draw must be listed on your application form.
- 13.4. Stallholders requesting powered sites must supply their own power cables. Minimum length recommended is 30m.
- 13.5. **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.
- 13.6. **No double adaptors are to be used** (tagged RCD power boards are acceptable).
- 13.7. Any faults or power failures caused due to the stallholder's underestimation shall be charged to the stallholder.
- 13.8. **Please only use the number of outlets and amperage stated in your application. The Festival Electrician will be running regular checks.**
- 13.9. We endeavour to supply power to our stallholders by 4pm Friday and until 12 noon on Monday.

14. Vehicles

- 14.1. Stallholders are only permitted to have one vehicle onsite during the setup period. You will be given

access by the Stalls Coordinator on Friday 28th February 2020 at the time of your check-in.

- 14.2. During the festival, one vehicle may be parked behind your stall, if requested in the original application and if the depth of your site is adequate. This vehicle must not move for the duration of the festival.
- 14.3. Your vehicle needs to be behind your marquee and out of sight (please use your marquee back wall or other material). If your vehicle is considerably longer than your stall size, you will be required to park it outside the road closure.
- 14.4. Additional vehicles will need to be parked outside the road closure. **No additional parking bays are available to stallholders within the road closure. You will be asked to remove any unauthorised vehicles.**

15. Food Stalls

- 15.1. Food vendors must comply with "Guidelines for Temporary Food Stalls Associated with Special Events".
- 15.2. Your Public Liability Certificate must be current to March 2020 and a copy sent with your application.
- 15.3. Your Food Act License must be current to March 2020 and a copy sent with your application.
- 15.4. Food vendors not registered in Nannup will be required to pay an additional \$32.00 fee to the Shire of Nannup (this will be included in your tax invoice and paid to the Shire by the Festival).
- 15.5. There will be no individual water supply for each stall. All stalls will have access to our water refill stations.
- 15.6. There will be an allocated back-of-house bin station for food vendors (landfill, recycling, compost, liquids). Please avoid using our front-of-house bins.
- 15.7. The only drain in our food court is located by the dishwashing station and stallholders are welcome to use it.
- 15.8. We are working towards a zero waste and we are convinced that the recycling industry is broken. No plastic, styrofoam or "biodegradables" are to be used by food vendors. This includes all serveware, lids, cutlery, straws, bags, beverages (including water). Think bark, paper, bamboo, cornstarch... Anything that would compost in a home compost environment. If in doubt, please contact our Stalls Coordinator to discuss. We also encourage vendors to sell homemade drinks (e.g. lemonade, iced tea) in place of sweet canned drinks.
- 15.9. Food vendors are not allowed to sell water in plastic bottles.
- 15.10. A dishwashing station with washable and reusable crockery and cutlery will be available to festival patrons at our main food court. Please be flexible with what you will be asked to serve on (patrons are also encouraged to bring their own containers, crockery, etc). Please note that the dishwashing station is for festival patrons and not for stallholder/commercial use.

16. All Other Stalls

- 16.1. Your Public Liability Certificate must be current to March 2020 and a copy sent with your application (if your insurance is set to expire sometime between your application date and the festival, you're welcome to attach your current certificate and email us the updated one when you have it).
- 16.2. We are aiming for a plastic free festival; please no plastic packaging or bags, no glitter, no balloons.

17. Offensive and Ineligible Goods

- 17.1. Nannup Music Festival retains the right to remove any article, sign, picture or printed matter which in the festival's opinion is either not eligible for display or sale or is considered offensive.
- 17.2. For safety reasons no stall will be permitted to sell:
 - Cap guns, toys with firing capabilities or any toy guns of any description
 - Indecent, inappropriate or offensive products & material
 - Flashing novelties
 - Illegal or copyrighted products
 - Animals
 - Alcohol

18. Camping

- 18.1. **No camping tents are allowed at the Festival Markets.** Stallholders will either need to camp within their marquee, their vehicle or at the Festival Campground (Nannup Golf Course/Recreation Centre, 10min walk). Please note that all sites at the Festival Campground are unpowered. Toilets and showers are provided.
- 18.2. Toilets are located outside the Amphitheatre, outside Tigerville and next to the Town Hall. Use of Artist Camping and Nannup Caravan Park toilets is strictly prohibited.
- 18.3. Additional stallholder showers will be available within our road closure. Use of Artist Camping and Nannup Caravan Park showers is strictly prohibited.
- 18.4. You will be allocated a spot depending on availability, your stall size and layout, vehicle size and camping setup. No other areas within the Festival site are available for stallholder camping or parking and allocation is entirely up to the Stalls Coordinator.
- 18.5. Please include your camping requirements in your application.
- 18.6. If you are camping within your stall, please be considerate if entertaining after hours.
- 18.7. The Festival is a non-smoking event except in designated smoking areas. The smoke free areas include all stalls.
- 18.8. If sleeping in your vehicle behind your stall, you will still need a discounted stallholder camping ticket, as the festival still needs to cover costs for space, toilet and shower rental.
- 18.9. Additional parking for stallholders will be available on Jephson St.
- 18.10. Stallholders, as well as their staff and family, camp and park at their own risk. No liability or responsibility will be accepted by the Festival.

19. Discounted Festival & Camping Tickets

- 19.1. 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 public access area.
- 19.2. If you wish to attend the festival as a festival goer, discounted Adult Weekend Festival Tickets will be available to stallholders and must be requested in your application. Two Adult Weekend Festival Tickets will be available per bay. Any additional tickets must be purchased at the full current ticket price.
- 19.3. Tickets for Youth (13–17 years) can be purchased from our website <http://nannupmusicfestival.org/tickets/> at full price. Please note that Youth need to be accompanied by a legal guardian in our licensed venues.
- 19.4. Children 12 years and under get free access to all venues and need to be accompanied by a legal guardian at all times.

Discounted Festival Tickets

Adult (18+)	\$80	Per person Max 2 per 4m bay Fri-Mon, access all venues
Youth (13-17 years)	N/A	Youth festival tickets need to be purchased at full price. Youth need to be accompanied by a parent or legal guardian for entry to licensed venues.
Child (0-12 years)	Free	Children need to be accompanied by a parent or legal guardian at all times.

Discounted Camping Tickets

Adult (18+)	\$25	Per person Max 2 per 4m bay Fri-Sun night
Youth (13-17 years)	\$10	Per person Max 2 per 4m bay Fri-Sun night
Child (1-12 years)	\$5	Per person Fri-Sun night