



tumba Feb 22 - 23 2020 fest

MARKET STALLHOLDER

Festival Guidelines and Application Form



FESTIVAL INFORMATION

For the first time in 2020, the Tumbafest Markets will be open to the general public. There will be a fenced off, separate area, that will allow access from the Tumbafest grounds or from the road way.

Date	Saturday 22 and Sunday 23 February 2020
Time	Saturday 10am - 7pm Sunday 9am - 6pm
Venue	Tumbarumba Creekscape, Hammonds Lane, Tumbarumba NSW
Website	www.tumbafest.com.au

TRADING TIMES

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

- Saturday 22 February 10am – 5pm
- Sunday 23 February 10am – 4pm

BUMP IN / BUMP OUT

ACTIVITY	DATE	START TIME	FINISH TIME
Set Up / Bump In	Friday 21 February	2pm	6pm
	Saturday 22 February	7am	9am
Cars off site	Saturday 22 February	9am	-
	Sunday 23 February	9am	-
Pack up / Bump Out	Sunday 23 February	6pm	7pm

On arrival, stallholders MUST report to the registration stand. Here you will be given your stall location and other information.

Bump-in (including all deliveries) is from:

- Friday 21 February, 2pm - 6pm
- Saturday 22 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. You may be removed from the venue if you fail to do so.

Bump-out is from:

- Sunday 23 February 4pm – 7pm

VEHICLES

No vehicle access to the grounds will be permitted after 9am on Saturday 22 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 22 February 9am – 5pm
- Sunday 23 February 9am – 4pm

For all festival related inquiries, please contact Karly Fynn

Email: tumbafest@gmail.com or Call: 0406 382 534



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.

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 their 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.

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.

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.

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

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 site only.

For all festival related inquiries, please contact Karly Fynn

Email: tumbafest@gmail.com or Call: 0406 382 534



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 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 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 or marketing away from your stall is permitted during Tumbafest.

TICKETING

The Tumbafest Markets will be open to the general public in 2020. There will be a fenced off, separate area, that will allow access from the Tumbafest grounds or from the road way. For this reason, a Tumbafest ticket is not included with your stall fee. Market stallholders are entitled to purchase one Tumbafest weekend ticket at 50% off the regular ticket price. This must be requested on your application form.

Any further tickets can be purchased at an early bird price before 5pm, Friday 31st January 2020. Any tickets purchased after this date will be full price. For more information on Tumbafest tickets please visit www.tumbafest.com.au.

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.

Camping on site is not permitted.

POSITIONING OF STALLS

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

WEATHER CONDITIONS

Tumbafest is held on the last weekend of February each year. Summer in the high country is a beautiful time of year, however 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.

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.



TERMS & CONDITIONS

To accept the following Terms & Conditions of being part of Tumbafest 2020, 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 event organisers.
3. There is NO ALTERNATIVE DATE if the event 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 the morning of the event.
6. Entry to the venue will be refused if fees have not been paid in full prior to the event 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 at the event, or if pre-held expectations have not been met.
9. By applying to trade at Tumbafest you agree to operate for the duration of the festival.
10. Late requests made on the day of the event e.g. power supply, specific stall location etc, may be refused.
11. Stallholders are liable for damage to the venue caused by them or their subcontractors and vehicles.
12. Stallholders must only sell those items as specified in their application.
13. You cannot share stalls or sell another person's items.
14. Stalls cannot be transferred, sublet, franchised or sold to any other person, nor can they be shared without written approval from Tumbafest. You do not own a space at Tumbafest.
15. Any stallholder found confronting another stallholder for any reason will not be invited back. We do not tolerate this type of behaviour at Tumbafest.
16. Only products listed and approved by the Tumbafest Committee on the current application may be sold. If you wish to add new items to your stall, a request in writing, with photos, must be approved by the Tumbafest Committee, 2-3 weeks before the event. This list is kept on file and will be used for spot checks.
17. Stallholders must confine their displays to their allocated space. Signs and displays must be within this area. Please keep pathways clear for patrons.
18. Stallholders cannot commence bump out until the festival has concluded and all patrons have departed from the event area.
19. Tumbafest has the right to withdraw an offer to trade at any time. Tumbafest does not accept any responsibility for costs incurred.



MARKET STALL APPLICATION FORM

Business/Stall Name					
Contact Person					
Mailing Address					
City		State		P/code	
Mobile					
Email					
ABN					

DESCRIPTION OF PRODUCTS

Applicants must list an accurate description of ALL PRODUCTS to be sold at 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.

Please complete your requirements below (all fees exclude GST, unless otherwise stated).

Stall Type	Fee	Quantity	Total
Two day trading space (3m x 3m)	\$70.00		
Optional - additional 3m x 3m adjoining space	\$40.00		
Optional - 1 weekend ticket to Tumbafest at 50% of full price	\$35.00 + booking fees		

Is your vehicle part of your stall? If so please provide details including vehicle dimensions.



PAYMENT INFORMATION

If your application is successful, you will be advised and provided with an online link to make payment for your site. There will be a deadline for this payment to be made – if the payment is not made by the deadline your site may be offered to another stall holder.

NOTIFICATION

The Tumbafest Committee will endeavour to advise the outcome of applications by Friday 17 January 2020.

DECLARATION

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

- Public Liability Insurance
- Workers Compensation Policy/Personal Accident Insurance
- A photograph of my stall and/or products I will be selling

Applications will be accepted according to the products offered in order to achieve variation amongst stalls.

I understand the following:

- The closing date for applications is **5pm, Friday 29 November 2019**.
- Full payment must be made at time of application approval.
- Any cancellations received after **5pm, Friday 31 January 2020** will not be refunded.

I have read and understand the terms and conditions as details within this Market Stallholder Guideline & Application document. By signing this agreement, I agree to be bound by the terms and conditions set out within this document.

Stallholder Signature: _____

Date: _____

Once you have completed all sections of the application form, please save the file and attach it to an email along with the required documents listed above and send to the email address below.

Please direct all applications and enquiries to:

Karly Fynn
Tumbafest Event Coordinator
E: tumbafest@gmail.com
P: 0406 382 534

thank
you