

## Stall Application Requirements

As part of your application you must ensure that you have provided the following information / items:

- Completed Application including all relevant stall particulars
- Payment of Stall Fee and Bond
- Scale Diagram (including layout of stall and location of preparation area, change areas, appliances, cool room, vans etc) power
- Photo of stall
- Details of stall products, food menus
- Copy of current Public Liability Insurance (minimum \$10 million)

These items are required in order for your application to be fully considered and must be provided at the same time. Please send these by either:

- Email to vendors@canberracountry.com or
- Post to the: Vendor Coordinator, Canberra Country Music Festival, PO Box 2113, Kambah, ACT, 2902

## How Do We Select Vendors

We select a diverse range of art/craft, clothing, jewelry, healing, and food stalls that complement each other and are in keeping with the country scene. 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 stalls:

- We select stalls based on product quality and diversity, our aim is to ensure a variety and diverse mix of stalls.
  - Stalls must be available to trade for the entire duration of the Festival.
  - Appearance and stall presentation is important to us. A photo of your stall MUST be forwarded to the festival to vendors@canberracountry.com or by post within two weeks of submitting your application (email is preferred for future reference)
- Providing an accurate description of your products and price is important for the selection process. We ask that you include a sample menu of your products and prices in your stall application.

## Trading Conditions

Food Stalls 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 people are still around. By our stalls support staying

## 2011 Fees

### Stall Fees / Payments

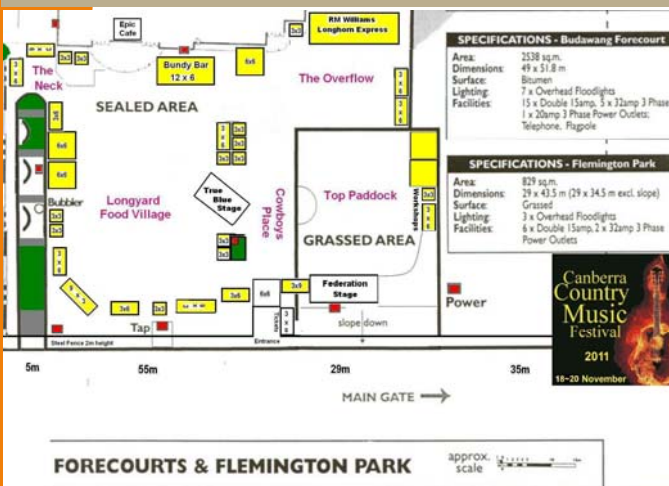
All stalls are required to pay a \$50.00 Bond as part of the application process, also full payment consisting of \$15/m<sup>2</sup> + GST. Eg: if you are requesting a 3 x 3m stall, your total cost will be \$50 bond + \$148.50 for stall site incl GST, + \$50 if you want a 1/8 page advert in the program, + \$50 if you want flyers put into the Festival Show Bag. Your application will not be considered unless this payment has been made and the information outlined above has been provided.

## Withdrawals / Non-Selection

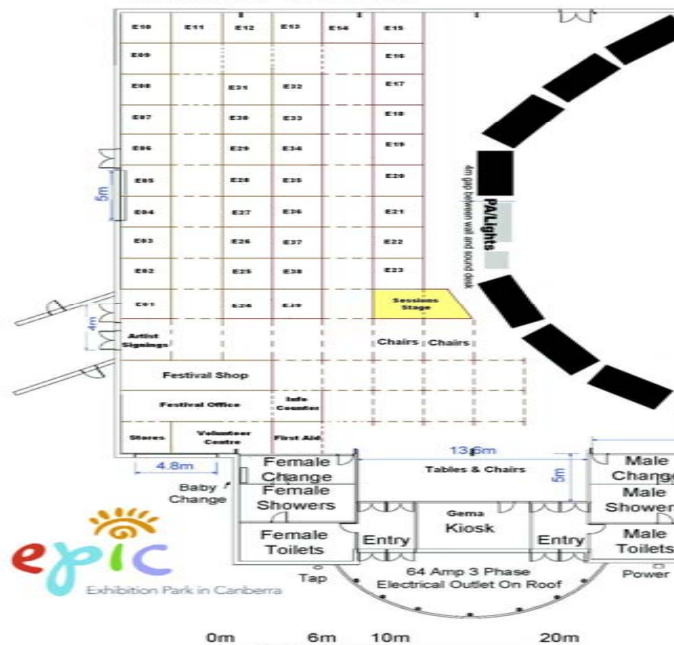
If Vendors withdraw from the Festival after 1 October 2011 the Stall bond will be withheld. Any stall that withdraws from the Festival after 1 November will have 100% of fees withheld, including the Bond Payment. If Vendors are unsuccessful in being allocated a stall at this year's Festival, all bond and fees will be refunded.

## Bond Refund

Festival Vendor bond will be returned at the end of the Festival only after the Vendor has cleaned the Stall site and cross-checked by the Vendor



## Budawang Bldg Indoor Stalls



# Canberra Country Music Festival

Every November

VENDOR

INFORMATION

BROCHURE

The Canberra Country Music Festival attracts visitors from midday Friday 18<sup>th</sup> Nov till Sunday 6pm 20<sup>th</sup> Nov 2011. The stalls are an integral part of the festival and provide the public with a colourful village/market style atmosphere. We are here to assist you with any further information you may require so do not hesitate to call the festival office on 0466-240 085 or email the Vendor Manager at vendors@canberracountry.com

## Types of Vendor Stalls

- Food
- Market (Non Food)
- Community
- Display

### Food Stalls

Due to existing Exhibition Park catering arrangements, we are unable to allow vendors to sell certain items: hamburgers, hot chips, sausage rolls, pies, sandwiches, tea and coffee. As a result we may have to refuse some vendors or restrict some menu items. We choose food stalls based on the menu provided, which must consist of a healthy, interesting cuisine.

### Market Stalls

These comprise non-food goods and service stalls and are located either indoors or outdoors. There are no restrictions on range offerings, although the Festival may limit the vendors 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 organisations. These stalls can not sell food but may seek donations, fundraising, membership and provide information on activities. Community Stall Sites are located in the Budawang Bldg.

### Display Stalls

These comprise exhibitions by Government, NGOs and commercial organizations promoting various activities and are located either indoors or outdoors.

### Important Vendor Dates:

31 <sup>st</sup> July 2011	Cut off for Vendor Registration
15 <sup>th</sup> August 2011	Successful applicants notified
22nd Oct 2011	Vendors Orientation on site @ 1pm
17th Nov 2011	Vendor Setup commence @ Festival site
18th Nov 2011	Festival Commences @ 12:00 midday
20th Nov 2011	Festival Closes 6pm
21st Nov 2011	Vendor Bump-out & Cleanup by 12 midday

## General Information and Operating Conditions

Please Note:

- The Festival site is accessible 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.

### Exhibition Park in Canberra provides:

- 10, 15 and 32 Amp power outlets connected to an Earth Leakage Device. The Festival requires all stalls to use power leads that meet the Australian Standard for outside use and that all leads and appliances have a valid safety test tag.
- There is a finite number of taps on site and limited access to water and may have to share with other vendors. Also no hoses or attachments are provided, Vendors are expected to provide their own. There are two dump points for all waste water, including grey water, so Vendors must be prepared to transport grey water.

### Stall Sites

Stall sites are allocated in accordance with Festival requirements. To avoid placement problems it is important that Vendors provide clear and concise information regarding operating needs. These include stall power, water, and sullage requirements. Please read all information within this brochure.

Most food stalls will be situated outdoors on the Forecourt of the Budawang Building on bitumen surface, and there are limited sites located on the grassed area. Market and Displays are located in both outdoor and indoors with Community Stalls indoors. A small map of the stall sites is included in the information brochure for Vendors to advise 3 preferences. The Festival can not guarantee these preferences will endeavour to so. Sites with camping behind are very limited and only granted at the discretion of the Vendor Manager.

A Vendor Orientation will be on Sun 23rd Oct at 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 left clean and free of rubbish. We are sorry to do this, as last year the Festival as charged an excess fee to have stall rubbish removed.

### 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 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 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 dimensions of Vendor's stall 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.

This year will see an onsite team confirming 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

Each year the Canberra Country Music Festival evaluates the best way to process stall tickets. Providing staff numbers upon application helps 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 17 November. Additional staff tickets are available charged at the discounted earlybird festival rate.

### Stall Set-up

Set up must be prior to 12 noon Friday 18<sup>th</sup> Nov with removal only after 6pm on Sunday 20<sup>th</sup> Nov and finalized 12 midday Monday 21st Nov. The Canberra Country Music Festival is a 3-day event and often experiences very changeable weather conditions including storms and high winds. In order to ensure the health, safety and welfare of our patrons, volunteers and staff the following are mandatory guidelines in relations to tent set up and requirements. Due to increasing OHS & Public Safety pressure, the festival observes the following:

All outside Vendors stalls must be weighted, not sharing weights between stalls or tie stalls down to other objects. If required, Stall Shells and Name Headers are available at reasonable rates from Goulburn Party Hire. Contact: Matt Chilko 1300 782 055. Banners and signage are available from Dimensional Signs, contact Brian 02 6241 8421.

### 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. Vendor parking is available at the rear of the Budawang Building or in general parking zones at EPIC.

### 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. Please advise if required on application if you wish to do this. Normal onsite camping is available in general campsite areas, which can be arranged (but not pre-booked) with the EPIC Administration Office.

### Power, Sullage, and Water

Stalls are allocated according to these requirements. It is important that accurate information is supplied in your application. This information is mandatory and unless you provide this information we cannot proceed with your application. If you are unsure of your needs in any of these areas, please do not hesitate to contact the Stall Coordinator on 0466 240 085 and speak to the Vendor Manager - Muriel. It is important that you provide all your requirements so that we can plan accommodate your requests. The festival does not supply extension leads.

### 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.
- The Festival does not allow stalls to provide plastic bags only recyclable or biodegradable materials can be used.
- Cardboard disposal bins will be provided in central areas.

General waste and composting bins are available in the Festival Area. Food stalls must pay for a compulsory bin 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.*

### Vendor Stall Advertising

Successful applicants have effective methods of advertising to Festival audiences. Firstly Vendors are given the opportunity to advertise in the official Festival program, a colourful guide to the event. These programs are distributed to all patrons entering the event over the weekend and the cost for an 1/8th page advert is \$50. Cut off date will be 16<sup>th</sup> September subject to availability. Direct marketing advertising is also available with Vendor brochures added to the Festival Showbag. More information on prices and details are available to successful applicants upon confirmation.

## CANBERRA COUNTRY MUSIC FESTIVAL 2011 VENDOR TERMS AND CONDITIONS

### AVAILABLE TRADING TIMES & DATES:

12:00 – 24:00	Friday 18th November
10:00 – 24:00	Saturday 19th November
10:00 – 18:00	Sunday 20th November

LOCATION: Exhibition Park In Canberra, Flemington Road, Mitchell ACT

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 10:00-18:00 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 Music Festival, sponsors and other vendors from all liability, law suits, actions and claims relating to your presence at CCMF.
- Whilst security is present, CCMF 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 CCMF. 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 public prices.
- 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 mostly 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 are 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 by signing below and enclose the relevant fee and required information to reserve my site

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

## CANBERRA COUNTRY MUSIC FESTIVAL 2011 VENDOR APPLICATION FORM & AGREEMENT



### Vendor Details

Organisation/Name: \_\_\_\_\_

ABN: \_\_\_\_\_ GST Reg: YES / NO

Vendor Stall Title: \_\_\_\_\_

Contact: \_\_\_\_\_ Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Stall Details

Indicate Stall Type:  Food  Market  Community  Display

Stall Size Required: \_\_\_ x \_\_\_ metres = \_\_\_ metres<sup>2</sup> x \$15 = \$\_\_\_\_\_

Power Requirements: YES / NO if yes indicate \_\_\_\_\_ amps

### Payment Options

1. Cheques / money orders payable to Canberra Country Music Festival

2. EFTPOS details: BSB 633 000 Account 137908950

3. Credit Card Debit MASTERCARD / VISA

Card No: \_\_\_\_\_ Expiry: \_\_\_\_ / \_\_\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_ Amount Paid: \$\_\_\_\_\_

### Vendor Application Checklist

1.  Completed Application including all relevant stall particulars
2.  Payment of Stall Fee and Bond
3.  Diagram (including layout of stall and location of preparation area, change areas, appliances, cool room, vans etc) power
4.  Photo of stall (from previous festival, markets, etc)
5.  Details of stall products, food menus
6.  Copy of current Public Liability Insurance (minimum \$10 million)

### Remittance Details

Please send this completed booking form and checklist items to:

Postal: Canberra Country Music Festival

Attn: Vendor Manager

PO Box 2113, Kambah ACT 2905

Email: [vendors@canberracountry.com](mailto:vendors@canberracountry.com)

Facsimile: 02-6296 19371

