



Fleurieu Folk Festival

PO Box 52

Seaford SA 5169

Phone: 0417 985 657

ABN: 88-942-131-929

TERMS & CONDITIONS FOR STALLHOLDERS 2017

The Fleurieu Folk Festival is an annual 3-day family friendly celebration of folk music, located in the state's premier wine region. It is the only event of its kind in South Australia attracting performers and visitors from around South Australia, Interstate and Internationally.

The opportunity exists for stall holders to be an integral part of this exciting Festival.

We aim to attract stalls that will provide Festival patrons with an enticing selection of quality food, coffee, craft and merchandise. Such as but not limited to

- International flavours, vegan and vegetarian options
- Handcrafted and homemade specialist goods
- Coffee and non-alcoholic beverages
- Clothing befitting the atmosphere of the Folk Festival

No alcohol can be sold at individual stalls

You may operate your stall from:
6pm – 12midnight on Friday 27th October
10am – 12 midnight on Saturday 28thOctober
10am – 8pm on Sunday 29th October

The stall fee is **\$100.00** for the **weekend** (eg 4pm Friday – 9pm Sunday).
If you require **electricity** this will be an extra **\$5** per outlet.

- **Stallholders are asked to submit an application form detailing their proposed stall, product or service, power requirements and a photo of your stall, by the 15th September 2017. Payment in full must be sent with the application form to Fleurieu Folk Festival, PO Box 52 Seaford SA 5169. Cheques payable to Fleurieu Folk Festival Inc.**
- **Public Liability Insurance is compulsory covering all stallholders and workers. A copy of your current Australia Wide Public Liability Policy must be forwarded to the Committee with your application.**
- **If you are employing people to work on your stall, a copy of your Work Cover policy must be forwarded to the Committee.**
- **Stallholders who are selling food must adhere to the South Australian Health Department Food Act 2001 and have a current Food Registration Number issued by their local council.**

REFUND POLICY

Stallholders who cancel within 14 days of the commencement of the Festival will forfeit their fee unless a suitable replacement stall is found.

DAMAGES

Any and all damages caused to the venue, whether intentional or unintentional inflicted by the Stallholder or staff, shall be passed on to the Stallholder. The Stallholder will be billed accordingly.

ALLOCATION OF SPACE OR SITE

Stallholders requesting special areas or needs should specify this on their application. The Festival Stalls Coordinator shall assign a site and will have the final say on location.

Stallholders shall not extend beyond their boundaries of the nominated site with displays etc.

ALLOCATION OF TICKETS

Stallholders are requested to supply a list of numbers and/or names of staff working throughout the weekend. Tickets will be allocated based on this list at the discretion of the Festival Stalls Coordinator.

SIGNAGE

Stallholders **may** display or attach their own signage, but it must be strictly within their allocated space and attached to their own property.

Signs and banners **may not** be taped, nailed, glued, screwed, tacked, stapled, or otherwise fastened to ceilings, walls, painted surfaces or columns in the venue.

No holes may be drilled, cored or punched into the ground or trees.

STALL CONSTRUCTION

Camping tents are not considered suitable for use as a stall. Certification of fire retardant treatment is to be supplied for catering marquees where gas or electrical appliances are to be used for cooking.

CAMPING

Behind your stall only, where possible, the width of it and to a depth of 3 metres and not for trading purposes. We **DO NOT** guarantee camping behind your stall.

VEHICLE

You may park one vehicle behind your stall **where possible**, providing it does not move during the Festival. Vehicles **must not** be parked in the main festival arena.

WET WEATHER

Some years Willunga experiences rainy &/or windy days in October. To prevent damage to your stock we recommend a wet weather plan.

RISKS

Stallholders are responsible for their own property, merchandise and money. Please take precautions against the possibility of theft or loss.

FOOD

Stallholders selling food must have knowledge and adhere to the South Australian Health Department Food Act 2001. **Any contamination to patrons is your responsibility.** Environmental Health Officers from Onkaparinga Council will be inspecting stalls prior to gates open and may be in attendance throughout the Festival to ensure safe food handling practices are being adhered to. Stallholders are required to submit a Temporary Food Notification Form to Onkaparinga Council prior to the Festival.

http://onkaparingacity.com/onka/living_here/community/healthy_communities/food_safety.jsp

Website – <http://www.fleurieufolkfestival.com.au>

POWER

The Festival is limited in the amount of power we can supply to stallholders. If you require power to your stall you must indicate this on your application. Please provide details of any appliances and power usage, i.e. number of **outlets and amps**. There is an extra charge of \$5 per outlet for supply of electricity.

SAFETY

All fire, safety and building regulations must be strictly adhered to and followed according to the law. Particular attention should be adhered to prohibitions of toxic chemicals. All electrical equipment including power leads must be checked and tagged by a certified person. All tags must be current and legible. **The Festival will not supply power to stalls that do not meet these requirements.** Tag testing is available on site at a cost of \$5.00 per item

SOUND

Use of amplifiers or loud speakers is not permitted. Ambient music is allowed with Committee approval.

BEHAVIOUR

Offensive behaviour will not be tolerated and offenders will be evicted.

PETS/ANIMALS

No pets or livestock will be permitted on and in stalls. Stallholders are NOT to sell animals.

NOT FOR SALE

Adult materials, illegal or offensive products, weapons, and bootleg merchandise. Breach of this code will result in eviction and may lead to prosecution.

Fleurieu Folk Festival Committee retains the right to enter the site of an exhibitor at any time and request that items, articles, products, signs, pictures or printed matter, which in our opinion are offensive, must be removed.

REMOVAL OF ALL RUBBISH AND GOODS FROM INDIVIDUAL SITES

IS EACH STALL HOLDER'S RESPONSIBILITY

**Fleurieu Folk Festival
27th,28th,29th October 2017
Willunga Recreation Ground
Cnr Aldinga & Main Rds
Willunga
South Australia**

**CLOSING DATE FOR APPLICATION
15th September 2017**

ATTACH COPIES OF THE FOLLOWING DOCUMENTS

- **Current Australia wide Public Liability Insurance policy to cover dates of Festival.**
- **Food Registration Certificate with name of issuing Council**
- **Worker's Compensation (if applicable)**
- **Description of Stall or Van construction and size – please provide a photo or diagram of the floor plan, including any awnings and ropes securing stall**
- **Please specify in your power requirements the total number of power outlets and Amps required, e.g. 2 x 10amp or 1 x 15amp etc. The cost is \$5 per outlet – supplying your own power board is still classed as 2 or 4 outlets.**

Any items missing from your application will only delay our acceptance of your application.

POST TO:

**Fleurieu Folk Festival
c/o The Secretary
PO Box 52
Seaford SA 5169
Phone: Val 0417 985 657
Email: stalls@fleurieufolkfestival.com.au**

APPLICATION FOR STALL

Personal Details	
Stallholder's Name	
Trading Name	
Trading Address	
Residential Address	
Postal Address	
ABN Number	
Contact Numbers	
Business Phone	
After Hours	
Mobile	
Email Address	
Stall Information	
Type of Product	
Do you manufacture this product?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have stall experience? If so, where?	<input type="checkbox"/> Yes <input type="checkbox"/> No
List cooking appliances (if applicable)	
Council Food Registration Number (if selling food)	
Do you have your own stall surround e.g. gazebo, van?	<input type="checkbox"/> Yes <input type="checkbox"/> No – Please describe:
Do you have your own trestles, tables etc?	<input type="checkbox"/> Yes <input type="checkbox"/> No – Please describe:
Do you require power?	<input type="checkbox"/> Yes <input type="checkbox"/> No – Any special requests?

STALL COSTS: \$100 for the Festival (Friday – Sunday) plus \$5 per outlet for Electricity

Please forward payment to Fleurieu Folk Festival Inc, PO Box 52 Seaford SA 5169 and a receipt will be issued. Successful applicants will receive confirmation within 14 days of receipt of their application.

I agree to abide by, and accept all the guidelines on pages 1-5 of the enclosed information.

SIGNATURE: DATE: