

# AUSTRALIAN CELTIC FESTIVAL

A Celebration of all things Celtic

## 2012 AUSTRALIAN CELTIC FESTIVAL CLAN INFORMATION KIT

This information kit contains all of the information that you will need to apply for a clan/association site 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 for Occupational Health and Safety reasons.

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

### Applications

Applications will be processed Tuesday, Wednesday, and Thursday in the order that they are received. The ACF Committee is striving to produce an event that is successful and appealing to all Celtic enthusiasts.

Selection decisions are final and no correspondence will be entered into.

General Selection Criteria includes:

1. Compliance with relevant statutory regulations;
2. Current broad form insurance – public liability and product liability where relevant;

### Inquiries

Please direct your inquiries and applications to:

By Post: Site Application  
Australian Celtic Festival  
PO Box 61



AUSTRALIAN CELTIC FESTIVAL

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

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

In Person: Glen Innes NSW 2370  
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**

Clans & Associations **\$50 including one free weekend pass**

This fee applies to all clan/societies in 2012 (option of merchandising only clan/specific promotional goods; not food) throughout the festival. Should you wish to sell any other goods/items/products that are not clan promotional products you will need to apply for a stallholder site; \$200-powered site \$175-nonpowered site.

### **Trading Times**

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

Saturday May 5th 9-4.30pm

Sunday May 6<sup>th</sup> 9-4

### **Occupational Health & Safety**

Every clan site will undertake a safety risk assessment prior to trading on Saturday morning by either a Council representative or the Australian Celtic Festival Site Manager. Clans/Associations are expected to ensure that your site meets the required Occupational Health & Safety standards or you may not be permitted to stay. 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. All power leads, power boards must be tagged to AS3760:2001. It is the responsibility of the Clans/Associations to ensure this is completed before arrival at the site. Hold-down (guy-) ropes must be clearly identified.

### **Insurance**

Public liability insurance cover is compulsory for all Clans/Associations.

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.

### **Liability**

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

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

To the clan's/associations produce, equipment, materials or machinery. Clans/Associations participate at their own risk.

### **Stall Sites**

A clan/association site is 6m x 4 m. Please take into account your entire site equipment including any ropes and awnings: non-compliant stalls will be charged an extra site fee in 2012. There is no provision for parking on site for Clans & Associations.

### **Housekeeping**

Clans/Associations are responsible for keeping their clan sites and the immediate surrounds (front, rear & sides) tidy and clear of rubbish. Clans/ Associations 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 Clan/Association 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. Clans/Associations 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 Clans/Associations be decorated with flags and/or bunting to enhance the atmosphere of the Celtic Festival.

The site must clearly display the Clan/Associations 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 site application is accepted a letter of acknowledgement will be sent out.

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

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 4th and Saturday May 5th from 5pm to 6am.

### **Exclusions**

The Australian Celtic Festival organisers retain the right to enter Clan/Association 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**

Clan/Associations will be allocated a position at the discretion of the Festival Internal Coordinator Steve Wood or delegated assistant. All queries during the festival relating to site should be directed to him. The information tent will have any other information you may require including programs, timetables of events and festival feedback forms.

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

Once you have read the information contained in this Clan/Associations Information Kit, you need to:

1. Complete and sign the application form – signing the application form indicates that you agree to be bound by the terms and conditions contained in the Clan/Associations Information Kit.
2. Order your additional entry tickets.
3. Attach a copy of your relevant insurance policies;
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 Clan/Association applications is 1<sup>st</sup> April 2012. Applications are processed in the order that they arrive.

If your application for a site 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 additional wristbands;
4. Your car pass 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.

**SITE APPLICATION FOLLOWS**

**2012 AUSTRALIAN CELTIC FESTIVAL  
CLAN/ASSOCIATION SITE APPLICATION**

|                |       |          |       |
|----------------|-------|----------|-------|
| Clan/Assoc.    | _____ | ABN      | _____ |
| Contact Person | _____ |          |       |
| Postal Address | _____ |          |       |
| Town           | _____ | State    | _____ |
|                |       | Postcode | _____ |
| Email          | _____ | Phone    | _____ |

| Complete your requirements                                               | COST (GST inclusive) |
|--------------------------------------------------------------------------|----------------------|
| <input type="checkbox"/> Clan/Association-includes one free weekend pass | \$50                 |
| <input type="checkbox"/> Extra weekend pass _____ (number)               | \$40                 |
| <input type="checkbox"/> Extra day pass _____ (number)                   | \$30                 |
|                                                                          | <b>TOTAL \$</b>      |

How will your site value add to the Australian Celtic Festival? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

- Public Liability Insurance
- Workers Compensation Policy (stalls employing staff only)

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/clan/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  
Clan/Associations Information Kit.***

Signature \_\_\_\_\_ Date \_\_\_\_\_

