



Nannup Music Festival Markets | 1 – 4 March 2024

TERMS & CONDITIONS

1. Important Dates

- Expressions of Interest will be accepted from 15 September 2023.
- Closing date for EOI is 17 November 2023, by 5pm.
- Outcome notifications will be sent via email by 27 November 2023.
- Successful applicants will be invoiced shortly after the notification date and payment will need to be settled by 15 December 2023. After this date, your spot will be re-allocated to our waiting list.

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.

Artisan Edible Goods: Stalls that sell pre-packed, edible goods entirely produced by the applicant (e.g. tea, honey, spices, chocolate, etc.) qualify for this category.

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 an 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 Festival Entry	Staff Camping	Additional Staff Entry (Adult)
Food	Ticketed Area (4,500 capacity)	Food Truck/Caravan/Bus/Double Marquee (up to 7m) For setups longer than 7m, please contact our Markets Manager to discuss	\$900	\$90pp Adult 18+ (limit of 4) \$70 Youth 13-17yrs (limit of 1)	\$25pp Adult 18+ \$10pp Youth 13-17yrs \$5pp Child 2-12yrs	\$140pp (limit of 2)
Food/Drinks	Ticketed Area (4,500 capacity)	Marquee 3x3m Amphitheatre	\$750 \$650	\$90pp Adult 18+ (limit of 3) \$70 Youth 13-17yrs (limit of 1)	As above	\$140pp (limit of 2)
Food/Drinks	Free Access Area (festival entry tickets are optional)	Food Truck/Caravan/Bus/Double Marquee (up to 7m) For setups longer than 7m, please contact our Markets Manager to discuss	\$800	\$90pp (limit of 3) \$70 Youth 13-17yrs (limit of 1)	As above	\$140pp (limit of 1)
Food/Drinks	Free Access Area (festival entry tickets are optional)	Marquee 3x3m	\$650	\$90pp (limit of 2) \$70 Youth 13-17yrs (limit of 1)	As above	\$140pp (limit of 1)
Shire of Nannup Fee - \$35 per application For food/drinks vendors not registered in the Shire of Nannup. This is paid to the Shire by the NMF.						
Therapy/Body	Ticketed Area in the Arboretum (4,500 capacity)	Flat fee For the duration of the festival	\$270	\$90pp (limit of 2) \$70 Youth 13-17yrs (limit of 1)	\$25pp Adult 18+ \$10pp Youth 13-17yrs \$5pp Child 2-12yrs	\$140pp (limit of 2)
Merchandise	Ticketed Area (4,500 capacity)/ Free Access Area	Per 4m bay For the duration of the festival	\$245	As above	As above	N/A
Artisan, Artisan Edible Goods	Ticketed Area (4,500 capacity)/ Free Access Area	Per 4m bay For the duration of the festival	\$220	As above	As above	N/A
Not-for-profit, NGO	Free Access Area	Per 4m bay For the duration of the festival	\$100	\$90pp (limit of 2) Disc. Youth N/A	As above	N/A
Children get free access to the festival and need to be accompanied by a parent/legal guardian AT ALL TIMES.						
Power outlet		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.
- 4.4 If you require an extension of 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 We play rain or shine.
- 4.8 Stall fees are non-refundable unless the festival is cancelled for reasons beyond our control.

5. Discounted Tickets

- 5.1 Stallholders and their staff will need to purchase discounted 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.
- 5.2 All stallholders, their staff and family have access to discounted camping tickets for camping at the Festival.
- 5.3 One Youth Festival Ticket (13–17 years) can now also be purchased at a discounted price. Please note that Youth need to be accompanied by a parent or legal guardian in our licensed bar areas within our venues.
- 5.4 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.

6. General Conditions

- 6.1. NMF reserves the right to reject any EOI. Decisions are final.
- 6.2. 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.
- 6.3. 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.
- 6.4. Stallholders agree to also abide by the NMF General Terms & Conditions.
- 6.5. Stallholders are responsible for any damage they cause to property.
- 6.6. Stallholders participate in the NMF at their own risk.
- 6.7. Stallholders agree to only sell those items that have been listed in their EOI.
- 6.8. Stallholders shall not be entitled to assign, share or sublet all or part of their site without prior written consent from the NMF.
- 6.9. The Nannup Music Festival is a non-smoking event.
- 6.10. The Festival is usually held during a total fire ban in the Shire of Nannup. Campfires within your stall or campsite are not permitted. If you're using solid fuel for cooking, please contact us to discuss DFES requirements.
- 6.11. **Use of amplifiers or speakers by stallholders is prohibited.**
- 6.12. No animals are permitted in stalls (except for guide dogs).
- 6.13. 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.

7. Road Closure

- 7.1. Road Closure of Brockman Street is planned to be in effect from Friday 1 March 8:00am to Monday 4 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 2024.
- 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 8:30am to 2:00pm Friday.** No stalls will be allowed to enter the Festival site after that time.
- 8.4. **Food vendors, please arrive before 1:30pm.**

- 8.5. Please note that we don't accommodate 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. Vehicles

- 9.1. Stallholders are only permitted to have one vehicle onsite during setup. You will be given access on the Friday, at the time of your check-in. All drop-off vehicles need to be off Brockman St by 2:30pm.
- 9.2. We generally prefer a car-free market. If you absolutely need to keep your vehicle behind your stall during the festival, you may request it in your EOI. Please note that this will be at the Market Manager's discretion, and it will depend on the size of the vehicle and your arrival time. This vehicle must not move for the duration of the festival.
- 9.3. If you do keep a vehicle behind your stall, please make sure it is out of sight as much as possible (covered by a marquee wall or other material).
- 9.4. All other vehicles will need to be parked outside the road closure.
- 9.1. Limited parking for stallholders will be available on Jephson St. Please contact the Markets Manager to arrange (limited availability).

10. Camping

- 10.1. Please include your camping requirements in your EOI.
- 10.2. **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.
- 10.3. Stallholders that wish to camp within their vehicle or marquee can only do so after approval from the Markets Manager.
- 10.4. 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.
- 10.5. 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.
- 10.6. Toilets are located outside the Amphitheatre, outside Tigerville and next to the Town Hall. Use of Artist Camping facilities is strictly prohibited.
- 10.7. Additional stallholder showers will be available within our road closure. Use of Artist Camping facilities is strictly prohibited.
- 10.8. Please be considerate if entertaining after hours.
- 10.9. 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.

11. Trading Times

- 11.1. The 2024 Nannup Music Festival will run from Friday 1 to Monday 4 March 2024. 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.
- 11.2. **Stallholders are expected to operate for the duration of the Festival.** One day trading is not available.
- 11.3. 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.
- 11.4. 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 1/03	5pm	11pm
Saturday 2/03	8:30am	11pm
Sunday 3/03	8:30am	11pm
Monday 4/03 (optional)	8:30am	12 noon

12. Food Vendors

- 12.1. Food vendors must comply with “Guidelines for Temporary Food Stalls Associated with Special Events”.
- 12.2. Your Public Liability Certificate must be current to March 2024 and a copy sent with your EOI.
- 12.3. Your Food Act License must be current to March 2024 and a copy sent with your EOI.
- 12.4. 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).
- 12.5. There will be no individual water supply for each stall. All stalls will have access to our water refill stations.
- 12.6. There will be an allocated back-of-house waste trailer for food vendors. Front-of-house bins are not to be used by food vendors.
- 12.7. Waste oil and greywater must be transported off-site and is the responsibility of the stallholder.
- 12.8. 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 fully 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](#).
- 12.9. **Single-use water cannot be sold.** You will be asked to remove any single-use plastic for sale. Failure to do so will impact future applications. We also encourage vendors to sell homemade drinks (e.g. lemonade, iced tea) in place of sweet, canned drinks.
- 12.10. 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. Please note that the dishwashing station is for festival patrons and not for stallholder/commercial use.

13. Market Stalls

- 13.1. Trading bays have a 4m front and are around 5m deep. Bay depths may vary due to site diversity.
- 13.2. 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.
- 13.3. 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.
- 13.4. 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.
- 13.5. The NMF reserves the right to reallocate a stall site at any time as/if required for any operational reasons.
- 13.6. 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.
- 13.7. Your Public Liability Certificate must be current to March 2024 and a copy attached to your EOI.
- 13.8. 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](#).

14. Electrical Requirements

- 14.1. Powered sites are limited. Powered market stalls are located within our ticketed area only.
- 14.2. No generators other than the festival ones are permitted.
- 14.3. 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.
- 14.4. Stallholders requesting powered sites must supply their own power cables. Maximum length permitted is 25m.
- 14.5. **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.
- 14.6. **No double adaptors are to be used** (tagged RCD power boards are acceptable).
- 14.7. Any faults or power failures caused due to the stallholder’s underestimation shall be charged to the

stallholder.

- 14.8. Please only use the number of outlets and amperage stated in your EOI. The Festival Electrician will be running regular checks.
- 14.9. We endeavour to supply power to our stallholders by 9am Friday and until 12 noon on Monday.

15. Stall Site Equipment

- 15.1. Stallholders must supply their own setup and equipment for trading.
- 15.2. Stallholders must ensure they have adequate sun and rain protection. Please come prepared for all weather conditions.
- 15.3. Stallholders must supply their own lighting.
- 15.4. All structures must be securely anchored to the ground.
- 15.5. 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 additional furniture, please make sure to include the information in your EOI.

16. Site Security

- 16.1. It is the stallholders' responsibility to ensure security of their stall, equipment and products.
- 16.2. Please don't leave cash or valuables in your stall if unattended.
- 16.3. 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.

17. Offensive or 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. Bump out

- 18.1. Bump out is on Monday, 4 March, 12 noon. The closing Monday concert will take place in the Playground, within our free access area at the top of Brockman St.
- 18.2. Bumping out/ leaving the festival site without approval and while the road closure is in effect, will adversely affect future EOI.
- 18.3. All stallholders are required to clear away their own waste from their stalls. Please leave no trace.