



16 / 17 / 18 March 2018 Katoomba
23rd annual blue mountains music festival

KATOOMBA PUBLIC SCHOOL P&C MARKET STALL APPLICATION PACKAGE 2018

The Festival markets are a fundraising initiative of Katoomba Public School P&C. The market is coordinated and run by volunteers and all proceeds go to the students of Katoomba Public School.

This information package contains the application form required for a Festival market stall, the 'Terms and Conditions of Trading' document which must be signed and submitted with your application form and all the general stallholder information you need to know about the Festival markets. Please read carefully before applying.

THE APPLICATION PROCESS

Applications can be emailed to: bmmfmarketstalls@gmail.com

Or posted to: Music Festival Market Stalls

PO Box 888, Katoomba NSW 2780

All applications must be **RECEIVED BY 5.00pm on Wed 31st January 2018.**

Applications received after this time will not be considered.

DO NOT send payment with your application.

Applications must include: 1. Completed application form, 2. Signed Terms and Conditions of Trading document, 3. Current certificate of Market Stalls Public Liability Insurance and 4. Description and photos of products for sale and stall display

Applications will be assessed by the Festival Committee in accordance with the market stall guidelines and applicants will be notified by email **from Fri 2nd February 2018** in regard to the success of their application.

If successful, payment is required in full by **5.00pm Friday 16th February 2018** to secure your stall at the market. Payment is to be made by direct deposit. Bank details will be provided at the time you are notified of your successful stall application. If payment is not received by this time your application will be automatically withdrawn and your stall will be offered to the next available applicant.

MARKET STALLHOLDERS - GENERAL INFORMATION

The festival markets are located on the grounds of Katoomba Public School within the thoroughfare of all major music venues.

There are 3 types of Stalls:

Big Top Markets apply using this form

Courtyard Markets apply using this form

Food Stalls; Separate application form available on the bmmf website

The **Big Top Market** area is on grass, This is the **ONLY** market space available for stalls requiring a car or van onsite. Please notify us if you require level grass as some stall sites are located on a slight slope. These market stalls trade into the evening.

The **Courtyard Market** area has a level asphalt surface and trades during daylight hours

Your name and the name of your market stall will be listed at the entrance gate on arrival. A market stall Co-ordinator / Volunteer will be available during set up, pack up and within the intervening trading hours

Stallholders do not receive a complementary festival ticket. Stallholders can access all of the Festival ground venues once onsite. Please ask if you do need to leave and return to the grounds during festival hours

Arrival Times

Courtyard Stallholders must arrive on Saturday between 6.30am – 8.30am.

Vehicle access is not available outside of these times.

Big Top Stallholders can arrive between 2pm - 6pm on Friday, or between 6.30am - 8.30am on Saturday.

All market stalls must be ready to trade by 10am on Saturday and Sunday.

Powered sites are available, please specify power requirements on the application form

MARKET STALL TERMS & CONDITIONS OF TRADING

It is a condition of trading at the Festival Markets that you read the terms and conditions below and sign that you agree to abide by these for the duration of the market. Contravention of these conditions may result in you being asked to leave the festival market.

Setup and Pack Up Procedures

Stallholders are to enter the Festival Market via the school ground double gates on Waratah Street. Big Top stallholders may be directed on to other gates. You will be met on arrival at the gate and must wait for directions from a market Co-ordinator before proceeding onsite. All stallholders must check in with a Market Co-ordinator before unloading. Stall spaces will be marked out. Do not exceed your designated space.

Courtyard Markets

trading hours are Saturday and Sunday 10am - 6pm.

There are no onsite vehicles allowed in the Courtyard Market areas during trading hours. Stallholders must arrive on Saturday between 6.30am - 8.30am to unload and set up. **There is NO onsite parking for Courtyard Market stallholders.** There is ample parking in surrounding streets. Stallholders must move their vehicles off site as soon as possible after unloading. No vehicles are to be left in the loading zone or car park.

Stalls can be packed down or may be left up overnight on Saturday, but stall wares must be secured by stallholders. Night security patrols the whole site overnight but is not exclusive to market areas. The Festival Market is not responsible for any items left overnight.

All stalls must be securely weighted on this tarmac area.

In the event of very wet weather vehicles may not be allowed onto the Festival grounds for loading and unloading. Stallholders are to follow the directions of Festival Market Co-ordinators at this time. Undercover sites are no longer available

Big Top Markets trading hours are Friday from 6pm. Saturday and Sunday from 10am until close.

The Big Top Market is for those stallholders that require a vehicle for trading as indicated on the application form. Big Top stallholders can arrive and set up between 2pm - 6pm on Friday for night trading, or between 6.30am - 8.30am on Saturday. **It is important that you inform us BEFORE the event if you wish to arrive on Friday afternoon** as some trading areas are not accessible by vehicles after a certain time on Friday. Stall spaces will be marked and vehicles must be parked at the rear of the stall. Vehicles that exceed their allocated space will be asked to park offsite in surrounding streets.

**For all market areas, NO stallholder vehicle movement or access will be allowed in the festival grounds after 8.30am on Saturday.
On Sunday ALL stallholders must cease trading at 6pm and must be Off site by 8pm.**

Market stalls are placed at the discretion of the Market Stall Co-ordinator and Committee. All requests will be considered but not guaranteed. Stall placement will be given upon arrival. Although stall allocations will be organized in advance stallholders must respond to last minute changes if required.

All stallholders must present their stalls in a professional, stylish and clean manner. Marquees must be weighted or securely pegged down. Stallholders must confine their displays to their allocated space. Signs and displays must be within this area and not impinge on adjoining stallholder's displays.

There is no provision for overnight camping. Toilet facilities are available but there are no shower facilities on site. No animals are allowed on the school grounds.

It is the responsibility of the stallholder to ensure they conform to any Australian standards pertaining to their product. The Festival markets will not be held accountable for any trademark, copyright or safety infringement.

If you have indicated in your application that you require power for your market stall long extension cords may be necessary to reach power hubs. It is the stallholders responsibility to supply all appropriate power leads and extension cords. These must be labeled with your name and have current tags attached by a qualified tester.

Pack up Sunday. Vehicles are allowed onsite generally from 6pm for pack up. This time is dependent on crowd movement at the time. Festival Volunteers will communicate with you at this time. No cars are allowed onsite before 6pm. Vehicles will be directed and guided by festival volunteers. And must drive slowly behind a walking festival volunteer at this time.

Stallholders are responsible for leaving their site and surrounding area clean and tidy. Boxes and packaging must be removed from the market area prior to leaving.

Stallholders must be mindful that the Market Committee, Co-ordinators and staff are volunteers. Disagreeable, offensive or aggressive behavior from stallholders is not acceptable. The Committee's decisions regarding stall applicants, placements and other matters related to the Festival markets will be non-negotiable. The Committees selection of stalls will also be final and no further correspondence will be entered into.

I have read the **'Market Stall Terms and Conditions of Trading'** above, and agree to abide by these for the duration of the Blue Mountains Music Festival.

Signature:

Date:

2018 FESTIVAL MARKET STALL APPLICATION FORM

Applicants name:

Business name:

Address:

Mobile No.:

Email:

MARKET STALL REQUIREMENTS (please tick)

Prices are for 2-days (Saturday and Sunday.) Big Top stall holders may arrive on Friday pm

- | | | |
|--------------------------|--|--------|
| <input type="checkbox"/> | 3 x3m market stall | 180.00 |
| <input type="checkbox"/> | 3 x 6m market stall | 300.00 |
| <input type="checkbox"/> | 3 x 3m Big Top stall (3x3 stall plus car space)* | 250.00 |
| <input type="checkbox"/> | 3 x 6m Big Top stall (3x6 stall plus car/trailer space)* | 390.00 |

** these stalls are automatically provided as powered sites.*

TOTAL COST:

Please DO NOT send payment with your application

Please provide a descriptive list of your product and stall display. Photos are required for all stallholders. Please provide details for any other specific requirements, including power.

Please note your application will not be considered unless the following information is attached. Please tick box to confirm you have included these documents.

- Current certificate of market stall holders Public Liability Insurance
- Product description and photographs
- Signed copy of **'Market Stall Terms and Conditions of Trading'**