



STALLHOLDER INFORMATION KIT 2019



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1. FESTIVAL INFORMATION

Date	Saturday 23 rd and Sunday 24 th February 2019
Website	www.tumbafest.com.au
Times	Saturday 23 rd February 10am – 7pm Sunday 24 th February 9am – 6pm
Venue	Tumbarumba Creekscape, Hammonds Lane, Tumbarumba NSW

Enquiries

Please direct your enquiries to:

Karly Fynn
Tumbafest Event Coordinator

PO Box 61
Tumbarumba NSW 2653

E: tumbafest@gmail.com
P: 0406 382 534



2. APPLICATION PROCESS

1. Thoroughly read the following Information Pack
2. Complete online stallholder application and agreement form, available at:
www.tumbafest.com.au
3. The closing date for applications is **5pm, Monday 17th December 2018**, however we encourage you to send in your application early to avoid disappointment.
4. Once we have received your application form, we will notify you with a confirmation email. You will then be notified in writing if your application is successful or unsuccessful.
5. If your application is successful, full payment will be charged to your nominated credit card. Unsuccessful applications will not be charged.

3. INFORMATION FOR ALL STALLHOLDERS

1. Applications must be received by no later than **5pm, Monday 17th December 2018**. Order of receipt of applications will not determine acceptance, however the organisers encourage you to send your application in early to avoid disappointment.
2. Applicants must list an accurate description of all products, including all food and beverages, to be sold in 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. A photo of the stall and/or the products they will be selling must be included in the application form.
3. Each year the Tumbafest Committee receives 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 two-three only. Selection decisions are final and no correspondence will be entered into.
5. General selection criteria include:
 - 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.

4. SCHEDULE OF FEES

All fees are for both days of the festival (unless otherwise specified) and exclude GST.

Stall Type	Fee
Market Stall	
Two day – 3m x 3m space, includes 1 weekend ticket (\$60 full price 2018) and option for 1 additional weekend ticket at 50% cost*	\$90.00
Optional – additional 3m x 3m adjoining space two day	\$40.00
One day (Sunday only) – 3m x 3m space, includes 1 Sunday ticket (\$30 full price 2018) and option for 1 additional Sunday ticket at 50% cost*	\$60.00
Optional – additional 3m x 3m adjoining space one day	\$30.00
Food Stall	
Space (3m x 3m), includes 2 weekend tickets (\$60 each full price 2018), food stall inspection fee and option for 2 additional weekend tickets at 50% cost*	\$185.00
Electricity (15amp point)	\$25.00 ea
Optional – additional 3m x 3m adjoining space	\$75.00
Wine Stall	
Space (3m x 3m), includes 2 weekend tickets (\$60 each full price 2016), access to cool room and marquee	\$240.00
Additional (optional)	
Trestle table hire	\$24.00
Lightweight shade gazebo	\$90.00

* - please confirm whether additional tickets are required at time of application, additional tickets will be made available once event tickets are on sale

5. PAYMENT

Full payment will be charged to your nominate credit card once your application has been approved. If no credit card details are provided, your application will be deemed incomplete and will not be considered. Unsuccessful applications will not be charged.

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

6. CANCELLATIONS AND REFUNDS

Any cancellations received after **5pm, Friday 1st February 2019**, 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.

7. BUMP-IN / BUMP-OUT

Activity	Date	Start Time	Finish Time
Set-up/bump in	Friday 22 nd February	Midday	6pm
	Saturday 23 rd February	7am	9am
	Sunday 24 th February (for Sunday only market stalls)	7am	9am
Cars off the site	Saturday 23 rd February	9am	-
	Sunday 24 th February	9am	-
Pack up/bump out	Sunday 24 th February	5pm	7pm

On arrival, ALL stallholders MUST report to the registration stand. Here, you will be given your stall location and wrist band that must be worn at all times.

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

- Friday 22nd February, Midday - 6pm
- Saturday 23rd February, 7am – 9am

Once in the festival grounds, vehicles must unload and vacate as soon as possible and obey all instructions given by festival organisers. A parking area will be provided for all stall holders close the festival grounds. Please indicate, in the application form, if your stall includes a vehicle.

Bump-out is from:

- Sunday 24th February 5pm – 7pm

Stallholders can pack-up early at their own discretion however due to OHS regulations, vehicles are STRICTLY PROHIBITED on the festival grounds before 5pm Sunday 24th February.

8. VEHICLES

No vehicle access to the grounds will be permitted after 9am on Saturday 23rd 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 23rd February 9am – 6pm
- Sunday 24th February 9am – 5pm

9. TRADING TIMES

Stallholders are expected to operate throughout the entire Festival, with exception to Sunday only market stallholders. The hours of operation are:

Market stalls:

- Saturday 23rd February 10am – 5pm
- Sunday 24th February 10am – 4pm (including Sunday only market stallholders)

Food and beverage stalls:

- Saturday 23rd February 10am – 7pm
- Sunday 24th February 10am – 6pm

10. ELECTRICITY

Electricity is available for food and beverage stalls. Please note there 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. **No extra power will be available if not requested on your application form UNDER ANY CIRCUMSTANCES.**

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 power boards be used.

Cool rooms:

If you are bringing along a cool room, please indicate on the application form should you require access to power. This will be a separate additional cost. Please be aware that all cool rooms will be placed in a designated area behind the pharmacy.

For public 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.

If you are bringing a generator, you must provide the silent type of no louder than 54DB's at 2.5 metres under full load. This ensures that they cannot be heard by adjacent stalls.

11. 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 health and safety standards or you may not be permitted to trade.

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

12. 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'.

13. 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.

If you are self-employed you must have a Personal Accident Insurance policy. A copy of your Personal Accident Insurance policy must be forwarded to Tumbafest with your stall application. Some public liability insurance policies will also include Personal Accident Insurance.

14. 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

15. 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. All stalls are to be set up within their allotted area with nothing protruding out of the space.

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

One stall site space: 3 Metres x 3 Metres

Optional additional space: 3 Metres x 3 Metres

If you arrive on site requiring more space than outlined in your application, the Tumbafest committee has the right to refuse your entry and fees will not be refunded.

16. 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.

17. STALL PRESENTATION

It is of great 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.

No sale, marketing or sampling of food away from your stall is permitted during Tumbafest. Not only is this fair to all stallholders, it is against OH&S policy and food and safety compliance.

18. TICKETING

Market stallholders are entitled to one complimentary ticket per stall for the weekend, or one Sunday ticket for Sunday only market stalls. An option is available to purchase one additional weekend ticket at 50% of regular ticket price and one additional Sunday ticket at 50% of regular ticket price for Sunday market stalls.

Food stallholders are entitled to two complimentary weekend tickets, with an option to purchase two additional weekend tickets at 50% of regular ticket price.

Wine stallholders are entitled to two complimentary weekend tickets.

All additional tickets must be requested at time of booking to take advantage of discount. Any further tickets can be purchased at an early bird price before **5pm, Friday 1st February 2019**. Any tickets purchased after this date will be full price. For more information please go to www.tumbafest.com.au.

The tickets will be in the form of wrist bands and these must be worn around your wrist at all times for the duration of the Festival. Your wrist band/s will be given to you on arrival at the Festival. Please report to the Registration Tent to collect these and other information.

19. 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.

20. POSITIONING OF STALLS

Stalls will be allocated a position at the discretion of the Tumbafest 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.

21. 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 waterproof.

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. There is no alternative date for Tumbafest.

22. ADDITIONAL REQUIREMENTS

22.1 WINE STALLS

Wine stallholders are required to have on site copies of the certificates for the Responsible Service of Alcohol for those persons operating the stall on the days of Tumbafest.

22.2 FOOD STALLS

The NSW Food Authority has implemented new food laws that require certain businesses in the NSW hospitality and retail food service sector to have at least one trained Food Safety Supervisor (FSS). A Food Safety Supervisor Certificate must be submitted with the application form. Please note that this does not apply to not-for-profit organisations.

Snowy Valleys 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/temp_events_guideline.pdf

Please note that food stallholders are required to pay for a Food Stall Inspection Fee. This cost is \$35.00 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.

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.

For more information regarding food stalls and regulations please contact Snowy Valleys Council, phone: 02 6948 9100

23. FREQUENTLY ASKED QUESTIONS

How long has Tumbafest been running?

Tumbafest has been running as an annual festival in Tumbarumba since 1997.

Who runs Tumbafest?

Tumbafest is managed and operated by a volunteer committee, supported by the paid Event Coordinator.

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 Schedule of Fees on page 5 of this document.

When do I pay my stall site fees?

You are required to provide credit card details on your application. If your application is successful, your nominated credit card will be charged as per the requirements indicated on your application form. Unsuccessful applications will not be charged.

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

You are entitled to one complimentary tickets per stall for market stalls and two for food stalls. You have the option to pre-purchase additional discounted entry tickets upon application.

Is there security on site?

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

Can I bring my pet?

No pets can be brought into the Tumbafest grounds, unless animals are a part of your stall as indicated in the application form.