

# PORT FAIRY FOLK MUSIC FESTIVAL

## 2018 CRAFT STALL TERMS AND CONDITIONS



The selection process will take place in 3 stages: at the end of September, October and November. A predetermined number of sites will be allocated at each of these times. All successful applications will be notified by email at the end of each selection period. Confirmation and site information will be posted within 2 weeks of successful selection; payments will also be processed during this 2-week period. Whilst we will endeavour to fulfil your 1st or 2nd preference, there is no guarantee to returning or new stall holders that any particular site will be available to them. All applications will be submitted to the Committee within the period in which they were received, some unsuccessful applications in any given period may be held over for reconsideration in following selection periods. Unsuccessful applications will be advised prior to Dec 15.

To be considered for a site for the Port Fairy Folk Festival you must provide your credit card details (our website is secure). Your card WILL NOT be charged automatically. It will be charged once you have been notified that your application is successful. If you are unable to supply any of the required information, please contact the office within 2 days of lodging to avoid possible cancellation of your application.

**Incomplete applications will not be considered. All applicants must acknowledge reading and agreeing to the Terms and Conditions.**

### SITE FEES

a. Railway Place 4m x 4m (outside arena)	\$ 250.00
b. Glaxo Green 4m x 4m (outside arena)	\$ 250.00
c. Inside arena 6m x 6m	\$1100.00

**Please note: No half stalls can be provided.**

**Stallholders inside** arena will be provided with a marquee and 500 watts of power (max), a stall front and a light.

**Stallholders outside** arena will be required to supply their own marquee. There is **NO** power or water available.

### MERCHANDISE

Preference for the arena will be given to hand made and unique items.

Only food items that are pre-packaged are permitted to be sold at outside stalls. You must have all local council's registrations in place prior to the Festival.

### OPERATING HOURS

#### Inside arena

Friday	5:00pm -10:00pm
Saturday	8:00am – 10:00pm
Sunday	8:00am -10:00pm
Monday	8:00am – 2:00pm

The above times are the minimum hours of operation, however stalls are encouraged to operate up to the conclusion of the program each night.

#### Outside arena

Saturday	9:00am – 6:00pm
Sunday	9:00am – 6:00pm
Monday	9:00am – 2:00pm (Optional. NB: Railway Stage is not programmed on Monday).

## **PARKING INSIDE THE ARENA**

**One (1) temporary parking pass will be given to each arena stall holder.**

This pass must be displayed in the window of vehicle to allow access to the arena prior to 8am each day. Vehicles are only allowed on-site for the purpose of loading and unloading goods and must be removed prior to the opening of the Festival daily at 8am. **Friday afternoon all vehicles must be cleared by 3:00pm**

## **TICKETS (In The Arena)**

**All stallholders and workers (in the Arena) are required to purchase a festival ticket** which will be priced at a discount rate, Adult \$240 and Youth \$90. No tickets are included in the site fees, the required number of tickets must be indicated on the application and paid for with site fees. No additional discounted tickets will be available after December 15.

**Stallholders and staff will also be required to do an online induction** to a work site (more information will be included with the information pack after selection).

**All stallholders and workers (in the Arena) are required to purchase a festival ticket** which will be priced at a discounted rate: adults \$240.00 and youth \$90.00. Children under 12 are free.

**Stallholders and staff will also be required to do an online induction to a work site.** More information will be included with the information pack after selection.

## **GENERAL CONDITIONS**

- **All electrical** equipment including leads and power boards **must be** tested and tagged by a qualified technician **prior** to the festival (at the stall holder's expense). A maximum of 500 watts of power per stall is allowed including lights.
- **PFFF shall not provide any form of insurance cover and will not be liable for any losses or damages incurred.** It is the responsibility of the Stall holder to ensure they have appropriate insurance cover for their business. **A stall holder must have a minimum of \$20 million public liability cover and a certificate of currency must accompany the application.** Other cover including fire, theft, damage etc. entirely at the Stallholders discretion.
- Stallholders must ensure their activities and products sold meet with Commonwealth, State and Local Government regulations. This includes the sale of **Replica Knives, and Guns etc..**
- The Port Fairy Folk Festival Committee reserves the right to:
  - Select stalls based on the originality, quality, authenticity, creativity, innovativeness and overall display of the Stall.
  - Have overall control of signage material and products sold or on display in all areas of the market. Please note that any signage, material or products may be refused inclusion entirely at the discretion of the committee.
- The selection and location of all stalls is at the discretion of the PFFF committee.
- Stalls must be kept clean and tidy. Waste disposal is the responsibility of the stallholder.
- All stalls must comply with OHS standards.
- Cancellations prior to the 1<sup>st</sup> February will attract a \$50 charge. After the 1<sup>st</sup> February no refunds will be given.
- No tables, chairs, extra power leads or lights will be provided.
- Stalls must be set up and cars are to be cleared from the arena by 3:00pm on Friday.

**PORT FAIRY FOLK FESTIVAL: PO Box 176, Port Fairy, Victoria, 3284, Australia  
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