



Nannup Music Festival Markets | 3 – 6 March 2023

# TERMS & CONDITIONS

## 1. Important Dates

- 1.1. Expressions of Interest will be accepted from 14 October 2022.
- 1.2. Closing date for EOI is Monday 19 December 2022, by 5pm.
- 1.3. Outcome notifications will be sent via email by 6 January 2023.
- 1.4. Successful EOI will be invoiced shortly after the notification date and payment will need to be settled within 15 calendar days.

## 2. Selection Criteria

- Appearance and stall presentation – well presented, colourful and creative stalls are highly valued. We require photos with your EOI, and we will be looking at any of your website/social media pages.
- Product quality, origin and presentation – we love all things handmade, sustainable, local, ethical, vintage, upcycled, Fairtrade, fresh, healthy, organic, authentic...
- Diversity – the festival aims to minimise direct competition between stalls and provide variety for our attendees. We will be selecting a balance of both new and returning stallholders.
- Ability to follow the EOI process, submit all documentation and comply with relevant regulations.
- Professionalism, efficiency and friendly nature when interacting with customers, volunteers and festival staff.
- Environmental awareness in accordance with our sustainability guidelines and policy.
- Site logistics and restrictions – spacing, power and facilities.

## 3. Stall Categories

**Food/Beverage:** Professional, registered, well-presented stalls that provide delicious meals, desserts and/or beverages. Food vendors offering healthy, local, organic, authentic and ethically sourced food will be given preference.

**Therapy/Body:** Stalls that provide health, wellbeing, therapeutic and other body related services, and are registered and qualified in their field.

**Merchandise:** Stalls that import their products or sell products that the applicant does not produce themselves. Retailers who support fairtrade, vintage, unique and pre-loved goods will be given preference. If your stall is a combination of craft and merchandise, it is a Merchandise Stall and we ask you to apply under that category. Merchandise stall fees will apply.

**Artisan:** Stalls that only sell products handmade by the applicant. We support artists and crafters who produce wares with their own skills and we're proud to promote them at our festival markets. Stalls that sell pre-packed, edible goods entirely produced by the applicant (e.g. tea, honey, spices, chocolate, etc.) can also qualify for this category. If in doubt, please contact our Markets Manager to discuss.

**Non-Profit:** Non-Profit Incorporated organisations that provide services and/or information for the benefit of the community and the environment and wish to promote these services at the NMF.

If you have a quirky, awesome idea for a stall that doesn't exactly fit the above categories, we still want to hear from you!

#### 4. Fees and Payment

Stall Category	Location	Site Size/ Stall Type	Fee	Staff Discounted Festival Ticket	Staff Discounted Camping	Additional Discounted Staff Ticket
<b>Food</b>	Ticketed Area (4,500 capacity)	Food Truck/Caravan/Double Marquee (up to 7m) For setups longer than 7m, please contact our Markets Manager to discuss	\$900	\$90pp Adult 18+ (limit of 3)	\$25pp Adult 18+ \$10pp Youth 13-17yrs \$5pp Child 2-12yrs	\$140pp (limit of 2)
<b>Food/Beverage</b>	Ticketed Area (4,500 capacity)	Marquee 3x3m/ Amphitheatre	\$700	\$90pp (limit of 3)	As above	\$140pp (limit of 2)
<b>Food/Beverage</b>	Free Access Area	Food Truck/Caravan/Double Marquee (up to 7m) For setups longer than 7m, please contact our Markets Manager to discuss	\$800	\$90pp (limit of 2)	As above	\$140pp (limit of 1)
<b>Food/Beverage</b>	Free Access Area	Marquee 3x3m	\$650	\$90pp (limit of 2)	As above	\$140pp (limit of 1)
<b>Shire of Nannup Fee - \$32 per application</b> For food vendors not registered in the Shire of Nannup. This is paid to the Shire by the NMF.						
<b>Therapy/Body</b>	Ticketed Area in the Arboretum (4,500 capacity)	Flat fee For the duration of the festival	\$250	\$90pp (limit of 2)	\$25pp Adult 18+ \$10pp Youth 13-17yrs \$5pp Child 2-12yrs	\$140pp (limit of 1)
<b>Merchandise</b>	Ticketed Area (4,500 capacity)/ Free Access Area	Per 4m bay For the duration of the festival	\$235	\$90pp (limit of 2)	As above	N/A
<b>Artisan</b>	Ticketed Area (4,500 capacity)/ Free Access Area	Per 4m bay For the duration of the festival	\$215	\$90pp (limit of 2)	As above	N/A
<b>Not-for-profit, NGO</b>	Free Access Area	Per 4m bay For the duration of the festival	\$100	\$90pp (limit of 2)	As above	N/A
Children get free access to the festival and need to be accompanied by a parent/legal guardian AT ALL TIMES. Youth Festival tickets will be charged at full price. Youth need to be accompanied by a parent/legal guardian for entry to the licensed areas within our venues.						
<b>Power outlet</b>		10amp	\$70			
For the duration of the festival		15amp	\$90			

- 4.1 Fees are charged as outlined above.
- 4.2 Successful applicants will be invoiced and must pay their fees in full and by the due date.
- 4.3 Accepted payment methods are direct debit, credit/debit card, cheque.
- 4.4 If you require an extension on your payment date, please contact our Markets Manager to discuss.
- 4.5 Failure to pay by the due date without having notified the festival, will result in your site being reallocated.
- 4.6 If your EOI has been successful but your circumstances have changed and you no longer require a market stall at the festival, please let our Markets Manager know as soon as possible.
- 4.7 Post-payment cancellations must be requested in writing. No fees will be refunded for cancellations within 35 calendar days prior to the Festival.
- 4.8 We play rain or shine. Fees will not be refunded should inclement weather or factors beyond the control of the NFM affect the event.
- 4.9 In case of cancellation due to Covid-19, 90% of stallholder festival and camping tickets will be refunded. The 10% that we retain will be to ensure contractors, artists, etc., are paid their needed retainer.

## 5. General Conditions

- 5.1. NMF reserves the right to reject any EOI. Decisions are final.
- 5.2. Stallholders are to treat other stallholders, customers and event staff with respect. Aggressive and disrespectful behaviour has no place in our Festival and will not be tolerated.
- 5.3. Stallholders must adhere to all applicable laws and regulations, including but not limited to those governing the areas of food preparation and service, health and safety, consumers and fair-trading.
- 5.4. Stallholders agree to also abide by the NMF General Terms & Conditions.
- 5.5. Stallholders are responsible for any damage they cause to property.
- 5.6. The Festival is usually held during a total fire ban in the Shire of Nannup. Solid fuel, naked flames or campfires within your stall or campsite are not permitted.
- 5.7. Stallholders participate in the NMF at their own risk.
- 5.8. Stallholders agree to only sell those items that have been listed in their EOI.
- 5.9. Stallholders shall not be entitled to assign, share or sublet all or part of their site without prior written consent from the NMF.
- 5.10. Failure to comply with any Term or Condition will adversely affect EOI for future events. It may also result in you being removed from the event site. The NMF reserves the right to expel any stallholder or stall staff at any time.

## 6. Discounted Tickets

- 19.1. Stallholders and their staff will need to purchase discounted Adult Weekend Festival tickets if trading within the ticketed festival site. Limits apply. Stallholders trading in the public access area, do not need Festival tickets but are still entitled to the discounted stallholder price. Limits apply. Any additional tickets must be purchased at the full current ticket price.
- 19.2. All stallholders, their staff and family have access to discounted camping tickets for camping at the Festival Campground or within/behind their stall (subject to approval, does not apply to food vendors).
- 19.3. Festival Tickets for Youth (13–17 years) will be charged at full price. Please note that Youth need to be accompanied by a parent or legal guardian in our licensed bar areas within our venues.
- 19.4. Children 12 years and under get free access to the festival and need to be accompanied by a parent or legal guardian at all times. Please make sure to register your children as they do count towards capacity.

## 7. Road Closure

- 7.1. Road Closure of Brockman Street is planned to be in effect from Friday 3 March 8:00am to Monday 6 March 12 noon.
- 7.2. During road closure times, no vehicles are permitted on the road, unless approved by the Festival Site Manager or Markets Manager.

## 8. Bump in

- 8.1. Successful stallholders will receive a detailed stall bump in information email in February 2023.
- 8.2. Stallholders are not permitted to bump in until advised by event staff.
- 8.3. **Stallholders will be given access for setup/drop-offs from 9:00am to 3:00pm Friday. All drop-off vehicles need to be off Brockman St by 3:30pm.**
- 8.4. **Food vendors, please arrive before 2:00pm. All other stalls, before 3:00pm. No stalls will be allowed to enter the Festival site after that time.**
- 8.5. **Please note that we no longer accept Saturday morning arrivals. The festival kicks-off on Friday, so please take that into consideration before applying.**
- 8.6. Please drive at walking speed during bump in.

## 9. Trading Times

- 9.1. The 2023 Nannup Music Festival will run from Friday 3 to Monday March 2023. Trading is deemed to start from 5pm Friday and until the end of concert (midnight) on Sunday night. Monday trading is optional for all stallholders and it is possible until 12 noon.
- 9.2. **Stallholders are expected to operate for the duration of the Festival.** One day trading is not available.
- 9.3. We ask that food vendors trade per the table below, with emphasis on the closing times. Opening times are flexible and also depend on your product (e.g. breakfast menu). Please note that food vendors are expected to trade on Sunday night. Please take that into consideration when applying and ordering supplies.
- 9.4. All other stallholders may trade as early as they wish each day and until the end of concert (12 midnight). Monday morning trading is optional.

### Food Vendors Suggested Trading Times

Date	Open	Close
Friday 3/03	5pm	11pm
Saturday 4/03	8:30am	11pm
Sunday 5/03	8:30am	11pm
Monday 6/03 (optional)	8:30am	12noon

## 10. Stall Sites (excl. food trucks)

- 10.1. Trading bays have a 4m front and are around 5m deep. Bay depths may vary due to site diversity.
- 10.2. Stalls that require more than the 4m frontage must apply in advance and pay for an additional bay. Additional space will not be available during the festival, as every meter on site is pre allocated.
- 10.3. Stallholders may not extend their displayed goods beyond the boundaries of their nominated site. It is not acceptable for stallholders to encroach onto the walkways with their merchandise. The road must remain clear to ensure Emergency Vehicles have access at all times, and pedestrians can enjoy a comfortable stroll through the Festival Markets.
- 10.4. Sites are allocated at the discretion of the Markets Manager, in the best interest of the Festival. If you wish to request a particular stall site, please make a note of this in your EOI form and even though this cannot be guaranteed, we will do our best to accommodate your requests.
- 10.5. The NMF reserves the right to reallocate a stall site at any time as/if required for any operational reasons.
- 10.6. Stallholders are responsible for ensuring their stall sites are well-presented, clean and tidy. Please use the bins provided for disposal of rubbish and make sure your stall looks its best over the festival weekend.
- 10.7. Use of amplifiers, loud speakers or loud hailers by stallholders is prohibited.
- 10.8. No animals are permitted in stalls (except for guide dogs).

## 11. Stall Site Equipment

- 11.1. Stallholders must supply their own setup and equipment for trading.
- 11.2. Stallholders must ensure they have adequate sun and rain protection. Please come prepared for all weather conditions.
- 11.3. Stallholders must supply their own lighting.
- 11.4. All structures must be securely anchored to the ground.
- 11.5. Seating for patrons is provided at the main food court as well as at the public access area of the markets (outside the main Ticket Office). If you would like to bring along additional furniture, please make sure to include the information in your EOI and our Markets Manager will be in touch if there are any questions.

## 12. Site Security

- 12.1. Our markets enjoy public access. It is the stallholders' responsibility to ensure security of their stall, equipment and products.
- 12.2. Please don't leave cash or valuables in your stall if unattended.
- 12.3. Our Security crew will be present but cannot guarantee 24/7 supervision of your stall. The Festival takes no responsibility for stolen or damaged goods and equipment.

## 13. Electrical Requirements

- 13.1. Powered sites are limited.
- 13.2. No portable generators are permitted.
- 13.3. Power requirements must be clearly stated and booked before the event. All electrical equipment and the amperage that your stall will draw must be listed on your EOI form.
- 13.4. Stallholders requesting powered sites must supply their own power cables. Maximum length permitted is 25m.
- 13.5. **All electrical equipment and power cables brought to the Festival must be inspected and have been tagged by a licensed electrical contractor as required by the Electrical Safety Regulation 2002 Act part 5 Division 5.** Electrical leads that are not tagged may be confiscated for the duration of the event. A number of correctly tagged cables will be available for hire from the NMF. You will need to arrange that with our Markets Manager in advance.
- 13.6. **No double adaptors are to be used** (tagged RCD power boards are acceptable).
- 13.7. Any faults or power failures caused due to the stallholder's underestimation shall be charged to the stallholder.
- 13.8. **Please only use the number of outlets and amperage stated in your EOI. The Festival Electrician will be running regular checks.**
- 13.9. We endeavour to supply power to our stallholders by 4pm Friday and until 12 noon on Monday.

## 14. Vehicles

- 14.1. Stallholders are only permitted to have one vehicle onsite during the setup period. You will be given access on Friday 3 March 2023 at the time of your check-in.
- 14.2. During the festival, one vehicle may be parked behind your stall, if requested in the original EOI and if the depth of your site is adequate. This vehicle must not move for the duration of the festival.
- 14.3. Your vehicle needs to be behind your marquee and out of sight (please use your marquee back wall or other material). If your vehicle is considerably longer than your stall size, you will be required to park it outside the road closure.
- 14.4. Additional vehicles will need to be parked outside the road closure. **No additional parking bays are available to stallholders within the road closure. You will be asked to remove any unauthorised vehicles.**
- 14.1. Limited additional parking for stallholders will be available on Jephson St. Please contact the Markets Manager to arrange (depends on availability).

## 15. Food Vendors

- 15.1. Food vendors must comply with “Guidelines for Temporary Food Stalls Associated with Special Events”.
- 15.2. Your Public Liability Certificate must be current to March 2023 and a copy sent with your EOI.
- 15.3. Your Food Act License must be current to March 2023 and a copy sent with your EOI.
- 15.4. Food vendors not registered in Nannup will be required to pay an additional \$32.00 fee to the Shire of Nannup (this will be included in your tax invoice and paid to the Shire by the Festival).
- 15.5. There will be no individual water supply for each stall. All stalls will have access to our water refill stations.
- 15.6. There will be an allocated back-of house waste trailer for food vendors. Please avoid using the front-of-house bins.
- 15.7. The only drain in our food court is located by the dishwashing station and stallholders are welcome to use it.
- 15.8. We are working towards a zero-waste festival. No plastic, styrofoam or “biodegradables” are to be used by food vendors. This includes all serveware, lids, cutlery, straws, bags, beverages (including water). Think bark, paper, bamboo, cornstarch... Anything that would compost in a home compost environment. If in doubt, please contact our Markets Manager to discuss. Food vendors need to comply with the [WA Plastics Ban](#).
- 15.9. **Food vendors are not allowed to sell water in plastic bottles or cartons with plastic lids.** We also encourage vendors to sell homemade drinks (e.g. lemonade, iced tea) in place of sweet, canned drinks.
- 15.10. A dishwashing station with washable and reusable crockery and cutlery will be available to festival patrons at our main food court. Please be flexible with what you will be asked to serve on (patrons are also encouraged to bring their own containers, crockery, etc). Please note that the dishwashing station is for festival patrons and not for stallholder/commercial use.

## 16. All Other Stalls

- 16.1. Your Public Liability Certificate must be current to March 2023 and a copy sent with your EOI (if your insurance is set to expire sometime between your EOI date and the festival, you’re welcome to attach your current certificate and email us the updated one when you have it).
- 16.2. We are aiming for a zero-waste festival; please, no plastic packaging or bags, no glitter, no balloons. Please also see the [WA Plastics Ban](#).

## 17. Offensive and Ineligible Goods

- 17.1. The Festival retains the right to remove any article, sign, picture or printed matter which in the festival’s opinion is either not eligible for display or sale or is considered offensive.
- 17.2. For safety reasons no stall will be permitted to sell:
  - Cap guns, toys with firing capabilities or any toy guns of any description
  - Indecent, inappropriate or offensive products & material
  - Flashing novelties
  - Illegal or copyrighted products
  - Animals
  - Alcohol

## 18. Camping

- 18.1. Please include your camping requirements in your EOI.
- 18.2. **No camping tents are allowed at the Festival Markets.** Stallholders will need to camp at the Festival Campground (Nannup Golf Course/Recreation Centre, 10min walk, continuous shuttle bus). Please note that all sites at the Festival Campground are unpowered. Toilets and showers are provided.
- 18.3. Stallholders that wish to camp within their vehicle or marquee can only do so after approval from the Markets Manager.
- 18.4. You will be allocated a spot depending on availability, your stall size and layout, vehicle size and camping setup. No other areas within the Festival site are available for stallholder camping or parking and allocation is entirely up to the Markets Manager.
- 18.5. If sleeping in your vehicle behind your stall, you will still need a discounted stallholder camping ticket, as

the festival still needs to cover costs for space, toilet and shower rental.

- 18.6. Toilets are located outside the Amphitheatre, outside Tigerville and next to the Town Hall. Use of Artist Camping facilities is strictly prohibited.
- 18.7. Additional stallholder showers will be available within our road closure. Use of Artist Camping facilities is strictly prohibited.
- 18.8. Please be considerate if entertaining after hours.
- 18.9. The Nannup Music Festival is a non-smoking event.
- 18.10. Stallholders, as well as their staff and family, camp and park at their own risk. No liability or responsibility will be accepted by the Festival.

## **19. Bump out**

- 19.1. Bump out is on Monday, 6 March. By 10am in the ticketed area and by 12midday in the free access area. Unless something changes, the Monday concert will be happening at the Playground, within our free access area at the top of Brockman St.
- 19.2. Bumping out/ leaving the festival site without approval and while the road closure is in effect, will adversely affect future EOI.
- 19.3. Please make sure you return any extension cords leased from the NMF to the Markets Manager.
- 19.4. All stallholders are required to clear away their own waste from their stalls. Please leave no trace.