**WARWICK FRESH FEST**

**GUIDELINES & APPLICATION**

Fresh Fest is a high-quality outdoor twilight community festival encompassing markets, gourmet food, kids’ activities, open air cinema and live music.

**The market component of the festival showcases craft, art, jewellery, photography, hand-made clothing, fresh produce and gourmet food as well as high-quality second-hand items such as vintage clothes and collectible books.** We strongly encourage and support youth, multicultural and other community group involvement.

Product quality and stall presentation is of utmost importance. As such, applications will be accepted or rejected based on photos and descriptions of their products and stall. Additionally, due to the festival being held at twilight, we also require stall holders to decorate stalls with battery powered fairy lights or decorative lanterns.

APPLICATIONS

* Potential participants are required to submit the application form below (or just as an email) as well as a photo representation of products and market stall set-up.
* These photos may be used in Fresh Fest marketing material and on the *What’s On Southern Downs* & *Fresh Fest* websites and Facebook page.
* Stall holders will be notified of acceptance (or non-acceptance) by email and payment will be requested in accordance with the payment guidelines.
* Some stall holders may be declined if deemed inappropriate or not within the scope of Fresh Fest. This is at the discretion of the Fresh Fest team and is not negotiable.
* It is understood that you have read and accepted the rules/conditions of the market when you apply, and agree to obtain relevant licences, insurances and safety requirements as stated in the guidelines.

PAYMENT

* Warwick - Cost per stall is $40. Double stall sites are $70. (Stall holders under 15 years old - $20.)
* Stanthorpe - Cost per stall is $30. Double stall sites are $50. (Stall holders under 15 years old - $15.)
* Marquee hire - $40
* Table hire (1.8m) - $15.50
* Powered sites will be an extra $7.50 and are discouraged as we only have limited powered sites. (If only powering an EFTPos machine please consider using cash. There is a cash machine just over the road.)
* Community groups and charities are able to attend for free but still must hold relevant insurance.
* Full payment is required TWO weeks in advance of market date.
* Bookings are non-refundable from three days before the market date.
* Stall holders who have not paid by the due date will forfeit their place at the market and it may be offered to another vendor.

MARKET TRADING

* 1.00pm – Stall holders can arrive and set up.
* 2.45pm – Stall holders must be set up and ready for trading. All cars must be moved offsite.
* 3.00pm – Fresh Fest begins.
* 8.00pm – Earliest time Stall Holders may start to pack up – no vehicles permitted until Pack up and Bump out time. (May be earlier – at organisers discretion)
* 9.00pm – Pack up and Bump out time. Cars may be permitted back into the park.
* 9.45pm – Stall holders must be off the premises.

INSURANCE

* **Stall holders must have their own Public Liability Insurance. The policy must be included in your application.**
* Public & Product Liability Insurance can be provided under the Fresh Fest insurance policy for an extra fee of $65 which will cover a stallholder for four Fresh Fest events in a one year period. Please note that this excludes tools, electrical goods, second hand toys, health, cosmetics, medicines, potions, oils, soaps and alcohol. It is up to organiser’s discretion whether to accept stall holders under our policy.

MAXIMUM STALL SIZE

* Site size is 3.5m x 3.5m.

STALL HOLDER OBLIGATIONS, RESPONSIBILITIES & CONDITIONS

* Products must be of a high-quality and presented in a creative, attractive way.
* Products may be produced locally, nationally or internationally, however preference will be given to hand-made products.
* Products may also be second-hand such as books, records or clothing however they must be retro, vintage or collectable.
* No imitation, mass-produced or manufactured items are allowed. Some exceptions may apply for manufactured items using locally grown/produced products and will be determined on a case-by-case basis.
* Stall holders must ensure their stalls are tidy and attractively presented.
* Fresh Fest would like to keep the number of powered sites to an absolute minimum, so if you absolutely require a powered site please submit your reasons and request with your application.
* **Solar or battery powered** **fairy lights or decorative lanterns are expected to be adorning each stall.**
* Stall holders must confine their displays and signs to the stall site and keep pathways clear for patrons as per insurance policy requirements.
* Stall equipment/marquees/covers must be secured or weighed down at all times and items used to secure/weigh down your stall must not extend into pathways or pose any safety risk to patrons.
* Stall holders must bring their own electrical leads if they require power. Leads must be tested and tagged by a qualified electrician no more than 3 months prior to the market date.
* Stallholders using gas or electrical appliances must have a suitable fire extinguisher or fire blanket on site
* Copying ideas/work of other stall holders may be in breach of creative copyright and is not in the spirit of this market. Fresh Fest takes no responsibility in determining copyright legality.
* No haggling or hassling will be tolerated.
* EFTPOS is not available and change is not provided so please ensure you have an adequate float.
* Stall holders are responsible for looking after their own stall. Security is not provided and Fresh Fest will not be held responsible for any stall damage or product theft.
* Stall holders must not pack up until the pack-up time stated in the guidelines unless prior approval is obtained. Earlier pack up times will be at the organisers discretion.
* Stall sites will be allocated by the Fresh Fest team and will not be negotiable. Please place stall location requests on your application form for consideration by the Fresh Fest team. Requests may or may not be granted.
* The stall holder is responsible for conforming to any Australian standards pertaining to your product.
* Loud product promotion by stallholders is not permitted.
* Fresh fest has the right to withdraw the right to trade of any stall holder in dispute with Fresh Fest.
* Dogs or other animals are NOT permitted to enter the market area.
* Fresh Fest will not tolerate any form of bullying whether it online or physically between stallholders or towards management.
* Exclusive product rights are not given to any stall holder, nor should they be expected.
* Fresh Fest reserves the right to refuse admission to the market to any person and to eject any person and his/her goods and chattels without giving any reason for the same.

PARKING

* During setup and pack up time, if driving into the park please try to keep your car on the pathways and please listen to the instructions from organisers and Council staff.
* Stall holders must park vehicles on the street once set-up is complete. (Guy St is recommended.) No vehicles will be allowed to remain inside the park during the Fresh Fest.
* Prior approval must be sought in writing from the Fresh Fest team for any vehicles that need to remain onsite in order to provide a product/service (eg. refrigerated food van).
* Cars are not allowed back on the premises until the official pack-up time stated in the guidelines.

CANCELATIONS & WEATHER POLICY

* If the market organiser decides to cancel the market for any reason other than weather, you will receive a full refund of your stall fees.
* If the market organiser decides to cancel the market due to weather your will receive a refund of 50% of your stall fees.
* No stall fees will be refunded if the weather turns bad on market day and the organiser decides to cancel the rest of the market.
* Please do not apply if you are not willing to take a risk on the weather.
* Fresh Fest is not responsible for damaged products or stall equipment if damaged by the weather.
* Refunds will not be provided for any cancelations by stall holders within 3 days of the market date.
* Stall holders will be notified individually by text/phone/email in the event of cancelation. Notification will also be posted on our Facebook page. Fresh Fest takes no responsibility for stall holders who are not contactable.

FOOD VENDORS

* Stall holders are responsible to trade in accordance with Market, State and Local Laws.
* Food vendors must have a copy of their current, applicable licences with them on the day of the market in case of Food/Health Inspectors.

WASTE MANAGEMENT

* Stall holders are responsible for taking their own rubbish away with them.
* If stall sites are not left clean, a cleaning fee of $10 may be charged.

EQUIPMENT

* **IMPORTANT - As this is a Twilight Market we request that all stall holders have solar or battery powered (or electrical if on a powered site) lights. We want to make Fresh Fest as attractive as possible, so acceptable lighting includes funky lanterns, LED fairy lights, coloured lights etc. The parks are very well lit but we want to ensure that your stalls and products are well lit also. These lights can be purchased cheaply at various outlets locally. Check with Fresh Fest organisers if you are unsure.**
* **Please make sure you have adequate extension leads (20-30m) and power boards. Be aware that the power you need could be some distance from you.**
* Any equipment required for your stall (eg. Tables/chairs/marquees/weights/ ropes etc) must be provided by the stall holder.
* All stalls must meet a presentation standard determined by the Fresh Fest team. If your stall does not meet presentation standards you may be asked to rectify the situation and if you are not able to do so, you may be asked to leave the market.

APPROVAL & PAYMENT

* Upon approval, payment can be made by bank transfer. (Preferred) Cash & Cheque are also acceptable if necessary.

CONTACT DETAILS

* *What’s On Southern Downs*
* *0418 779 275 or 0402 447 857 – Use these numbers any time you have a question or to contact us on the day.*
* *freshfest@whatsonsoutherndowns.com.au*
* *PO Box 1142, Warwick Qld 4370*
* *www.freshfest.com.au*

**APPLICATION FORM**

*Please email this information to* [*freshfest@whatsonsoutherndowns.com.au*](mailto:freshfest@whatsonsoutherndowns.com.au) *or post form to Fresh Fest, PO Box 1142, Warwick Qld 4370.*

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| **Market Date** |  |
| **Your name** |  |
| **Business name** |  |
| **Email address** |  |
| **Address** |  |
| **Phone number** |  |
| **Facebook page** |  |
| **Product description** |  |
| **Do you have your own insurance? Yes No**  **If no, do you wish to apply to be covered by our policy? Yes No** | |
| **Do you require power? Yes No**  **If yes, what will you be powering?** | |
| **Do you require a marquee? Yes No**  **Do you require a table (1.8m)? Yes No**  **Do you require a double site? Yes No** | |
| **Do you understand and agree with the above terms and conditions? Yes No** | |
|  |  |
| **Signature** |  |

**Please attach photos of your products, stall (if possible) and a copy of your insurance policy (if you have one).**

**Thank you. ☺**