

# PORT FAIRY FOLK MUSIC FESTIVAL 2019

## CRAFT STALL INFORMATION, TERMS AND CONDITIONS



Selection processes will now 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 applicants at the end of each selection period will be notified by email. 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 applications not successful in any given period may be held over for reconsideration in following selection periods. Unsuccessful applicants will be advised prior to **Dec 15**.

To be considered for a site for the PFFF 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.

### OPERATING HOURS

#### Inside arena

Friday	5:00pm -12:00am
Saturday	8:00am -12:00am
Sunday	8:00am -12:00am
Monday	8:00am - 1:00pm

#### Outside arena

Saturday	9:00am – 8.30pm
Sunday	9:00am – 8.30pm
Monday	9:00am – 2:00pm (Optional. NB: Railway Stage is not programmed on Monday).

### VEHICLE ACCESS/DELIVERIES/PARKING

1. For those with stalls in the arena, ONE (1) short term parking permit will be provided to each stall holder for temporary entry of vehicles to the arena. This can be collected from the help desk at Southcombe Park Stadium. Please ensure that you have the details of your vehicle/s registration numbers available to issue your pass.
2. There will be a designated parking area for stall holders within the Russell Clarke Reserve (Cnr James and Campbell St), access via James Street (not William St as in previous years). It is not acceptable that stall holders park their vehicles within the boundary of the street closures, this area of Campbell Street is a designated disabled parking area. Penalties will be imposed by Local Laws Officers. No permanent or long term parking is permitted within the Festival arena.

3. Pass must be displayed in the window of vehicle to allow access to the arena prior to 8am each day.
4. On the Friday of the Festival all vehicles must be unloaded and cleared from the main arena by 3.00pm.
5. NO VEHICLES are permitted in the public/pedestrian area of the arena after 8.00am each day. All vehicles must then be parked outside of the arena.

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

1. All stallholders and workers (in the Arena) are required to purchase a festival ticket which will be priced at a discount rate, adult \$250 and youth \$95. 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 (full prices will apply after this date).
2. 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**

1. 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.
2. Stall holders are not to use the Port Fairy Folk Festival branding or logo without prior written approval from the Festival Committee.
3. 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 stall holder's discretion.
4. There is to be no spruiking, and you can only sell within your designated site.
5. NO gas appliances are allowed on site.
6. CAMPING on site is prohibited. You WILL be removed if these rules are broken.
7. Stallholders must ensure their activities and products sold meet with Commonwealth, State and Local Government regulations. This includes the sale of replica knives, guns etc..
8. The PFFF Committee reserves the right to select stalls based on the originality, quality, authenticity, creativity, innovativeness and overall display of the stall.
9. The PFFF Committee has the 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.
10. The location of all stalls is at the discretion of the PFFF committee.
11. Stalls must be kept clean and tidy. Waste disposal is the responsibility of the stallholder.
12. Plastic bags must not be used. Reusable bags made of natural material such as jute, cotton, or paper bags should be used.
13. All stalls must comply with OHS standards.
14. All stallholder personnel who will be on site prior to 5pm Friday and after 2pm Monday must have completed the OHS online induction, and carry the personalised confirmation barcode.
15. Cancellations prior to the 01 February will attract a \$50 charge.
16. After 01 February, no refunds will be given.

**Craft Stall Coordinator**  
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