



Craft Stalls Full Terms and Conditions 2023

10-13th March 2023

All Stall holders and workers must follow and comply with the government guidelines that are in place at the time of the event as well as abide by the PFFF 2023 Covid Safe Plan.

The Port Fairy Folk Festival is a 4-day festival that 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 are for Craft Stalls **within the Festival Arena**.

Selection Process

1. The Port Fairy Folk Festival Committee select stalls based on the following criteria:
 - Originality, quality, and authenticity of the product/s
 - Overall appearance/display of the stall
 - Local businesses and/or use of local produce
 - Experience at other large festivals and events
 - Use of sustainable products and or-recycled/reclaimed materials
 - Suitability to site and power availability
 - Charitable or not for profit 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 stall position will be available to them.

Assistance

For Assistance or further queries, please contact the PFF Operations Manager or Assistant.

Kay Bant

Operations Manager

operations@portfairyfolkfestival.com

Ph: 03 5568 2227

Anna Wagg

Operations Assistant

admin@portfairyfolkfestival.com



Trading hours

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

Day	Open	Close
Friday	5.30pm	12am
Saturday	8am	12am
Sunday	8am	12am
Monday	8am	1pm

Stall holders must vacate the arena within 30 mins of the festival close every night, as directed by the security staff.

Pricing and Inclusions – choice of tent size will be taken into consideration but cannot always be guaranteed.

Event Supplied Tent (6mx6m tent) \$1600 Inc GST

Inclusive of a light, 2 tickets and a Security Bond (\$300.00 all sites).

Event Supplied Site & Tent (3mx6m tent - *If available*) \$950.00 Inc GST (If available)

Inclusive of a light, 1 ticket and a Security Bond (\$300.00 all sites).

TICKETS

If you need more tickets than your allocated complimentary tickets these will be sold at our subscriber price of \$295, this can be pre-arranged through the office admin@portfairyfolkfestival.com

An Invoice will be sent once your application has been received and approved.

Bond

All site costs are inclusive of a \$300 security bond which will be fully refundable after the festival if there has been no damage to your site.

Tickets

1. All arena stallholders will receive complimentary tickets based on their site. Each person/staff member who works at the stall for any part of the Festival will require a ticket. If you require more tickets than your allocated complimentary tickets, these tickets will be priced at the *subscriber* ticket discount rate.
2. 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.
3. If organised prior with the Ticketing and Operations Manager, there is an option for staff changeover of tickets available, conditions apply.



Payment for site fees and tickets

1. Deposit Payment for craft stall fees must be made within 14 working days of being offered a stall. Payments to be paid in full by January 15th.
2. Craft stall cancellations prior to the 15th of January will be refunded but will attract a \$50 charge.
3. **Craft stall cancellations from 15th January will not be refunded.**

Inductions & Safety

1. Stall holders and staff who are onsite prior to 5pm Friday and after 2pm Monday of the Festival (e whilst the arena is a construction site) are required to complete an online safety induction prior to access to the festival site. A link to the online induction will be provided to successful stall holders.
2. After the induction has been successfully completed, stall holders will receive an email with an induction barcode. Stall holders must have the barcode on hand to be checked at the gate before entering, and whilst on site prior to 5pm Friday and after 2pm Monday.
3. All staff who enter the arena during construction **MUST** wear a fluoro safety shirt/vest (PFFF does not provide safety vests).

Stall set up & pack down, vehicle access & parking

1. Site access for craft stalls will be given from 8am on Friday. Stall holders will not be given access to the site prior to this time.
2. On arrival at the arena, stall holders must produce their induction barcode to gain access to the arena to set up. Enter via Corner of Atkinson and Victoria Streets.
3. 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**.
4. One (1) temporary parking pass will be given to each arena stall holder. This pass must be displayed in the window of the 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 arena daily at 8am. Please ensure that you have the details of your vehicle/s registration numbers available upon issue of your passes.
5. **No** vehicle access is permitted after 8.00am on Saturday, Sunday, and Monday of the Festival unless in accordance with the requirements listed under Deliveries.
6. No permanent or long-term parking is permitted within the festival arena.
7. There is a designated parking area for stall holders within the Russell Clarke Reserve (Cnr James and Campbell St), access via James Street.
8. Do not park your vehicle/s within the boundary of the street closures. This includes Sackville Street and part of Campbell St which is a designated disabled parking area. Penalties will be imposed by Local Laws Officers. A map of the area will be provided to successful stall holders.
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, unless with the prior approval of the stalls co-ordinator.

Deliveries

1. Deliveries need to enter via the Corner of Atkinson and Victoria Street gate.



2. Deliveries before 8am during the Festival can deliver to the stall. Please note, stall holders 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 (cool room storage area) which will be available at all times. All vehicles must have the appropriate temporary parking permit/sticker for deliveries, and the vehicle must be removed immediately after the delivery is completed. A map will be provided to successful stall holders.

Sustainability and Waste

1. Stalls holders must not provide plastic bags to 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.
2. Vendors must separate recyclable material. This includes food/organic material, cardboard, paper and glass/plastic/metal/carton containers.
3. During pack down, all stalls must separate recyclable/compostable material and place them into the appropriate bins. No waste to be left on the ground.

Other

1. Stall holders are not to use the Port Fairy Folk Festival branding or logo without prior written approval from the PFFF Committee.
2. 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.
3. All stall holders must have a minimum of \$20 million public liability cover and a certificate of currency must be provided to the PFFF office by 1st March. Other cover including fire, theft, damage etc, is entirely at the stall holders' discretion.
4. The Port Fairy Folk Festival Committee have overall control of signage material and products sold or on display in all areas. Please note that any signage, material, or products may be refused inclusion entirely at the discretion of the PFFF Committee.
5. No camping is permitted on-site in accordance with Council's Local Laws.
6. All stalls must comply with OHS standards.
7. All stall holders must fully cooperate with Folk Festival organisers, authorised Council Staff, Police, and Security at all times.
8. All stalls must be left in a clean and tidy manner with all waste and recycling being removed when leaving the Festival.
9. There is to be no spruiking, and stalls can only sell products within their designated site.
10. Craft stalls must not have any part of their stall (including umbrellas, displays etc) extend beyond 1.5 metres of the marquee/stall.
11. 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.
12. Traders are not permitted to provide tables, chairs, or free-standing advertising signs unless prior approval is obtained from the Food Stall Coordinator.
13. 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 cigarette butts.



14. Stalls will assist in litter control.
15. A Craft Vendor must ensure that they provide a service to all attendees at the festival including any person with a particular need including those with a disability.

Our decision is final

1. The Port Fairy Folk Festival Committee's decision is final. No further negotiation will be entered into.

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

