

## Stall Application Requirements

Vendors must ensure the following items have been provided with the Vendor Application Form & Agreement:

- Completed Application Form including all relevant stall particulars
  - Payment of Stall Fee + GST + Bond
  - Scale Diagram (including where relevant layout of stall and location of preparation area, change areas, appliances, cool room, vans, power)
  - Photo of stall from previous events
  - Details of stall products, food menus
  - Copy of current Public Liability Insurance (minimum \$10 million) available to trade for the entire duration of the Festival
  - Food vendors registration number with NSW Food Authority
- These items are required in order for applications to be considered and must be provided at the same time. Please send these by either:
- Email to [info@canberracountry.com](mailto:info@canberracountry.com)
  - Post to: CCBRF Vendor Manager, PO Box 2113, Kambah ACT 2902

### How Do We Select Vendors?

We select a diverse range of art/craft, clothing, jewelry, trade and food stalls that complement each other and are in keeping with the country theme. Selection and final decision of stalls and site locations is at the discretion of the Vendor Manager. The following are all taken into consideration when selecting vendors:

- We select stalls based on loyalty, product quality and diversity.
- Stalls must be available to trade for the entire duration of the Festival.
- Appearance and stall presentation. A photo of your stall MUST be forwarded to the festival to [info@canberracountry.com](mailto:info@canberracountry.com) or by post within two weeks of submitting Vendor application
- Accurate description of products/services with prices. Please include a sample menu/list with Vendor application.

### Trading Conditions

Food vendors are expected to trade between 10am daily until 10pm as a minimum. However, the Festival encourages vendors wishing to trade beyond these hours to do so if patrons are present. Trade vendors are expected to trade until from 10am to 8pm as demand suits. Vendors are responsible for securing awnings, tarpaulins, doors, etc when closed from trading.

## 2014 Fees

### Stall Fees / Payments

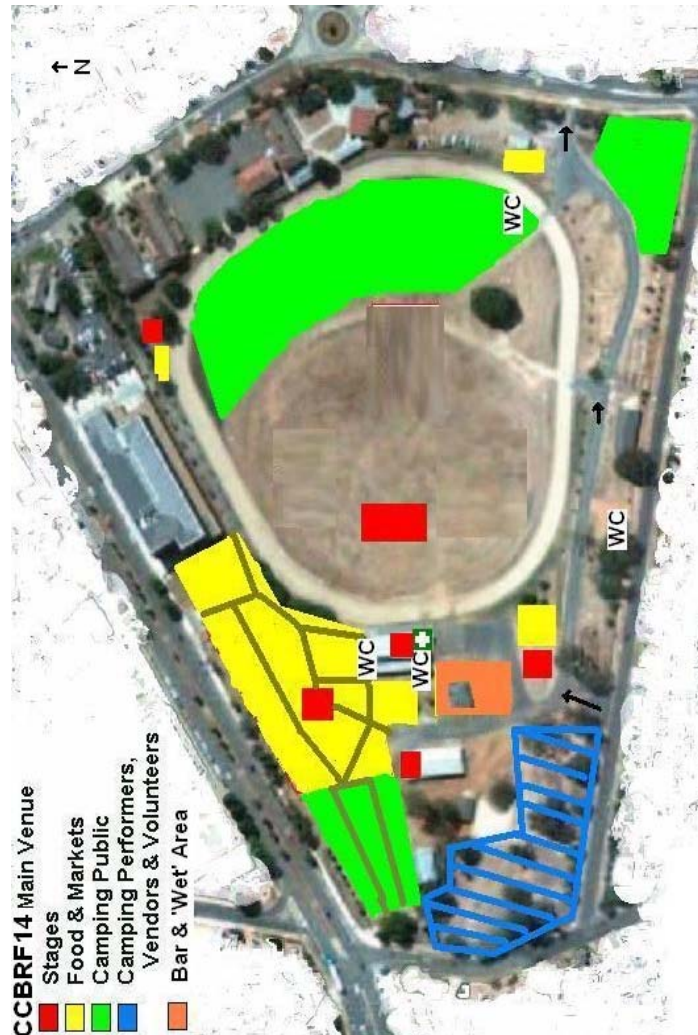
We are pleased to advise that Vendor Fees are held at 2011 levels. All stalls are required to pay a \$50.00 Bond as part of the application process, also full payment consisting of \$15/m<sup>2</sup> + GST. For example: If you are requesting a 3 x 3 m stall site, the total cost will be \$50 bond + \$148.50 for stall site fee incl GST, + \$50 if you want a 1/8 page advertisement in the Official Festival Program Guide + \$50 if you require flyers put into the Festival Show Bag given freely to audiences. Vendor applications will not be considered unless this payment has been made and the information outlined in this brochure has been provided

### Withdrawals / Non-Selection

If Vendors withdraw from the Festival after 1 October 2014 the Stall bond will be withheld. Any stall that withdraws from the Festival after 1 November 2014 will have 100% of fees withheld, including the Bond Payment. If you are unsuccessful in being allocated a stall site at this year's festival, all bond and site fees will be refunded. This may be because we already have sufficient vendors supplying a similar range, all items required are not supplied by the vendor or payment is not cleared (eg bounced cheques or overlimit credit cards).

### Bond Refund

Festival Vendor bond will be returned at the end of the Festival only after the Vendor has been cleaned the stall site and checked by the Vendor Manager.



# Canberra Country Blues & Roots Festival

Every November

[www.canberracountry.com](http://www.canberracountry.com)

## VENDOR INFORMATION BROCHURE

The Canberra Country Blues & Roots Festival attracts visitors for from midday Friday 14<sup>th</sup> Nov till Sunday 8pm 16<sup>th</sup> Nov 2014. Food and trade vendor stalls are an integral part of the festival and provide the public with a colourful village/market style atmosphere. This brochure provides most information required to facilitate vendors decision to participate, size, power, etc. For further inquiries please contact the festival office on 0466-240 085 or email the Vendor Manager at [info@canberracountry.com](mailto:info@canberracountry.com)

## Types of Vendor Stalls

- Food and beverages
- Market (non-food)
- Community
- Display

### Food Stalls

We choose food stalls based on the menu provided, which include healthy and interesting cuisine. All food vendors must have confirmed registration with NSW Food Authority [www.foodnotify.nsw.gov.au](http://www.foodnotify.nsw.gov.au) Local government may also require the completion of their food vendor form once accepted by the event.

### Market Stalls

These comprise non-food goods and service vendors located either indoors or outdoors. There are no restrictions on range offerings, although the Festival may limit the vendor numbers offering similar products and services.

### Community Stalls

The Festival offers a limited number of subsidized not-for-profit Community Stall sites to promote the activities of their organization. These stalls can not sell food, but may seek donations, fundraising, membership and provide information on activities. These stalls are located either indoors or outdoors.

### Display Stalls

These comprise exhibitions by Government agencies, NGOs and commercial organizations promoting various activities and located either in/outdoors.

## Important Vendor Dates

31 July 2014	Cut off for Vendor Registration
15 Aug 2014	Successful applicants notified
02 Nov 2014	Vendor Orientation 1pm (not compulsory)
13 Nov 2014	Vendor Setup commence @ Festival site
14 Nov 2014	Festival Commences @ 12:00 midday
16 Nov 2014	Festival Closes 6pm
17 Nov 2014	Vendor Bump-out & Cleanup by 12 midday

## General Information and Operating Conditions

Please Note

- The Festival site is open 24 hours a day to vendors.
- Stalls are expected to trade as a minimum from 12noon -10pm Friday, 10am - 10pm Saturday then 10am – 6pm Sunday.

### Queanbeyan Showground

- Glebe Avenue off Cameron Road & Cooma Road, Queanbeyan
- Mains power availability with priority given to stages, campers & lighting.
- All power leads must meet Australian Standard for outdoor use with all leads and appliances have a valid safety test tag. The Festival does not provide power extension leads.
- With limited taps onsite and access to water, vendors must share water taps. Vendors need to provide their own hoses and attachments
- Vendors are expected to remove their own waste. The event has recycle & general rubbish bins for audiences

## Vendor Stall Sites

Stall sites are allocated in accordance with Festival requirements & capacity. To avoid placement issues, Vendors must provide clear and concise information on operating needs. These include stall power, water and sillage requirements. Please read all information in this brochure.

Most Food stalls are located in Scrupmys Food Village with most Market stalls in adjacent to these. Community and Display stalls are sited both indoors and at various outdoor locations. A map of vendor areas is included in this Vendor Information Brochure. Sites with camping and car parking availability at the rear are limited and only granted at the discretion of the Vendor Manager.

A non-compulsory Vendor Orientation will be on Sunday 2 Nov 1pm at the site.

Stall Applications will not be considered until a \$50 bond is paid. The bond will be returned at the end of the Festival as long as the stall site is vacated clean and free of rubbish as inspected and determined by the Vendor Manager.

### Stall Size

Generally stall sizes are 3 x 3 metres or 3 x 6 metres or 6 x 3 metres these measurements use the formula width and depth, stall sites and pricing are calculated on a m<sup>2</sup> units. If stall needs are outside these standard dimensions or Vendors need increased space, please specify the size required on the application form by specifying the total frontage x depth and by indicating your stall size on a scale drawing. Extra space will be charged by the number of additional m<sup>2</sup> area required.

Having the exact Vendor stall dimensions is crucial to be able to fit all stalls accepted on site. This includes information for back of house, food preparation areas, change rooms and storage space.

The Vendor Manager will confirm that that Vendor stalls match application and payment. If Vendors have additional equipment to what is listed in the original application Vendors may be asked to pay for additional power/space and run the risk of not fitting into the stall site allocated by the Festival.

### Staff Numbers & Passes

Each year the Canberra Country Blues & Roots Festival evaluates the best way to process stall tickets. Providing staff numbers upon application assist with this and also allows the estimation of persons on-site afterhours for security. Each Vendor is allocated 5 free weekend passes which can be collected at the Ticket Office from Thursday 14 November. Additional staff tickets are available for the concessional rate of \$20/day also available at the Ticket Office.

### Stall Set-up

Set-up must be prior to 12 noon Friday 14th Nov with removal only after 6pm on Sunday 17th Nov and finalized by midday Monday 17th Nov. All outdoor stall sites are located on a flat grassed surface. The Canberra Country Blues & Roots Festival is a 3-day event and may experience changeable weather conditions including storms and high winds. In order to ensure the health, safety and welfare of Festival patrons, volunteers and staff the following are mandatory guidelines in relations to marquee/tent set up and requirements. Due to increasing OHS & Public Safety pressure, the Festival observes the following procedures:

All outdoors Vendor Marquees/Tents must be weighted, not sharing weights between stalls. If required Vendor Stall Shells and Name Headers are available for hire at reasonable rates from Goulburn Party Hire 1300 782 055 or Barlens Hire 02-6206 2000.

### Vehicles

The Festival limit vehicles being on site during the Festival - with only emergency vehicles allowed during general public access times. Unless a vendor has been allocated a space behind their stall for camping or storage their vehicle will need to remain outside the Festival Area. Vendors must use the designated roadways in deliveries and removals. Vendor parking is available at the western carpark.

### Camping

Due to site restrictions and changes to the site layout, camping spaces in the Festival Area are limited. Vendors may stay overnight in their stall sites for security if required subject to space availability and the prior agreement of the Vendor Manager. Vendors may park a campervan or tent at the rear of Scrupmys Food Village for free unpowered overnight camping. Please advise if this is required on the Vendor Application Form. Normal onsite camping is also available in the general campsite areas at normal overnight fees.

### Power, Sillage, and Water

Vendor stall sites are allocated according to stated requirements. It is important that accurate information is supplied in Vendor applications. This information is mandatory and if not provided we cannot proceed with the Vendor application. If unsure of Vendor needs in any of these areas, please do not hesitate to contact the Vendor Manager on 0466 240 085. It is important that Vendors provide all relevant requirements so that we can plan and accommodate such requests in advance, not make it up on the day.

### Environmental / Waste Management Information

- All food stalls must use biodegradable or reusable crockery and cutlery.
- Food stalls are asked to serve food in bowls, plates or cups, not large enclosed packaging unless agreed with Vendor Manager prior to Festival.
- The Festival does not allow stalls to provide plastic bags - only recyclable or biodegradable materials can be used.
- Cardboard disposal bins will be provided behind Scrupmys Food Village.

General waste and composting bins are available in the Festival Area. Food stalls must provide a waste bin for behind their stall to collect food waste and if oil products are used in cooking, an oil drum must also be utilized.

*The festival takes it's responsibility to dispose of waste appropriately. Please assist us by purchasing your own bin for food waste if required, and by disposing of oil appropriately off site.*

### Program Advertising

Successful applicants are given the opportunity to place an advertisement in the Canberra Country Festival program, a colourful guide to the event. These programs are distributed to all patrons entering the event over the weekend for \$50 for an 1/8 page. Cut off date will be 16<sup>th</sup> September subject to availability. Prices and details are available to successful applicants in their confirmation package, and we welcome any advertising in our festival program.

CANBERRA COUNTRY BLUES & ROOTS FESTIVAL 2014  
VENDOR TERMS & CONDITIONS

**AVAILABLE TRADING TIMES & DATES**

12:00—24:00 Friday 14th November  
08:00— 24:00 Saturday 15th November  
08:00—20:00 Sunday 16th November

**LOCATION:** Queanbeyan Showground, Glebe Avenue, Queanbeyan

**SITE FEE:** \$15 per m<sup>2</sup> + GST plus \$50 refundable Bond payable at time of application

- Vendors can open and close at their discretion, although are expected to trade 12:00-22:00 on Friday, 10:00~22:00 Saturday and 10:00~20:00 on Sunday. Set up and removal is to be prior to opening and past the closing times as indicated above.
- This is a family friendly festival – no illicit drug use, violence or foul language within festival perimeter. Any breach will be dealt firstly with site security warning, then by police action.
- \$10 million Public Liability is required. If no public liability insurance is held, Vendor agrees by signing this form to indemnify the Canberra Country Blues & Roots Festival, sponsors and other vendors from all liability, law suits, actions & claims relating to your presence at CCBRF.
- All food vendors must have NSW Food Notify registration and not have current legal proceedings by government agencies against their business that preclude them from trading.
- Whilst security is present, CCBRF does not accept any responsibility for Vendor items lost, misplaced or stolen whilst on Festival site.
- A list of Vendor personnel must be provided prior to set up at CCBRF. Vendor personnel are expected to be located within their Vendor area and not other activities unless approved by Festival management. 5 Free Festival Passes will be allocated for each Vendor site with additional Festival Passes available at \$20/day each.
- Vendor personnel must obey all Festival Occupational Health & Safety policies and Government regulations as well as obeying instructions from the Festival Director, Vendor Manager and Security Manager. Failure to do so may result in the removal of Vendor Equipment and Materials and associated Vendor personnel from the Festival site.
- This agreement covers site only which comprises grass, bitumen, concrete or carpeted surfaces. Vendors are responsible for providing weights to hold marquees/tents etc.
- Mention will be made in the printed Festival Program, website as well as from stages at various times during the Festival operation.
- Vendor must return stall site area to its pre-festival condition. Bond will be returned at Festival close, once Vendor's stall area has been checked by the Vendor Manager.
- Vendor withdrawal from Festival after 1 October will have Site Fee fully refunded but forfeit Bond. Vendors withdrawing from Festival after 1 November forfeit Site Fee and Bond.
- Vendors unsuccessful in Festival site allocation will be refunded Site Fee and Bond paid.

**AGREEMENT**

I agree to the Vendor Terms and Conditions above by signing below and enclose the relevant fee and required information to reserve my vendor site

Signature \_\_\_\_\_ Date \_\_\_\_\_

CANBERRA COUNTRY BLUES & ROOTS FESTIVAL 2014  
VENDOR APPLICATION FORM & AGREEMENT

**Vendor Details:**

Organisation/Name: \_\_\_\_\_  
ABN: \_\_\_\_\_ GST Reg: YES / NO  
Vendor Stall Title/Name: \_\_\_\_\_  
Contact: \_\_\_\_\_ Address: \_\_\_\_\_  
Town/Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Vendor Stall Details:**

Indicates Stall Type:  Food  Market  Community  Display  
Stall Size Required: \_\_\_ x \_\_\_ metres = \_\_\_ metres<sup>2</sup> x \$15 = \$ \_\_\_  
Plus 10% GST \$ \_\_\_ Plus Bond \$ 50 = Total \$ \_\_\_

Power Requirements: YES/NO if yes indicate \_\_\_ amps x \_\_\_ outlets  
If Food Vendor will you offer discount to Volunteers/Performers NO / YES = \$1 or \$2 off  
NSW Food Notify NAFSIS Registration No. \_\_\_\_\_

**Payment Options:**

1. Cheques / Money Orders payable to Canberra Country Music Festival
2. EFTPOS details: Bendigo Bank BSB 633 000 Account 137908950
3. Credit Card Debit: MASTERCARD / VISA

Card No.: \_\_\_\_\_ Expiry: \_\_\_/\_\_\_  
Name On Card: \_\_\_\_\_  
Signature: \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_

**Vendor Application Checklist:**

- Completed Application including relevant stall particulars
- Payment or Stall Fee and Bond
- Diagram (including layout of stall and location of preparation area, change areas, appliances, cool room, vans, etc) power
- 1 x Photograph of stall (from previous festival, markets, etc)
- Details of Vendor stall products, food menus, display type, etc
- Copy of current Public Liability Insurance (minimum \$10 million)
- Copy NSW Health Registration confirmation (food vendors only)

**Remittance Details:**

Please send this completed booking form and checklist items to:

Postal: Vendor Manager  
Canberra Country Blues & Roots Festival  
PO Box 2113, Kambah ACT 2902  
Email: info@canberracountry.com  
Telephone: 0466-240 085  
Facsimile: 02-6296 1937