

# AUSTRALIAN CELTIC FESTIVAL

A Celebration of all things Celtic

## AUSTRALIAN CELTIC FESTIVAL

### Stallholders' Information Kit 2012

This information kit contains all of the information that you will need to apply for a stall at the 2012 Australian Celtic Festival. The application form follows. Please ensure that you read the terms and conditions contained in this kit carefully.

#### Set up / Bump out Times

**Set-up and bump out times are to be adhered to strictly. Cars are not able to be on site at festival times due to Occupational Health and Safety regulations.**

	DATE	START TIME	FINISH TIME
Set-up	Friday May 4 <sup>th</sup>	9.00am	5.00pm
	Saturday May 5 <sup>th</sup>	6.00am	8.30am
Cars off the site	Saturday May 5 <sup>th</sup>	8.00am	5.00pm
	Sunday May 6	8.00am	4.00pm
Saturday Trading	Saturday May 5 <sup>th</sup>	9.00am	4.30pm
Sunday Trading	Sunday May 6 <sup>th</sup>	9.00am	4.00pm
Pack up/ Bump out/ Cars on Site	Sunday May 6 <sup>th</sup>	4.30pm	6.00pm

#### Applications

Applications will be considered on the first Wednesday of each month at the committee meetings. Each year we expect 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 a reflection on your quality and the committee's decision is final. **In the event of a late cancellation additional stall sites may be allocated at the discretion of the committee.** The Committee is striving to produce an event that is successful and profitable for all participants.



AUSTRALIAN CELTIC FESTIVAL  
A Community Committee of the Glen Innes Severn Council  
PO Box 61, Glen Innes NSW 2370  
A Community Committee of the Glen Innes Severn Council

[www.australiancelticfestival.com](http://www.australiancelticfestival.com)

## **General Selection Criteria includes:**

1. Compliance with relevant statutory regulations; Food stalls in particular must be compliant to industry regulations: refer to the following [www.foodauthoritiesnsw.gov.au](http://www.foodauthoritiesnsw.gov.au); [www.foodstandards.gov.au/foodsafetystandardsaustraliaonly/](http://www.foodstandards.gov.au/foodsafetystandardsaustraliaonly/);
2. Current broad form insurance – public liability and product liability where relevant;
3. Promptness of payments;
4. Quality of stock and association to “Celtic Theme”;
5. Stalls that is aesthetically appealing – bright, colourful and festive, with clean presentation and interesting appearance.
6. High Level of professionalism and experience.
7. New and innovative ideas and products.
8. Credit card facility payment option for visitors on site.

## **Inquiries**

Please direct your inquiries and applications to:

By Post: Site Application  
Australian Celtic Festival  
PO Box 61  
Glen Innes NSW 2370

In Person: Glen Innes Visitor Information Centre  
152 Church Street  
Glen Innes NSW 2370

By Fax: (02) 67326090

By Phone: (02) 67302410

By Email: [mhollingworth@gisc.nsw.gov.au](mailto:mhollingworth@gisc.nsw.gov.au)

Website: [www.australiancelticfestival.com](http://www.australiancelticfestival.com)

## **Schedule of Fees**

All fees include GST.

Stall Site (space only 6m frontage x 4m depth) \$175

**Any stall site exceeding these specifications in 2012 will be charged an extra site fee before commencing operation on the site and /or may be asked to leave the site by the festival internal site coordinator.**

Electricity

(Subject to availability) \$25

## Payment

Full payment of fees must accompany your Stallholder's Application. Payment of fees may be made by cheque, or money order. Entry to the Australian Celtic Festival site will not be permitted unless all applicable fees have been paid in full. Payment of fees on the day of the Australian Celtic Festival is not accepted. **To further assist stallholders in 2012 there is a direct deposit option (all details on the application form) for payment of fees. If you choose this option please email details of your payment to [mhollingworth@gisc.nsw.gov.au](mailto:mhollingworth@gisc.nsw.gov.au);** The Australian Celtic Festival Committee will confirm receipt of all applications in writing or by email. All cheques to be made out to: Glen Innes Severn Council

## Cancellations

If the stallholder wishes to cancel the stall booking before 1st April 2011 the organisers will refund the total site fee. Any cancellations received after this date will not be refunded. The committee reserves the right to re-allocate any such sites at their discretion and any decision is final.

## Trading Times

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

Saturday May 4th	9.00 am-	4.30
Sunday May 5th	9.00 am-	4.00

## Electricity

You must indicate on your application form if you require electricity for your stall site. Food stalls requiring power are situated with ready access to power. Powered sites are limited and will be made available for urns/ovens/refrigerators first, and then for computers/lighting etc. on a needs basis. It is very important that you provide accurate information as to what type and how much electricity you require. **If excessive power is needed an additional charge will be required.**

Stallholders are asked to supply all required leads and adaptors to connect to the power supply. Leads are not to be run along the ground. Cords are to be suspended where practicable 2400mm above ground level – if in use. It is recommended that leads be at least 30m long.

All power leads, power boards must be tagged to AS3760:2001. It is the responsibility of the Stall holder to ensure this is completed before arrival at the site. **There is no exception to this in 2012.**

## **Occupational Health & Safety**

Every stall will undertake a safety risk assessment prior to trading on Saturday morning by either a Council representative or the Australian Celtic Festival Site Manager; there is no exception to this. Stallholders are expected to ensure that your stall meets the required Occupational Health & Safety standards or you may not be permitted to trade.

Leads, power boards and electrical connectors on the ground are expressly prohibited. Cords are to be suspended where practicable 2400mm above ground level – if in use.

Hold-down (guy-) ropes must be clearly identified. Food stalls must operate under all relevant Food Safety regulations.

All Food stalls including service clubs must reference the following to ensure they are compliant [www.foodstandards.gov.au](http://www.foodstandards.gov.au); & [www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au); The committee reserve the right to refuse entry to non compliant stalls in 2012 .**The Council's environmental health staff will be inspecting all food stalls at the 2012 festival**: food stalls will be asked to produce a copy of current food supervisors' accreditation.

## **Insurance**

Public liability insurance cover is compulsory for all stallholders. A copy of your Public Liability Policy for "Australia-wide Events" or specifically for the "Australian Celtic Festival" with cover for \$10,000,000 as a minimum must be forwarded with your stall application and payment.

Your application will be deemed invalid if you:

- Fail to provide a copy of your insurance policy;
- Provide a policy that is not current.

## **Workers Compensation or Personal Accident & Illness Insurance**

If you are employing people to work on your stall, you must have workers compensation insurance for your staff. If you are a sole trader you must have personal accident & illness insurance. A copy of your workers compensation or personal accident & illness policy must be forwarded with your stall application and payment.

## **Liability**

The Australian Celtic Festival Committee accepts no responsibility for damage arising from:

- Theft & breakages;
- Flooding, water, storm
- Electrical failure

To any stallholder's produce, equipment, materials or machinery.

Stallholders participate at their own risk.

### **Stall Sites**

A stall site is 6m frontage x 4 m depth. If your stall area is larger than this an extra site must be booked and paid for: Please take into account your entire stall equipment including any ropes and awnings. Sites are not set up for side selling!

**Specific stall site requests will always be taken into consideration but are not guaranteed.**

### **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 Australian Celtic Festival event. Stallholders are encouraged to present their stalls in an appealing and imaginative manner to attract festival patrons.

The Australian Celtic Festival committee aims to improve the overall quality of the festival each year. Visual appearance is important. Our request is that all stalls be decorated with flags and/or bunting to enhance the atmosphere of the Celtic Festival.

**The stall must clearly display the stallholder's name/company details and site number provided.**

Addressing visitors to the Australian Celtic Festival by way of loudspeakers, amplifiers and disruptive music is not permitted.

### **Ticketing**

Once your stall application is accepted and your payment is processed a copy of your receipt will be sent out to you. Your complimentary Australian Celtic Festival entry tickets will be posted to you after April 1<sup>st</sup> 2012. Stallholders are **entitled** to two (2) complimentary tickets for the weekend. The entry tickets are in the form of colour-coded wristbands.

If you require **additional** entry passes to the Australian Celtic Festival (for family or staff), you must complete the relevant section on the application form. Payment for these additional tickets must accompany your application form and stallholder fees payment. (Please remember **school age children are free**). Additional tickets will be posted to you with your stallholder information after April 1<sup>st</sup>, 2012.

The wristbands, are issued as proof of payment, and must be worn for the duration of the festival weekend on your wrist. Tickets are not refundable, replaceable or transferable. Lost or forgotten wristbands will not be replaced and you will be required to purchase another at full gate price.

### **Security**

A "Neighbourhood Watch" attitude amongst stallholders is encouraged. Security will be provided over night on Friday May 5th and Saturday May 6th from 5pm to 6am. However we do advise that you do not leave any stock out, non-secured over the evening.

### **Exclusions**

The Australian Celtic Festival organisers retain the right to enter stallholder's sites and remove any article, sign, picture or printed matter that is offensive.

The following items are prohibited at the Australian Celtic Festival:

- X-rated or pornographic material;
- Any item that infringes third party intellectual rights (including trademarks, copyright);
- Illegal firearms;
- Toy guns, cap guns, noise makers or similar products;
- Dangerous or illegal substances of any kind;
- Fireworks.

### **Weather Conditions**

The Festival is held on the first weekend of May of each year. Autumn in the

high country is a beautiful time of year, but the weather can be unpredictable. At our elevation of just over 1000 metres, the sun can be quite strong, even at this time of year. Stallholders are encouraged to have adequate sun protection by way of a covered stall or market umbrella. Some years we experience some rain or showers and stallholders who are unprepared have a difficult time. It is important to ensure that you have a wet weather contingency plan for your stall and your stock.

### **Positioning of Stalls**

Stalls will be allocated a position at the discretion of the Internal site coordinator or delegated assistant. **Please be aware that stallholder's requests for preferred positioning may not be granted and the decision of the Internal site coordinator is final.**

### **What do I do now?**

Once you have read the information contained in this Stallholders Information Kit, you need to:

1. Complete and submit the application form – by submitting 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.
3. Attach a copy of your relevant insurance policies; **Important.**
4. Forward both the application form and full payment of all applicable fees to the Australian Celtic Festival office.

The closing date for receipt of stall applications is 1<sup>st</sup> April 2012. Applications are processed in the order that they arrive.

If your application for a stall is successful, your notification will be posted no later than Friday 11<sup>th</sup> April 2012, and will include:

1. A site map;
2. Your complimentary entry wristbands and additional wristbands;
4. Your car passes as indicated on your application form.
5. If you require us to use an address other than the one supplied on your Application Form, please let us know when you apply.

If your application for a stall is unsuccessful, you will receive by post:

- Written letter of decline;
- A full refund of your stall application and additional ticket fees. Refundable cheques will be made payable to the name of drawer on the original cheque or money order.

### **STALL APPLICATION FOLLOWS**

## 2012 AUSTRALIAN CELTIC FESTIVAL STALL SITE APPLICATION

Company _____	ABN _____
Contact Person _____	
Postal Address _____	
Town _____	State _____ Postcode _____
Email _____	Phone _____

Complete your requirements	COST (GST inclusive)
<input type="checkbox"/> Powered Site (please specify power needs) _____	\$200
<input type="checkbox"/> Unpowered Site _____	\$175
<input type="checkbox"/> Vehicle Parking in 4mx6m site	
<input type="checkbox"/> Designated Vehicle parking (parking adjacent to stall area)	
<input type="checkbox"/> Extra weekend pass _____ (number)	\$40
<input type="checkbox"/> Extra day pass _____ (number)	\$30
<b>TOTAL</b>	<b>\$</b>

How does your stall value add to the Australian Celtic Festival? \_\_\_\_\_

\_\_\_\_\_

Enclosed is a copy of the following documentation **this must accompany your application**

- Public Liability Insurance Current Certificate of Currency
- Workers Compensation Policy (stalls employee staff only) **OR** Personal Accident & Illness Insurance (if a sole trader)

I enclose a cheque/money order for the full amount of my fees as above \$

Please make cheques payable to **Glen Innes Severn Council** & post with application form to:

Australian Celtic Festival  
PO Box 61  
Glen Innes NSW 2370.

I have made direct deposit for the full amount of my fees as above \$

It is very important for payments made this way to be correctly receipted, that all the following steps are followed; Your payment may not be receipted otherwise.

When making your payment by direct deposit, **you must include the reference no 6541-1040-0000 and the stall/klan/or name on the deposit information and email confirmation of payment to the festival office [mhollingworth@gisc.nsw.gov.au](mailto:mhollingworth@gisc.nsw.gov.au);**

The banking details are Name - Glen Innes Severn Council corporate cheque acc  
Bank - Glen Innes National Australia Bank  
B.S.B.- 082592  
Acc - 577895718

***I have read and understood the terms and conditions as detailed in the Stallholders Information Kit.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

