

PORT FAIRY FOLK FESTIVAL

STALL HOLDER FULL TERMS AND CONDITIONS



The Port Fairy Folk Festival has been running since 1977 and is a not for profit event, managed by a dedicated group of volunteers and a small team of paid staff. The Festival is a celebration of music, culture and community.

Since its inception it has generated surplus income which has been invested into the community of Port Fairy and the surrounding region. In the last 20 years the Festival Committee has allocated \$3.5 million to local clubs and organisations by way of grants and \$2.3 million to other organisations for gate keeping, bar operations, marquee erection and venue hire.

The following terms and conditions apply to both food and craft stalls.

Application Process

1. Applicants must provide all information and supporting documentation as requested on the Application or Expression Of Interest Form.
2. If applicants are unable to supply all of the required information, they must contact the office within 2 days of lodging their application to avoid possible cancellation of the application.
3. To be considered for a site for the Port Fairy Folk Festival applicants must provide credit card details (our website is secure) where requested. Cards will only be charged once the applicant has been notified and the payment agreed to
4. Incomplete or late applications will not be considered. In some circumstances the PFFF Committee may decide to accept late applications.
5. All applicants must read and agree to the relevant application information and terms and conditions.

The timeline for applications is as follows:

<i>Stall Type</i>	<i>Applications Open</i>	<i>Applications Close</i>	<i>All applicants notified of result</i>
Food Stalls	Early-mid Sept	1 st November	30 th November
Craft Stalls*	Early-mid Sept	Round 1 end of September Round 2 end of October Round 3 end of November	Successful applicants will be notified within 2 weeks of the end of each round. Unsuccessful applicants will be notified by 15 th December

* Stalls that do not sell food prepared on site (ie sell only pre-packaged food) are considered to be a "Craft" Stall

Selection Process

1. The Port Fairy Folk Festival Committee select stalls based on the following criteria:
 - Originality, quality, authenticity, creativity, innovativeness and overall appearance/display of the stall
 - Local businesses and/or use of local produce
 - Suitability of menu and pricing (food stalls only)
 - Past experience at festivals and events
 - Use of sustainable products and or-recycled/reclaimed materials
 - Use of compostable/sustainable products for food serving (food stalls only)
 - Suitability to site and power availability
 - Charitable enterprises
2. The Committee's decision on the selection of successful stalls and site allocation is final and further communications will not be entered into.
3. There is no guarantee that stall holders who have previously traded at the Port Fairy Folk Festival will be accepted, or that any particular site will be available to them.

Trading hours

The times listed below are the minimum required trading hours, however stalls inside the arena are encouraged to operate up to the conclusion of the program each night (approx. 12.30am).

<i>Inside arena</i>	<i>Open</i>	<i>Close</i>	<i>Outside arena</i>	<i>Open</i>	<i>Close</i>
Friday	5pm	10pm	Friday*	N/A	N/A
Saturday	8am	10pm	Saturday	9am	8.30pm
Sunday	8am	10pm	Sunday	9am	8.30pm
Monday	8am	2pm	Monday*	9am	2pm

* The Stage at Railway Place will not have performances/acts on Friday night or Monday, and trading is optional during these days.

Provision of marquees for Craft Stalls

1. Craft stall holders inside the arena will be provided with a marquee, 500 watts of power, a stall front and a light, as part of the stall fees.
2. Craft stall holders outside the arena are required to supply their own marquee and will not be provided with power or water.

Tickets (Arena Stall Holders Only)

1. All arena stallholders are required to purchase a Festival ticket for each person/staff member who will be working at the stall for any part of the Festival. These tickets will be priced at the "Subscriber Offer" discount rate. No tickets are included in the site fees.
2. The required number of tickets must be indicated on the application/expression of interest form and paid for with site fees (due when stalls are notified of being successful).
3. No additional discounted tickets will be available after 15 December (normal release prices will apply after this date).
4. Festival tickets will be posted to the person responsible for your stall.
5. Tickets must be given to each worker, who must exchange them for a wristband at Southcombe Park Stadium which is situated in Campbell Street next to the arena.

Payment for site fees and tickets (Food Stalls only)

1. All food stall fees and tickets (if applicable) must be paid for by 15th February.
2. Cancellations prior to the 1st March will attract a \$50 charge.
3. After 1st March, no refunds will be given.

Payment for site fees and tickets (Craft Stalls only)

1. Credit card details are required when applying for a craft stall. No payments will be processed until after the successful stall holder has been notified.
2. Cancellations prior to the 1st February will attract a \$50 charge.
3. After 1st February, no refunds will be given.

Stall set up & Inductions – (Arena Stall Holders only)

1. Site access for Food Stalls will be given from 8am on Thursday. Stall holders will not be given access to the site prior to this time.
2. Site access for Craft Stalls will be given from 8am on the Friday. Stall holders will not be given access to the site prior to this time.
3. Stall holders and staff who are onsite pre and post Festival whilst the arena is a construction site (prior to 5pm Friday and after 2pm Monday) are required to complete an online occupational health and safety induction prior to access to the Festival site. Induction instructions will be provided in the information pack for successful stall holders.
4. After the induction has been successfully completed, stall holders will receive an email with an induction certificate. This certificate must be printed out and stall holders must have it on hand whilst on site prior to 5pm Friday and after 2pm Monday. This certificate has a barcode which must be scanned at the gate before entering the arena. All staff who enter the arena during construction must wear a fluoro safety shirt/vest (PFFF does not provide safety vests).
5. Food stall holders must ensure that all staff are briefed on emergency response details including exits and traffic management arrangements.

Food and Craft Stalls Access and Power (Outside Arena)

1. Stall areas will be marked out by Thursday 5pm. Stall holders may set up any time after this time.
2. A maximum of 2 x 15amp power is available for food stall holders outside the arena.
3. No power/electricity is available for Craft Stalls outside the arena.

Stall set up, Vehicle Access & Parking (Arena Stall Holders Only)

1. On arrival at the arena, stall holders must produce their OHS induction certificate for scanning, to gain access to the arena to set up stalls. Enter via Atkinson St.
2. On the Friday of the Festival all vehicles must be unloaded, cleared from the arena and parked in the designated parking area by 3.00pm.
3. 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. Please ensure that you have the details of your vehicle/s registration numbers available upon issue of your passes.
4. There is a designated parking area for stall holders within the Russell Clarke Reserve (Cnr James and Campbell St), access via James Street.
5. Do not park your vehicle/s within the boundary of the street closures. This area of Campbell Street is a designated disabled parking area and penalties will be imposed by Local Laws Officers. A map of the area will be provided to successful stall holders.
6. No permanent or long-term parking is permitted within the Festival arena.
7. No vehicle access is permitted after 8.00am on Saturday, Sunday and Monday of the Festival.
8. All vehicles must then be parked outside of the arena.
9. Children under the age of 18 are not permitted to enter the arena during construction (prior to 5pm Friday and after 2pm Monday) unless approved by the PFFF Committee. Children who are permitted into the arena during construction must be under adult supervision at all times and must stay within the confines of the stall.
10. All stalls in the Arena must have completed pack down and vacated the Arena by 5pm on Monday.

Deliveries (Arena Stall Holders Only)

1. Deliveries need to enter via the Atkinson St entrance.
2. Deliveries before 8am during the Festival can deliver to the stall. Please note, Stallholders are required to provide suppliers with their stall name and site number to ensure that gate staff can direct deliveries to the correct site.
3. Deliveries after 8am can be made to the designated delivery area (coolroom storage area) which will be available at all times. A map will be provided to successful stall holders.

Electrical and Fire Safety (Arena Craft Stalls)

1. Power may not be available until after 8am on Friday. There is no guarantee of power after 2pm on Monday.
2. All power leads must be approved and tagged by a qualified electrician prior to setting up stalls. No power will be supplied to your site without approved and tagged power leads.
3. If an electrical fault occurs at your site you may be left without power until a duty electrician is available to restore your power. Please note that Festival stages will receive priority for electrical maintenance.
4. No additional power is available for Craft Stalls inside the arena (ie 2 x 15amp is provided)

Electrical, Gas and Fire Safety (Food Stalls)

1. For food stalls inside the arena, the site fee includes 2 x 15 amp outlets. A limit of up to 2 extra outlets per site may be requested and supplied, where available, at an additional cost.
2. Additional power is not available for Food Stalls outside the arena (ie only 2 x 15amp is provided).
3. Power inside the arena may not be available until after 8am on Friday. There is no guarantee of power after 2pm on Monday.
4. All power leads must be approved and tagged by a qualified electrician prior to setting up stalls. No power will be supplied to your site without approved and tagged power leads.

Electrical, Gas and Fire Safety (Food Stalls) cont..

5. If an electrical fault occurs at your site you may be left without power until a duty electrician is available to restore your power. Please note that stages will receive priority for electrical maintenance.
6. No additional power is available for Craft Stalls inside the arena (ie 2 x 15amp is provided)
7. All stall holders are responsible for ensuring they comply with Gas Safety regulations. For further information contact Energy Safe Victoria: 1800 652 563
8. If using gas you must ensure compliance with the regulations and standards controlling the use of LPG Gas at public events. There will be a gas inspector on-site prior to and during the Festival. For further information contact Energy Safe Victoria: 1800 652 563
9. Food stalls must gain approval from the PFFF Committee to use BBQs and rotisseries. Due to the smoke from BBQ's and rotisseries, this equipment must be sited and operated appropriately to enable smoke to escape so as not to cause nuisance to the public or other stall holders.
10. Disabled toilets are for the use of disabled persons only.
11. All stall holders intending to use gas cooking appliances will be required to apply to the CFA to cook food in the open air on a day of total fire ban. The relevant application forms will be provided to successful stall holders. These application forms must be returned directly to the CFA. Please note that if you do not have this permit on a day of total fire ban you will not be able to operate any gas appliance.
12. Food Stalls must ensure that fire extinguishers are provided and distributed as follows:
 - i). Stalls with deep fat fryers must have a fire extinguisher with a minimum rating of 40B(E) or 5F installed in accordance with AS 2444. Fire extinguishers with a classification of AB(E) must not be installed where there are deep fat fryers
 - ii). Stalls with cooking facilities but no deep fat fryers must have a fire extinguisher with a minimum rating of 2A:20B(E) installed in accordance with AS 2444
 - iii). Stalls with cooking facilities must have a fire blanket installed in accordance with AS 2444
 - iv). Stalls who have a switchboard on site must have a fire extinguisher with a minimum rating of 1A:20B(E) installed in accordance with AS 2444
 - v). All fire extinguishers must be installed between 2 and 20 metres from the risk.

Food Act Permit Requirements (Food Stalls only)

1. All food stalls are required to have a current Victorian Certificate of Registration under the Food Act. Registration will be recognised from any Victorian Council.
2. All interstate food stalls will need to apply for Registration through the Moyne Shire Council or another Victorian Council.
3. All food stalls will be required to provide the Moyne Shire Council with a copy of Certificate of Registration.
4. All food is to be prepared and stored in accordance with an Approved Food Safety Plan or Food Safety Events Template.
5. Council Environmental Health Officers will be undertaking inspections throughout the Festival. Food stalls must provide complete cooperation with Council officers.
6. All food stalls must ensure that water is available for hand washing as per previous direction from Moyne Shire Council's Environmental Health Officer. This can be achieved through the use of an urn or water storage device.
7. There are two wash up areas, located at the rear of the food stalls. A map will be provided to successful stall holders.

Sustainability and Waste

1. All stall holders must avoid unnecessary packaging in all their operations during the Festival.
2. Stalls holders must not provide plastic bags to its customers. Reusable bags made of natural material such as jute, cotton, or paper bags may be used. Port Fairy is a plastic bag free town.
3. Vendors must make every effort to separate recyclable material. This includes food/organic material, cardboard/paper and glass/plastic/metal/carton containers. All food vendors must dispose of waste and recycling into the appropriate recycling and waste bins supplied by PFFF. All vendors agree to comply with spot checks and audits of waste and recycling bins conducted by PFFF.

Sustainability and Waste cont..

4. All stalls must ensure that waste minimisation measures are taken in relation to food preparation and packaging. All food stalls are to use compostable/sustainable products unless exempt from doing so by the Port Fairy Folk Festival Committee. For example, coffee cups must be compostable or reusable, paper straws must be used rather than plastic straws, and food served in paper/cardboard or bamboo plates, bowls, and food containers along with bamboo cutlery.

Food Voucher System (Arena Food Stalls)

1. A 'Food for Thought' voucher system operates within the arena. The Festival Committee issues vouchers to Festival Committee members, Police and volunteers which can be used for meals and drinks.
2. One food voucher must not exceed \$25 in value and coffee \$10.
3. When a voucher is presented at food stalls, the cost of the purchase and signature of the PFFF Committee member or staff/volunteer must be written on the voucher.
4. Police presenting a voucher must also include ID number.
5. Vouchers not meeting these requirements will not be honoured by PFFF.
6. After the Festival, vouchers can be returned to the Festival Office for reimbursement. Stall holders must provide bank account details at this time to allow for an electronic transfer of these funds.

Other

1. Stall holders must not tip hot water, fat or grease onto the ground under any circumstances.
2. Stall holders are not to use the Port Fairy Folk Festival branding or logo without prior written approval from the PFFF 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.
4. All stall holders must have a minimum of \$20 million public liability cover and a certificate of currency must accompany the application/EOI. Other cover including fire, theft, damage etc, is entirely at the stall holders' discretion.
5. The Port Fairy Folk Festival Committee 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 PFFF Committee.
6. No camping is permitted on-site in accordance with Council's Local Laws.
7. All stalls must comply with OHS standards.
8. There is to be no glass sold from food stalls during the Festival.
9. All stall holders must fully cooperate with Folk Festival organisers, authorised Council staff (including Environmental Health and Local Laws Officers), police and security at all times.
10. All stalls must be left in a clean and tidy manner with all waste and recycling being removed when leaving the Festival.
11. There is to be no spruiking, and stalls can only sell products within their designated site.
12. Coffee Stalls are to offer a 50 cent discount per cup to patrons who present a PFFF reusable coffee cups for refill.
13. 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.
14. Traders are not permitted to provide tables, chairs, or free-standing advertising signs unless prior approval is obtained from the Food Stall Coordinator.
15. The Arena is a smoke-free zone. All stallholders, patrons etc must smoke in the designated smoking areas provided within the Arena, and use the bins provided for their butts.
16. Stalls will assist in litter control

We recommend that you retain a copy of this document and bring it to the Festival with you for your reference.