



Nannup Music Festival Markets | 4th – 7th March 2022

TERMS & CONDITIONS

1. Important Dates

- 1.1. Closing date for applications is Friday 17th December 2021, by 5pm.
- 1.2. All applicants will be notified of the outcome via email by 7th January 2022.
- 1.3. Successful applicants will be invoiced shortly after the notification date and payment will need to be settled within 15 calendar days.

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

4. Fees and Payment

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Stall Category	Location	Size	Fee	Discounted Festival WKND Ticket (18+)	Discounted Camping WKND Ticket	Additional Festival WKND Ticket (18+)
Food/Beverage	Ticketed Area	For setups up to 4m or in the Amphitheatre For the duration of the festival	\$650	\$90pp (limit of 3)	\$25pp Adult 18+ \$10pp Youth 13-17yrs \$5pp Child 2-12yrs	\$140pp (limits apply)
Food/Beverage	Ticketed Area	For setups 4 - 7m For setups longer than 7m, please contact our Markets Manager to discuss For the duration of the festival	\$900	\$90pp (limit of 3)	As above	\$140pp (limits apply)
Food/Beverage	Public Access Area	For setups up to 4m For the duration of the festival	\$650	\$90pp (limit of 2)	As above	N/A
Food/Beverage	Public Access Area	For setups 4 - 7m For setups longer than 7m, please contact our Markets Manager to discuss For the duration of the festival	\$850	\$90pp (limit of 2)	As above	N/A
Shire of Nannup Fee - \$32 per application For food vendors not registered in the Shire of Nannup. This is paid to the Shire by the NMF.						
Therapy/Body	Ticketed Area (Arboretum)	Flat fee For the duration of the festival	\$250	\$90pp (limit of 2)	\$25pp Adult 18+ \$10pp Youth 13-17yrs \$5pp Child 2-12yrs	N/A
Merchandise	Ticketed Area/ Public Access Area	Per 4m bay For the duration of the festival	\$235	\$90pp (limit of 2)	As above	N/A
Artisan	Ticketed Area/ Public Access Area	Per 4m bay For the duration of the festival	\$215	\$90pp (limit of 2)	As above	N/A
Not-for-profit, NGO	Free Access Area	Per 4m bay For the duration of the festival	\$100	\$90pp (limit of 2)	As above	N/A
Power						
10 amp		Per outlet For the duration of the festival	\$70			
15 amp		Per outlet For the duration of the festival	\$95			

Children get free access to the festival and need to be accompanied by a parent or legal guardian AT ALL TIMES.

Youth Festival tickets can be purchased online. Youth need to be accompanied by a parent/legal guardian for entry to the licensed areas within our venues.

- 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.
- 4.3 Accepted payment methods are direct debit, credit/debit card, cheque.
- 4.4 **If you require an extension on your payment date, please contact our Markets Manager 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 Markets Manager know as soon as possible.**
- 4.7 Post-payment cancellations must be requested in writing. No fees will be refunded for cancellations within 35 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.
- 4.9 In case of cancellation due to a COVID-19 lockdown, 90% of all festival and camping tickets will be refunded. The 10% that we retain will be to ensure contractors, artists, etc., are paid their needed retainer.
- 4.10 The NMF will be operating under a COVID-19 Event Plan, which will be defined by WA Health guidelines at the time of the event. Stallholders will need to follow these guidelines in order to participate.

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 4th March 8:00am to Monday 7th March 12 noon.
- 6.2. During road closure times, no vehicles are permitted on the road, unless approved by the Festival Site Manager or Markets Manager.

7. Bump in

- 7.1. Successful stallholders will receive a detailed stall bump in information email in February 2022, with details of electricity 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 2022 Nannup Music Festival will run from Friday 4th to Monday 7th March 2022. 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).

Suggested Trading Hours for FOOD VENDORS		
Date	Open	Close
Friday 4/03	5pm	11pm
Saturday 5/03	8:30am	11pm
Sunday 6/03	8:30am	11pm
Monday 7/03 (optional)	8:30am	12noon

9. Bump out

- 9.1. Bump out is on Monday, 7th March by 12pm.
- 9.2. The only programmed venue on the Monday (until 12pm) is "The Playground" at the top of Brockman St, near our Ticket Office.
- 9.3. Pack down will be taking place in various other areas of the festival site. Please be considerate of patrons and working crew. Please drive at walking speed when leaving the site.
- 9.4. 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 (not applicable to food vendors). 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 their merchandise. 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.
- 10.5. You will be allocated a spot depending on availability, stall size and layout, vehicle size and camping setup. Sites are allocated at the discretion of the Markets Manager, in the best interest of the NMF.
- 10.6. The NMF reserves the right to reallocate a stall site at any time as/if required for any operational reasons.
- 10.7. Stallholders are responsible for ensuring their stall sites are well-presented, clean and tidy. Please use the bins provided for disposal of rubbish and make sure your stall looks its best for the festival.
- 10.8. Use of amplifiers, loud speakers or loud hailers by stallholders is prohibited.
- 10.9. No animals are permitted in stalls (except for guide dogs).

11. Stall Site Equipment

- 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. Part of our markets enjoys 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 market 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. Maximum length permitted is 25m.
- 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.
- 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 Markets Manager on Friday 4th March 2022 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 festival markets. No additional parking space is available to stallholders other than that agreed with the Markets Manager. **You will be asked to remove any unauthorised vehicles. Failure to do so will adversely affect future applications.**

15. Food Vendors

- 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 2022 and a copy sent with your application.
- 15.3. Your Food Act License must be current to March 2022 and a copy sent with your application.
- 15.4. You are not required to submit a Covid Plan with your application. However, it may be requested by the Authorising Health Officer on the day.
- 15.5. 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).
- 15.6. There will be no individual water supply for each stall. All stalls will have access to our water refill stations.
- 15.7. There will be an allocated back-of house bin station or trailer for food vendors' landfill waste. Please avoid

using our front-of-house landfill bins.

- 15.8. The only drain in our food court is located by the dishwashing station and stallholders are welcome to use it for grey water disposal.
- 15.9. Please collect all used cooking oil and take it with you when you leave the festival site on the Monday.
- 15.10. We are working towards a zero waste festival. 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 Markets Manager to discuss. We also encourage vendors to sell homemade drinks (e.g. lemonade, iced tea) in place of sweet, canned drinks.
- 15.11. **Food vendors are not allowed to sell water in plastic bottles.**
- 15.12. 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 2022 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 working towards 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, 2min drive). 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.
- 18.3. Additional stallholder showers and toilets will be provided and you will receive relevant information in your info pack. Use of Artist Camping is prohibited.
- 18.4. Please include your camping requirements in your application.
- 18.5. If you are camping within your stall, please be considerate if entertaining after hours.
- 18.6. The Festival is a non-smoking event. Smoke free areas include all stalls.
- 18.7. 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.
- 18.8. Limited parking bays for stallholders will be available within our road closure on Jephson St. **Please contact our Markets Manager to request a dashboard pass (depending on availability).**
- 18.9. 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. Stallholders within our ticketed area will need Festival tickets, which are available at a discounted price and must be requested in your application (limits apply).
- 19.2. You do not require a Festival ticket to hold a stall in our public access section of the markets (you are still entitled to the stallholder discount).
- 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 parent or legal guardian for entry in the licensed areas within our venues.
- 19.4. Children 12 years and under get free access to all venues and need to be accompanied by a parent or legal guardian at all times.