

## **PORT FAIRY FOLK FESTIVAL**

The Port Fairy Folk Festival is a vibrant 4-day celebration of music, culture, and community, held annually over the March Labor Day weekend. Running since 1977, the festival is a not-for-profit event proudly managed by a passionate team of volunteers and a small team of staff.

As a not-for-profit organisation, the Port Fairy Folk Festival is dedicated to creating lasting value for the local community. Any surplus funds generated by the festival are reinvested directly into Port Fairy and the surrounding region. Over the past 20 years, the Festival Committee has proudly supported local clubs, organisations, and community initiatives through grants and donations—ensuring that the positive impact of the festival extends well beyond the music and continues throughout the year.

The following terms and conditions are for Food Stalls **within the Festival Arena**.

### **EVENT DATE**

4 Day Event Friday 6 March – Monday 9 March 2026

### **EVENT TRADING TIMES**

Friday 4pm – 11pm (minimum)

Saturday – Sunday 8am – 11.00pm (minimum)

Monday – 8am – 2pm

### **KEY DATES**

July 1	Applications open
July 29	Applications close
August 26	Confirmation date for successful applicants
September 2	Nonrefundable deposit due
January 16	Final Payment Due
March 3	Pre-Festival Online Induction Completed
March 5	Bump In (from 9am), Registration and Set-Up
March 6	Inspections by Council & PFFF Safety Inspector
March 6 – 9	2026 PORT FAIRY FOLK FESTIVAL
March 9	Bump Out (from 2pm)

## PORT FAIRY FOLK FESTIVAL – FOOD STALL TERMS & CONDITIONS 2026

**CONTACT Ph:** 03 5568 2227

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Administration Assistant/ Operations Assistant    [admin@portfairyfolkfestival.com](mailto:admin@portfairyfolkfestival.com)

## **PORT FAIRY FOLK FESTIVAL STALL FEES & POWER 2026**

- **Event** Supplied Site and Tent (6mx6m tent) \$3100.00 +GST

Inclusive of a light, **up to** 6 tickets and a Security Bond (\$300.00 all sites).

- **Own** Supplied Van/Truck/Trailer on site (6mx6m) \$2900.00 +GST

Inclusive of **up to** 6 tickets for staff and a Security Bond (\$300.00 all sites).

- **POWER**

\$100 per 15amp outlet, Maximum 4 outlets

Coffee Vendors may request a limit of 2 extra outlets per site. Maximum 6 outlets. This will only be considered if available.

## **TICKETS**

Each stall is allocated **up to** 6 tickets in total. If you need more tickets for staff than your allocated complimentary tickets these will be sold at our discretion and at a discounted price of \$350 Adult and \$150 Youth - this can be pre-arranged through the office and will need to be ordered no later than Monday 16<sup>th</sup> February, as all tickets will be emailed to you and you will be responsible for exchanging your ticket for a wristband at the ticket exchange.

[admin@portfairyfolkfestival.com](mailto:admin@portfairyfolkfestival.com)

Each staff member who works at the stall for any part of the Festival will require a ticket. These tickets will be exchanged for wristbands.

The process around collecting your tickets / wristbands will be emailed in your festival information prior to arrival.

### DEPOSIT

An Invoice will be sent once your application has been received and approved. You will be required to pay a \$1000.00 +GST deposit within 14 days of receiving an invoice. This deposit will secure your site and will be non-refundable under any circumstances.

Without this deposit your site will not be secured, and the Port Fairy Folk Festival reserve the right to offer this site to another stall holder. Final payment will be required 16th January 2026.

### BOND

All sites require a \$300 security bond which will be fully refundable under the following conditions

- Stalls sites must not be damaged and be left in a clean and tidy manner with all waste and recycling removed.
- Having Alcohol or glass products within your stall or selling these items.
- Failure to comply with the hours of operation or these T's & C's.

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

### APPLICATION PROCESS

Applicants must provide all information and supporting documentation as requested on the application and expression of interest forms. Incomplete or late applications will not be considered. However, in some unique circumstances the PFFF Committee may make exceptions. All applicants must read and agree to the relevant application information and terms and conditions.

### SELECTION PROCESS

The Port Fairy Folk Festival Committee select stalls based on the following criteria:

- Originality, quality, and authenticity
- Overall appearance/display of the stall
- Local businesses and/or use of local produce
- Suitability of menu and pricing, menu items are good value for money.
- Experience at other large festivals and events
- Suitability to site and power availability
- Charitable or not for profit enterprises
- Menu with vegetarian, vegan, gluten-free, dairy-free or nut-free options are highly regarded.
- That you are friendly, organised and have all required paperwork and invoices up to date and in order.

**There is no guarantee that stall holders who have previously traded at the Port Fairy Folk Festival will be accepted, or that any stall position will be available to them.**

### MENU

Food Stalls will be required to ensure goods being sold match the menu that was submitted and approved upon application.

### STALL DIMENSIONS

#### PFFF SUPPLIED TENT SITE

6x6m tent sites will be allocated a **small** space for cool rooms either behind the stall or in a designated cool room storage area. A plan of your set up will need to be provided with your application.

#### TRUCK/TRAILER SITE

Most sites are based on 6x6m for food trucks with a small, allocated space for cool rooms either behind the stall, within their 6x6m space or in a designated cool room storage area. Physical dimensions of your vehicle including side and rear access requirements will need to be provided with your application.

### SITE ALLOCATION

Food Stalls will be allocated a location prior to the festival. Specific placement will be based on size, health and safety, availability, access, utilities and to create an overall great experience for the stall holder and the festival patrons. Choice of site layout will be taken into consideration but cannot always be guaranteed. Please provide a detailed description and plan of your site set up.

### ACCOMMODATION

There is no camping on the festival site. You will need to organise your own accommodation. Please visit our website for accommodation suggestions here: [PORT FAIRY FOLK FESTIVAL](#)

### EVENT PROGRAM TIMES

Friday 4pm – 12.00am

Saturday – Sunday 8am – 12.00am

Monday – 8am – 2pm

Stalls are encouraged to operate up to the conclusion of the program each night – helping keep the trading BUZZ alive.

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

### **BUMP IN**

Food stalls will be allocated a time to Bump In from 9am on Thursday 5<sup>th</sup> March.

It is important to arrive on time to avoid holding up other stalls and trades. Stall holders will not be given access to the site prior to this time, unless with prior consent by Committee.

On arrival at the arena, ALL STALL STAFF must provide their induction QR CODE to gain access to the arena.

Enter gate 2 via corner of Atkinson and Victoria Streets.

On Friday 6<sup>th</sup> all vehicles must be unloaded and cleared from the arena by 3.00pm. If you arrive late, you will not be able to gain access to the arena for set up after 2pm.

### **PAYMENT SYSTEMS**

We highly recommend that you have a point-of-sale system that allows easy and simple transactions with either cash or EFTPOS.

Optus customers struggle with service in Port Fairy, so if you are an Optus customer, we advise you to make alternate arrangements for the weekend to avoid disruption.

Please note there is no ATM at the festival and only one bank/ATM in Port Fairy.

### **FREE WATER**

Great tasting water will be trucked in from Wannon Water for all to enjoy. Water Stations will be set up around the site.

### **BUMP OUT**

Please wait for all festival attendees to vacate the arena before Bumping Out.

Stalls must follow the Construction Managers/Safety Officers direction regarding traffic management.

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 Construction Manager/Safety Officers.

### **DELIVERIES**

Deliveries need to enter gate via Atkinson and Victoria Street.

Supplier deliveries and restocking to the Food Stall site is available during the hours of 6am – 7.30am each day. There will be no vehicle access after 7.30am. Deliveries after 8am can be made to the short-term parking area – enter gate via Atkinson and Victoria Street, which will be available at all times.

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All vehicles must have the appropriate temporary parking permit/sticker for deliveries, and the vehicle must be removed immediately after the delivery is completed.

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 – especially **milk deliveries**, which are done before site is open.

### PARKING & VEHICLE ACCESS

One Long Term and one Short Term Car Permit will be allocated to each Stall Holder. Your Car Permit will be available to pick up from the Help Desk in the Ticket Exchange.



This car sticker must be displayed in the window of the vehicle to allow access to the arena prior to 7.30am each day.

Vehicles are only allowed on-site for the purpose of loading and unloading goods. No permanent or long-term parking is permitted within the festival arena.

No vehicle access is permitted after 7.30am on Saturday, Sunday and Monday of the Festival unless in accordance with the requirements listed under **DELIVERIES**.

Your Food Stall Parking Permit will give you access to the Car Park at Russell Clark Reserve - access via corner of Campbell and William St.

### FESTIVAL FOOD & DRINK VOUCHER SYSTEM

A Food and Beverage voucher system operates within the arena. The Festival Committee issue vouchers to Festival Committee members, Staff and Volunteers.

- One food voucher must not exceed \$25 in value and coffee \$10. (The PFFF will not reimburse the exceeded amounts)
- When a voucher is presented at food stalls, the cost of the purchase whether it is the full amount, or a partial amount must be written on the voucher. Then the signature of the PFFF Committee member or staff/volunteer/guest must be written on the voucher as proof of purchase.
- Vouchers not meeting these requirements will not be honoured by PFFF.

- After the Festival, vouchers must be returned to the Festival Office with an invoice for reimbursement. Stalls must provide bank account details in their application form to allow for an electronic transfer of these funds.

### FOOD SAFETY

All food is to be prepared and stored in accordance with an Approved Food Safety Plan or Food Safety Events Template.

Council Environmental Health Officers will be undertaking inspections before and throughout the festival. Food stalls must provide complete cooperation with Council officers.

All food stalls must ensure that water is available for hand washing. This can be achieved by using an urn or water storage device.

There are wash up areas available for use by food stalls. A map showing the location of these wash up areas will be provided.

### INDUCTIONS AND CONSTRUCTION SITE SAFETY

THE ARENA IS A CONSTRUCTION SITE prior to 4pm Friday and after 2pm Monday. It is a WorkSafe requirement that **ALL** persons on the festival construction site are required to complete an online safety induction. A link to the online induction will be provided to Stall holders to complete and also forward to any staff working over Bump In or Bump Out. After the induction has been successfully completed a QR CODE will be sent via email for access. Stall holders must have the QR CODE on hand to be checked at the gate before entering the site prior to 4pm Friday and after 2pm Monday.

**During Construction staff MUST wear a Fluro safety shirt/vest and fully closed shoes (PFFF does not provide safety vests).**

Children under the age of 18 are not permitted to enter the arena during construction (prior to 4pm Friday and after 2pm Monday) unless approved by the PFFF Committee. Children who are permitted into the arena during construction must be always under adult supervision.

### POWER

15-amp outlets are available for Food and Coffee Stalls. Please indicate how much power will be required on application.

Power may not be available until 10am on Friday. There is no guarantee of power after 2pm on Monday.

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.

All stall holders using additional lighting must use LED lighting as this will drastically reduce the draw on power supply, and lessen the chances of disruption and blackouts, resulting in a more reliable power supply to all stall holders.

All electrical items must be tagged and tested before arriving on site.

Stall holders **must not access** additional power that has not been allocated to the site.

### REGISTRATION & STATEMENT OF TRADE

All stalls will be required to send a copy of their **Victorian Food Act Registration Certificate** and **Notification of Intention to Trade** through to the Port Fairy Folk Festival and to the Moyne Shire here: [moynes.vic.gov.au/](http://moynes.vic.gov.au/)

### SUSTAINABILITY & WASTE

It is our mission to continuously improve the war on waste; stall holders must abide by any measure taken by the PFFF festival to strive for a more sustainable festival.

#### Victoria's Container Deposit Scheme

We are excited to implement Victoria's Container Deposit Scheme into our recycling plan. The CDS Scheme helps to reduce litter by up to half and claim a 10-cent refund which is donated back into the community. Stalls are required to use CDS bins within their recycling process.

All drink bottles sold must be eligible to be recycled through the CDS.

#### General rules

- Stalls must separate recyclable material. All food vendors must dispose of waste and recycling into the appropriate recycling and waste bins supplied by PFFF.
- Stalls holders must not provide plastic bags to customers.
- All vendors agree to comply with spot checks and audits of waste and recycling bins conducted by PFFF.
- Stall holders must not tip hot water, fat or grease onto the ground.
- Food stalls must arrange for their own reuse/collection of cooking oil. PFFF bins must not be used for disposal of any cooking oil.
- Stalls must not fill organic recycling wheelie bins more than 50% of its capacity, as the bins are very heavy and difficult to move.
- All stalls must ensure that waste minimisation measures are taken in relation to food preparation and packaging.



- 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.
- All food stalls are to use compostable packaging for serving of food and drinks (not including cans/cartons/plastic bottles of drink etc), including utensils. Packaging must be supplied by an approved supplier.
- Our preferred packaging company is here:

[biopak.com/au/](http://biopak.com/au/) [byars.com.au/](http://byars.com.au/)

### **ELECTRICAL, GAS & FIRE SAFETY**

To ensure everyone's safety, a qualified Safety Officer will be onsite throughout the event and will visit each vendor to ensure safe practices are being adhered. All vendors must comply with relevant Occupational Health & Safety standards and take advice from the Safety Officer as directed. This includes requirements regarding:

### **SAFETY INSPECTIONS**

A Gas, Fire and Electrical Safety Check will be undertaken by the Safety Inspector before trading can commence.

### **ELECTICAL SAFETY**

**All power leads must be approved and tagged by a qualified electrician prior to arriving on site - no power will be supplied to your site until approved. Faulty equipment can shut down the system for a period, affecting trading for all.**

Main power leads from the electrical distribution box must be weatherproof to lessen the chance of short circuits occurring and subsequent power outages due to rain and moisture entering lead connections. Stall holders must provide their own power lead covers/safety box.

### **GAS & FIRE SAFETY**

All stall holders are responsible to comply with Gas Safety regulations. For further information here: [ESV GAS SAFETY REGULATIONS](#)

Please print and complete the following Energy Safe Victoria Safety Standards Checklist here: [ESV GAS SAFETY CHECKLIST](#)

The ESV checklist will be required onsite during the festival.

Catering Staff are to be instructed and competent in LP Gas safety procedures (Cylinder changeover and testing).

**Only certified appliances are to be used.** Records of maintenance and inspections are to be up to date and kept for each appliance. (including hired equipment)

Gas appliances must be used on top of or in close contact to non-flammable/fire resistant surfaces (**no wooden bench tops etc**)

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 or pose a potential danger to the public or other stall holders.

### CATERING SAFETY MUDMAP

The stall holders will supply a map/plan of the catering facility including:

- the types and numbers of catering equipment
- the positioning, arrangements and of the equipment
- gas supply
- Measurements of safe spacing of burners and other gas appliances from venue walls.
- Placement of Fire Blankets and Extinguishers

### CFA PERMITS

**I'm a commercial caterer – should I apply for both a Total Fire Ban permit and a Fire Danger Period permit?**

If you are a commercial caterer and applying for a Total Fire Ban permit, consider also applying for a Fire Danger Period permit (separate application using this system), which will be required if the wind where you plan to operate exceeds 10 kilometres per hour (wind felt on exposed skin/leaves rustle).

All stall holders intending to use gas cooking appliances will be required to have a CFA Permit to cook food in the open air on a day of total fire ban. Here is a link to the CFA here: [FIRE PERMITS AUSTRALIA](#)

### FIRE EXTINGUISHERS

Food stalls must ensure that fire extinguishers are provided and distributed as follows:

- Stalls with deep fat fryers must have a fire extinguisher suitable for oil fires.
- Stalls with cooking facilities must have a fire blanket installed in accordance with AS 2444.
- Stalls who have a switchboard on site must have a fire extinguisher suitable for electrical fires.
- All fire extinguishers must be installed between 2 and 5 metres from the risk.
- All fire extinguishers must be Tested/Tagged and within test date.

## LEGAL & SAFETY REQUIREMENTS

- No alcoholic beverages may be sold by the Food Stall. Alcoholic drinks can be purchased from licensed bars throughout the site.
- No camping is permitted on-site in accordance with Council's Local Laws.
- All stalls must comply with the current Victorian OHS legislation.
- 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.
- Traders are not permitted to provide tables, chairs, or free-standing advertising signs unless prior approval is obtained from the Food Stall Coordinator.
- The Port Fairy Folk Festival Committee have overall control of signage material for 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.
- The Arena has one designated Smoking Zone. All stallholders, patrons etc must smoke in the designated smoking area provided within the Arena, and use the bins provided for their cigarette butts.
- There is to be no glass sold from food stalls during the festival.

## INSURANCE

- \$20,000,000 Public Liability Insurance is compulsory for all stallholders.
- All stallholders must cover their workers with a policy from Workcover Workers' Compensation and Rehabilitation Act 2003
- 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.

## OUR DECISION IS FINAL

The Committee's decision on the selection of successful stalls and site allocation is final and further communications will not be entered into.

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