



tumbafest.com.au

Saturday 25th & Sunday 26th February 2012

2012

STALLHOLDERS INFORMATION KIT

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FESTIVAL INFORMATION

Dates & Times: Saturday 26th February 10am – 8pm
Sunday 27th February 9am – 6pm

Venue: Tumbarumba Creekscape, Hammonds Lane, Tumbarumba NSW

Enquiries: Please direct your enquiries and applications to:

Food

Susie a'Beckett

Ph: (02) 6948 8304

M: 0439 643 388

Email: anthonyabeckett@bigpond.com

Craft & Merchandise

Kelly Evans

Ph: 0413 864 446

E: kelly_evans@y7mail.com

Wine and General Enquiries

Belinda King

Ph: 0402 199 347

Email: belinda@kingevents.com.au

Post:

Tumbafest Committee

PO Box 61

Tumbarumba NSW 2653

Fax:

(02) 6948 2865

APPLICATION PROCESS

1. Thoroughly read the following Information Pack
2. Complete the Stall Application and Agreement Form
3. The closing date for applications is 5pm, Friday 3rd February 2012, however we encourage you to send in your application early to avoid disappointment.
4. Once your application has been received, you will receive confirmation via post or email. You will be notified in writing if your application is successful or unsuccessful.
5. Full payment must occur with your application. Please note your application will not be accepted unless payment has been made. If your application is unsuccessful your payment will be returned to you in full. Payment methods are:
 - Cash / EFTPOS – in person at Tumbarumba Shire Council
 - Cheque or Money Order
 - Direct Deposit

INFORMATION FOR ALL STALLHOLDERS

1. Applications must be received by 5pm, Friday 3rd February 2012. Order of receipt of applications will not determine acceptance, however the organisers encourage you to send your application in early to avoid disappointment. Generally, applications will be accepted according to the products to be offered, in order to achieve variation amongst the stalls.
2. Applicants must list an accurate description of all products, including all food and beverages, to be sold on their stall. They will be required to sell only those items that have been accepted in their application. The Tumbafest committee reserves the right to request vendors who have not accurately described their products to remove those unlisted products from sale or close their stall.
3. Each year the Tumbafest Committee expects to receive more applications for stalls than can be accommodated. Some stalls are not accepted simply on the grounds of duplication. A non-acceptance letter is not necessarily a reflection on the quality of your goods/stock.
4. Coffee outlets will be limited to three only. Selection decisions are final and no correspondence will be entered into.
5. General selection criteria includes:
 - Compliance with relevant statutory regulations
 - Current broad form insurance – public liability and product liability where relevant
 - Quality of stock
 - Stalls that are aesthetically appealing – bright, colourful and festive, with clean presentation and interesting appearance
 - Level of professionalism and experience
 - New and innovative ideas and unique products.

The Tumbafest Committee is striving to produce an event that is successful and profitable for all participants and we wish you luck with your application.

SCHEDULE OF FEES

All fees are for both days of the festival and include GST. The fees remain the same whether the stallholder chooses to trade on one or both days of the festival. Stallholders are encouraged to trade for both days.

Stall Type	Price
Market Stall (craft & general merchandise)	
Space only (4m x 3m)	\$88.00
Farmers Market Stall	
Space only (4m x 3m)	\$88.00
Food Stall	
Space only (4m x 3m)	\$110.00
Temporary one day food inspection fee	\$30.00
Wine Stall	
Space only (4m x 3m)	\$110.00
Information Stalls	
Space only (4m x 3m)	\$66.00
Additional Ticket Prices	
Adult Weekend Pass	\$35.00
Pensioner Weekend Pass (Must show ID)	\$25.00
Junior Weekend Pass (13-17yrs)	\$10.00
Miscellaneous	
Trestle Table Hire	\$22.00
Lightweight shade gazebo	\$55.00
Power per 15amps*	\$33.00
(* Subject to availability)	

PAYMENT

Full payment of fees must occur **WITH** your stallholder application. Payment of fees can be made by direct deposit, cheque, money order or cash / EFTPOS (in person only at the Tumbarumba Shire Council). Entry to Tumbafest will not be permitted unless all applicable fees have been paid in full.

The Tumbafest Committee will confirm receipt of all applications in writing or by email.

CANCELLATIONS AND REFUNDS

Any cancellations received after 10th February 2012 will not be refunded. For the avoidance of doubt, no refunds will be made in the event that Tumbafest is cancelled due to inclement weather. There is no alternative date for Tumbafest.

BUMP-IN / BUMP-OUT

Activity	Date	Start Time	Finish Time
Set-up/bump in	Friday 24 February	Midday	6pm
	Saturday 25 February	6:30am	9am
Cars off the site	Saturday 25 February	9am	-
	Sunday 26 February	9am	-
Pack up/bump out	Sunday 26 February	4pm	7pm

On arrival, ALL stallholders MUST report to the registration stand. Here, you will be given your stall location and festival passes that must be worn at all times when you are on festival grounds.

Bump-in (including all deliveries of food and cool rooms) is from:

Friday 24th February Midday- 6pm
Saturday 25th February 6:30am – 9am

Once in the festival grounds, vehicles must unload and vacate as soon as possible and obey all instructions given by Festival organisers. You may be removed from the grounds if you fail to do so.

Bump-out is from:

Sunday 26th February 4pm – 7pm

Stallholders can pack-up early at their own discretion however due to OHS regulations, vehicles are **STRICTLY PROHIBITED** on the festival grounds before 4pm.

VEHICLES

No vehicle access onto the grounds will be permitted after 9am on Saturday 25th February. All vehicles must be off the festival grounds by 9am and all stallholders must be ready for operation no later than 10am SHARP. If you arrive late, the festival grounds for unloading will be CLOSED and your vehicle will not be permitted to enter.

For festival patron safety, under no circumstances are vehicles allowed to be driven in the festival grounds during the following times:

Saturday 25th February 2012	9am – 6pm
Sunday 26th February 2012	9am – 4pm

TRADING TIMES

Stallholders are expected to operate throughout the entire Festival. The hours of operation are:

Market:	Saturday 25th February	10am – 5pm
	Sunday 26th February	10am – 4pm
Food Court:	Saturday 25th February	10am – 8pm
	Sunday 26th February	10am – 6pm

ELECTRICITY

Electricity is available for food and beverage stalls. Please note these is only limited electricity available for market stallholders.

You must indicate on your application form if you require electricity for your stall site. Food stalls are situated with ready access to power.

It is very important that you provide accurate information as to what type and how much electricity you require.

Power supply is generally restricted to one or two 15amp outlets.

Stallholders are asked to supply all required leads and adaptors to connect to the power supply. Leads must be tested and tagged prior to use or a \$15 charge per lead will occur. Leads are not to be run along the ground. It is recommended that vendors bring leads of up to 30m in length.

It is also recommended that only 15amp powerboards be brought.

For Occupational Health & Safety reasons, leads are not to be left rolled up as they generate heat and pose the risk of an electrical fire hazard.

Tumbafest accepts no responsibility for vendors overdrawing on their power supply and tripping out their appliances.

OCCUPATIONAL HEALTH & SAFETY

Every stall will undertake a safety risk assessment prior to trading on either the Friday evening or Saturday morning by a Council Representative or the Tumbafest Safety Officer. Stallholders are expected to ensure that your stall meets the required OH&S standards or you may not be permitted to trade.

Leads, power boards and electrical connectors on the ground are expressly prohibited.

INSURANCE

Public liability insurance cover is compulsory for all stallholders. A copy of your Public Liability Policy must be forwarded to Tumbafest with your stall application.

Please note that the 'Certificate of Currency' MUST state the business name, expiry date and the coverage either 'Anywhere in Australia', 'Anywhere in New South Wales' or specifically 'Tumbafest'.

WORKERS COMPENSATION INSURANCE

If you are employing people to work on your stall, you must have workers compensation insurance for your staff. A copy of your workers compensation policy must be forwarded to Tumbafest with your stall application and payment.

LIABILITY

The Tumbafest Committee accepts no responsibility to the stallholders produce, equipment, materials or machinery for damage arising from:

- Theft & breakages
- Flooding, water, storm
- Electrical failure
- Malicious activities

STALL SITES

When deciding what stall site size you require, please take into account your entire stall including ropes and awnings. If you arrive at Tumbafest and your stall is bigger than your allocated space – you won't fit! This causes both stallholders and organisers major headaches!

If you require more than the allocated space for one stall site, you will need to pay the stall fees for the additional space that you occupy.

HOUSEKEEPING

Stallholders are responsible for keeping their stall sites and the immediate surrounds (front, rear & sides) tidy and clear of rubbish. Stallholders are required to leave their allocated site in the same condition in which they found it. Breaches of this condition will result in penalty fees for rubbish clearing and denial of future stallholder applications. The distribution of handouts and brochures is allowed from within the stallholder's sites only.

STALL PRESENTATION

It is of the utmost importance that every effort is made to create a colourful and festive atmosphere throughout the Tumbafest event. Stallholders are encouraged to present their stalls in an appealing and imaginative manner to attract festival patrons.

The Tumbafest committee aim to improve the overall quality of the Tumbafest event each year. Visual appearance is important. Camping tents are not suitable for use as a stall.

It is a condition of Tumbafest that Stallholders behave in a manner that enhances and is in keeping with the principles of the Tumbafest event.

The stall must clearly display the stallholder's name/company details.

Addressing visitors to Tumbafest by way of loudspeakers, amplifiers and disruptive music is not permitted.

Stallholder's sponsorship advertising, if any, must be approved by the Tumbafest Committee prior to the Tumbafest event. Please provide details of such sponsorship in your application form.

TICKETING

Stallholders are entitled to two complimentary tickets per stall for the weekend. The tickets will be in the form of passes and these must be worn around your neck at all times for the duration of the Festival. Your passes will be given to you on arrival at the Festival. Please report to the Registration Tent to collect these and other information.

If you require additional entry passes to Tumbafest, you must complete the relevant section on the application form. These additional tickets will be supplied at the discounted pre-purchase rate. Payment for these additional tickets must accompany your stallholder fees payment. You will be able to collect these tickets at the Registration Tent at the Festival.

Tickets purchased on arrival on the days of Tumbafest (Friday 24 – Sunday 26 February 2012) will be full price.

SECURITY

The Tumbafest Committee provides hired security on site from Friday evening through to Monday morning.

A “Neighbourhood Watch” attitude amongst stallholders is encouraged. Stallholders are responsible for their own produce, stock and equipment on site.

POSITIONING OF STALLS

Stalls will be allocated a position at the discretion of the relevant Coordinator. Please be aware that stallholder’s requests for preferred positioning may not be granted. You will be notified of your stall position when you arrive at the Tumbafest Registration Tent.

EXCLUSIONS

The Tumbafest organisers retain the right to enter stallholder's sites and remove any article, sign, picture or printed matter that is considered in our opinion as offensive.

The following items are prohibited at Tumbafest:

- X-rated or pornographic material
- Any item that infringes third party intellectual rights (including trademarks, copyright)
- Toy guns, cap guns, noise makers or similar products
- Silly string
- Weapons – real or replica
- Dangerous or illegal substances of any kind
- Fireworks

White Elephant type stalls are not encouraged, but their acceptance will be at the discretion of the Stalls Coordinator and Tumbafest Committee.

WEATHER CONDITIONS

Tumbafest is held on the last weekend of February of each year. Summer in the high country is a beautiful time of year, but the weather can be unpredictable. The days can be very hot, with temperatures soaring to the mid-30 degree range in the middle of the day. Stallholders are encouraged to have adequate sun protection by way of a covered stall or market umbrella.

There are a limited number of small gazebo structures available to hire from Tumbafest for the weekend. These are a shade structure and are not rain proof.

Some years we experience rainy days and stallholders who are unprepared have a hard time. It is important to ensure that you have a wet weather contingency plan for your stall and your stock. Tumbafest has never been cancelled due to wet weather in its 14 year history. There is no alternative date for Tumbafest.

ADDITIONAL REQUIREMENTS

WINE STALLS

Wine stallholders are required to submit copies of the Certificates for the Responsible Service of Alcohol for those persons operating the stall on the days of Tumbafest. These are required at the time of application.

FOOD STALLS

Tumbarumba Shire Council will inspect all food stalls on the Saturday morning of Tumbafest. All food stallholders should approach Council for the requirements or refer to the NSW Food Authority food handler guidelines for temporary events (see below link) [http://www.foodauthority.nsw.gov.au/_Documents/industry_pdf/food+handling+guide+-+temp+event.pdf#search="](http://www.foodauthority.nsw.gov.au/_Documents/industry_pdf/food+handling+guide+-+temp+event.pdf#search=)temporary food stall requirements

Please note that Food Stallholders are required to pay for a Temporary One Day Food Inspection. This cost is \$30.00 and is payable on acceptance of your food stall application. This charge does not apply for not-for-profit organisations (e.g. community groups), however ALL food stalls are required to meet the same standards (including not-for-profits).

Council health inspectors will be present to inspect your food stall to ensure that appropriate hygiene practices are in operation. Inspectors reserve the right to close your stall / mobile food van down if you do not comply with Council regulations, including the selling of food previously asked NOT to sell.

*****Important Information*****

As of October 1st 2011, the NSW Food Authority will implement new food laws that require certain food businesses in the NSW hospitality and retail food service sector to have at least one trained Food Safety Supervisor (FSS).

The food safety supervisor requirement applies to businesses serving food that is:

- Ready to eat
- Potentially hazardous, and
- Not sold and served in its package

Please note that this does not apply to not-for-profit organisations. Further information can be found online at <http://www.foodauthority.nsw.gov.au/industry/fss-food-safety-supervisors/>. The Food Safety Supervisor certificate must be shown to Council's health inspectors before the Festival or you will not be able to trade.

For more information regarding food stalls and regulations please contact:

Nathan Wass - Tumbarumba Shire Council

Ph: 02 6948 9183

TERMS & CONDITIONS

To accept the following Terms & Conditions of being part of Tumbafest 2012, please sign your name in the space provided on the Application Form.

1. Applications that are incomplete or unsigned will not be accepted.
2. I understand that the submission of an application does not guarantee me a stall site at the Festival and that my application must first be approved by Tumbafest organisers.
3. There is NO ALTERNATIVE DATE if Tumbafest is cancelled due to inclement weather.
4. There will be NO REFUNDS if the event is cancelled due to inclement weather.
5. If the weather is looking uncertain, a decision to cancel will be made by the Festival organisers on each morning of the event. Contact Belinda King on 0402 199 347 for verification.
6. Entry to the Creekscape will be refused if fees have not been paid in full before the Festival weekend.
7. Event organisers reserve the right to refuse any application without explanation. Late applications may also be refused.
8. Tumbafest will not be held responsible for loss or lack of income generated on the weekend, or if any pre-held expectations has not been met.
9. Late requests made on the Festival weekend e.g. power supply, specific stall location etc, may be refused.
10. The stallholder is liable for damage to the Creekscape caused by them or their sub-contractors and vehicles.
11. Stallholders must only sell those items as specified in their application, and cannot sell any of the items previously stated not to be sold by Festival organisers.
12. Council regulations must be adhered to and Council inspectors may close a stall if Council regulations are not complied with.

WHAT DO I DO NOW?

Before sending your application, please check that you have completed the following items. Incomplete applications will not be processed.

1. Complete and sign the application form – signing the application form indicates that you agree to be bound by the terms and conditions contained in the Stallholders Information Kit.
2. Order your additional entry tickets if you need them.
3. Attach a copy of your relevant insurance policies and/or additional documentation.
4. Forward the application form to Tumbafest.

The closing date for stall applications is Friday, 3rd February 2012.

If your application for a stall at Tumbafest is successful, you will receive by post:

- A written acceptance letter
- A tax invoice for your stall payment and additional tickets (if requested)

If your application for a stall is unsuccessful, you will receive by post a written letter of decline.

FREQUENTLY ASKED QUESTIONS

Where is Tumbarumba?

Tumbarumba is located half way between Sydney and Melbourne on the western side of the Snowy Mountains.

How long has Tumbafest been running?

Tumbafest has been running as an annual festival in Tumbarumba since 1998.

Who runs Tumbafest?

Tumbafest is managed by a group of community volunteers who give up their time throughout the year to organise a large-scale festival for the Shire. Stallholders are asked to treat the organisers with respect.

How many people attend Tumbafest?

Approximately 5,000 – 7,000 people over the festival weekend.

How much does it cost to have a stall at Tumbafest?

Stall fees vary depending on the type and what you'll require. Please refer to the Information Kit – Schedule of Fees.

When do I pay my stall site fees?

Stall fees must be paid in full when you send in your application.

How many free entry tickets do we get with our stall?

You are entitled to two complimentary tickets per stall. You have the option to pre-purchase additional discounted entry tickets on your application form.

Will my mobile phone work at Tumbafest?

Yes. There is both digital and Next G coverage in Tumbarumba for both Telstra and Optus mobile phones.

Is there security on site?

Hired security is provided from the Friday night through to the Monday morning.





 Snowy Valleys Way Route

BOOKING APPLICATION



Saturday 25 and Sunday 26 February 2012

Company/Agency _____

Contact Person _____

Mailing Address _____

Town _____ State _____ Postcode _____

Phone _____ Mobile _____

Fax _____ ABN _____

Email _____

Please complete your requirements - please note all fees include GST and are for both days.

Stall Type	Price (ea)	Quantity Required	Total
Craft & General Merchandise	\$88.00		
Farmers Market Stall	\$88.00		
Wine Stall	\$110.00		
Food Stall	\$110.00		
Information Stall	\$66.00		
Miscellaneous			
Lightweight Gazebo Hire	\$55.00		
Table	\$22.00		
Power (per 15amps)	\$33.00		
Temporary one day food inspection fee	\$30.00		
Additional Tickets			
Adult Weekend Pass	\$35.00		
Pensioner Weekend Pass	\$25.00		
Junior Weekend Pass	\$10.00		
TOTAL			

Applicants must list an accurate description of ALL PRODUCTS to be sold on their stall. They will be required to sell only those items that have been accepted in their application to avoid duplication on the weekend. Please list all products and services or demonstrations:

DECLARATION FORM



I have enclosed copies of the following documentation (please tick all relevant):

Public Liability Insurance Policy

Responsible Service of Alcohol Certificates
(Wine stalls only)

Workers Compensation Policy
(Stalls employing staff only)

Food Safety Supervisor Certificate
(Food stalls only)

Applications must be received by Friday, 3rd February 2012.

Order of receipt of applications will not determine acceptance. Applications will be accepted according to the products to be offered, in order to achieve variation amongst the stalls.

I have read and understood the terms and conditions as detailed in the Stallholders Information Kit. By signing this agreement, I agree to be bound by the terms and conditions of the 2012 Tumbafest Stallholders Guidelines.

Exhibitors signature _____ Date _____