



# FALLS FESTIVAL

## MARKET STALL APPLICATION INFORMATION

## NORTH BYRON PARKLANDS, BYRON 2018/19

**PLEASE ENSURE YOU READ AND UNDERSTAND EVERYTHING IN THIS DOCUMENT BEFORE YOU APPLY!**

**You'll be bound to this document and all the conditions it contains if you are chosen to participate as a stall holder at the Falls Music & Arts Festival Byron.**

The Falls Music & Arts Festival is a 3-day camping festival that takes place on a picturesque native forest with rolling hills and water lily covered dams, conveniently located 20 minutes north of Byron Bay. The festival caters for up to 25,000 patrons and will operate from 30<sup>th</sup> December 2018 until 2<sup>nd</sup> January 2019. The Falls Music & Arts Festival looks for markets that offer a diverse range of amazing, affordable and high quality products.

The Falls Music & Arts Festival aims to select markets that are creative and festive in presentation and are devoted to epitomising the festival's relaxed, friendly and unique atmosphere. Markets who demonstrate a strong commitment to operating with an environmental ethos and supporting local products will be looked upon favourably.

Applications strictly close on Friday, 9<sup>th</sup> November 2018. Late or incomplete applications will not be considered. You will receive notification of whether you have been successful or not around mid November 2018.

### \\ YOUR APPLICATION

All applications must be submitted online via the link at <https://fallsfestival.com/byron-bay/goings-on/food-and-market-stalls/> by close of business on Friday 9<sup>th</sup> November 2018 in order to be considered for a position.

### \\ YOUR STALL

We are looking for markets that offer a creative, unique product at good value prices. Markets stalls who can provide information on how they operate in an environmentally friendly manner and support local producers will be given preference. We are looking for markets that take pride in the presentation of their stall and add to the aesthetics of the event. You are required to provide your own stall structure, flooring and equipment including signage, lighting, long leads and power boards. All equipment must be suitable for all weather conditions.

**You may hire equipment – but only from the companies we specify.**

## \\ SITE FEE

You can find all the Site Fee information in the Stall Manager online application form.

## \\ POWER

You must indicate on your application form if you require power supplied by the Festival and you must list all power items you will be using. **You must bring all leads, power boards and electrical equipment, these MUST ALL BE TESTED AND TAGGED.**

## \\ PRODUCTS

All product lists are subject to approval by the festival. **You are not permitted to sell anything not listed in your application form.**

## \\ TRADING HOURS

The event begins on December 30<sup>th</sup> and runs until the 2<sup>nd</sup> of January. More details about operating hours will be sent out closer to the event.

## \\ PUBLIC LIABILITY INSURANCE

It is **compulsory** that all caterers hold Public Liability Insurance for a minimum of \$20 million for their stall. Successful applicants must provide a copy of their Public Liability Insurance policy that will be valid during the dates of the festival. If you cannot obtain Public Liability Insurance you will lose your place to trade.

## \\ FIRE SAFETY

All stalls must also have a tested and tagged fire extinguisher on hand within their stall as well as a NO SMOKING sign.

## \\ WORK HEALTH AND SAFETY

All markets stall holders and staff will be expected to abide by the Festival WH&S policies and procedures relevant to markets stalls. You and your employees should be covered by Work Cover. Festivals and events will not be liable for injuries to you or your workers on the way to work or while carrying out their work activities. All workers on all stalls **MUST BE OVER 18**. Successful stalls will be required to complete an online WH&S induction before they come to the event.

## \\ LOAD IN AND OUT

All market stalls will be required to load in and load out during the allocated time frame. It will depend on your location. More details regarding these times will be available once your application is approved. Please note there is **NO ACCESS** into site between 6am - 2pm on Thursday 3<sup>rd</sup> January. If you have staff arriving separately to yourself, they **MUST** arrive during the load in days in order to be given a space in the

vendor camping area. If they arrive outside these dates they will have to pay and will be placed in the general public campground.

## \\ STAFF & CAMPING

The site fee includes entry and camping for four (4) to five (5) staff members depending on your stall. Any extra wristbands must be purchased at the same costs of the general public at the time of your site fee. The vendor camping areas will be scattered around the event, you will be shown the closest one to your stall on arrival.

If you have staff arriving separately to yourself, they **MUST** arrive during the load in days in order to be given a space in the vendor camping area. If they arrive outside these dates they will have to pay and will be placed in the general public campground.

## \\ CREATING AN ENVIRONMENTALLY FRIENDLY FESTIVAL

At The Falls Music & Arts Festival, environmental considerations are an integral part of our business practices. As part of this commitment to the environment, suppliers are obligated to reduce the environmental impact of their products, services and waste emissions.

The guidelines set forth by the festival include the following areas:

### REDUCTION

Packaging which is not essential to the use, distribution, retail sale, storage or safety of your products should be avoided. Packaging or utensils which are essential for these purposes **MUST BE** constructed from 100% renewable resources. For example: compostable corn starch cutlery.

### RE-USE

Where compliant with health and other regulations permit, and where practicable, packaging should be designed for re-use. For example:

- to be re-filled at your stall with the same product;
- to be returned to the your stall and be re-used; or
- to be re-used by our patrons for the same or a similar purpose.

### RECYCLING

Please ensure you use only recyclable and compostable materials indicated on the application form. Please ensure that you do not sell any items that may have a negative environmental impact on the festival site. For example: Chupa Chup Sticks. The festival provides a compost waste disposal system for all market stalls. It is a requirement of all successful applicants that they use this system.

Where practical, we encourage the sourcing and use of locally produced products. The use of these products reduces your carbon footprint and therefore the footprint of the festival. However, we understand that because we encourage diversity, sometimes this may not be achievable, so please let us know if the uniqueness of your product does not enable this.

In your application form please list additional ways you are demonstrating your commitment to minimising your environmental impact to improve your chances of selection.

## \\ SUSTAINABILITY INFORMATION

With the help of traders, patrons, staff and volunteers, The Falls Music & Arts Festival has become a leading sustainable event, not just in Australia but within the global community. Being sustainable means that we not only plan for waste minimisation, but that we also monitor practices throughout the event. This means that the basic guidelines stipulated by the festival will be followed by each of our traders otherwise they risk the chance of not being invited back.

### BEING SUSTAINABLE IS EASY

Your role begins by asking your packaging suppliers to supply packaging that is preferably biodegradable (compostable) or recyclable (note that only plastic codes with the ID code 1 through to 7 are recyclable at this event).

It is essential that you:

- Avoid polystyrene (Styrofoam), glass, plastic bags, plastic straws, single use plastic sachets – THESE ITEMS ARE BANNED.
- Use cardboard cups for hot drinks and paper or compostable plastic cups for cold. DO NOT SERVE DRINKS WITH A LID UNLESS REQUESTED. Lids must also be compostable.
- Use paper plates or bowls or reusable crockery instead of plastic disposable plates.
- Correctly place items into the composting, recycling and garbage bins.
- Use packaging that is constructed from renewable/recyclable sources. Non-compostable packaging and serving ware is BANNED.
- Avoiding unnecessary packaging. E.g.: offer bulk condiments; do not offer plastic straws or plastic bags.
- Provide reusable items where possible.
- Helping with litter control - Stallholders are responsible for litter around their site.

**Any stall holders who fail to comply with the above sustainability policies may be forced to cease operations until compliance is achieved. This will cost you valuable trading hours so please do the right thing in the first place. This includes following all directions from our waste management group, the Green Team.**

## \\ TERMS AND CONDITIONS

All Stall Holders agree that when participating in Falls Festival Byron Bay, this entire document, including the following terms and conditions must be adhered to.

### CANCELLATIONS

Cancellations must be received in writing no later than 23 November 2018. in order to be eligible for a partial refund of the site fee. Cancellations received after that date will forfeit the site fee. No substitutions will be accepted.

### SITE FEE

If you do not pay by the due date, you will be excluded from the event and your position will be allocated to someone on the waiting list. Falls Festival Byron Bay expects 25,000 patrons (subject to approval) but will not guarantee attendance or the amount of business you receive. The fee is not negotiable or refundable after the event.

### ELECTRICITY AND GAS SUPPLIES, FIRE EXTINGUISHERS AND WORK SAFETY

- Food business operators should ensure there is a sufficient supply of electricity for food handling activities, particularly for hot/ cold food holding and heating water.
- WorkCover NSW requires electrical appliances and leads to be tested at least annually, and identification tags to be attached.
- Gas should be installed by a licensed gasfitter and comply with the appropriate provisions of Australian Standards AS 1596-1997 and AS 5601-2000. A current compliance plate should be attached to the vehicle for new installations or for any changes made to existing gas appliances.
- Gas-fired appliances used in the open should not have a gas bottle greater than 9 kg capacity, and the bottle should be secured so that it cannot be tipped over.
- Gas bottles must be pressure checked.
- A fire extinguisher and fire blanket should be supplied in any vehicle or stall where cooking or heating processes take place.
- Operators should be able to extinguish small fires if needed.
- Fire safety equipment should be easily accessible. The extinguisher should be suitable for dealing with the type of combustible materials present.
- Fire safety equipment should be tested annually and have current tagging in accordance with Australian Standard 1851. Contact Fire and Rescue NSW for more information.
- All measures should be taken to satisfy the requirements of WorkCover NSW to protect the health, safety and welfare of employees and visitors at the event. Contact WorkCover NSW for more information.

## PRODUCTS BANNED FROM STALLS

Non-recyclable packaging of any kind, Cigarettes, Body piercing/tattooing service, Pets/animals, Studded leather/studded products, Permanent tattoo service, Indian headdress, Professional still cameras, Laser lights, Drones, Paint and spray cans, Fireworks, Glass products/bottles, Water pistols, Weapons, Long or heavy chain jewellery/accessories, Video cameras, Sound recording equipment, Glo sticks/products, Milk crates and bread crates must be secured, Selfie sticks, Skateboards, Roller blades, Boogie boards, Surfboards, Styrofoam and other environmentally unfriendly products. Any products that can be used as a weapon are banned from this event. Do not attempt to sell or give away any of these products from your stall. Any stalls found with these products at Fall Festival Byron will be closed down immediately and excluded from future events. Any stalls that leave behind a mess will be required to pay a waste fee of \$500.

## SAFETY AND COMPLIANCE

- Stallholders are responsible for the safety of staff, crew, suppliers, other agents involved and members of the public at the Event.
- Stall holders must submit a copy of current Workers Compensation Insurance or a letter stating why there is an exemption.
- Stallholders are responsible under the Occupational Health and Safety Act 2000 and its regulations to ensure the health, safety and well being of all who come in contact with their stall site.
- Stallholders understand that they participate in the Event at their own risk. Stallholders take full responsibility for any injuries or damages involving them that may occur during the Event. Stallholders release the Stallholder Management and its representatives Falls Festival Byron Bay and all other agents involved, from any claims, rights of action or cause of action.
- Stallholders must comply with all relevant laws, Australian Standards, regulations and guidelines that are applicable to the Event including Occupational Health & Safety legislation and food health requirements.
- Approved food stalls will be required to supply their own fire extinguisher suitable to the materials in their stall. The fire extinguisher must be tagged – even if it's brand new!

## USE OF LOGO/NAME

The use of the Falls Festival Byron Bay logo/name before, during or after the event is strictly forbidden without the written consent of Falls Festival Byron Bay Management.

## WASTE BOND

**Please ensure you clean up before you go. If you leave – or if it looks like you've left – milk crates, bread crates, oil drums, gas cylinders or other large waste behind we will take \$500 off your credit card post event.**

## WH&S SITE RULES

Successful applicants will be expected to abide by the following rules. Please read these rules before applying. By applying to participate in this event, you agree that:

1. All stall holders will be required to wear enclosed shoes while loading in and out and while operating the stall.
2. All stall holders must wear hi visibility clothing, enclosed shoes and a hat to load in.
3. All stall holders must carry out a risk assessment on their activities and provide plans to manage and mitigate those risks.

4. The Stall Holder understands the hazards and risks associated with their activities and have an established system and procedure for managing the WH&S risks. This includes a recently inspected and approved fire extinguisher.
5. Site speed limit of 10-15kph to be observed at all times
6. All machinery operators to have current operating certificates carried on their person at all times (if applicable).
7. Persons working outside to have sun protection at all times – shirt, pants, hat and sunscreen on exposed body.
8. Enclosed footwear to be worn at all times
9. No person to work while under the influence of alcohol and/or other drugs. Persons taking prescribed medication should advise delegated Workplace Health and Safety Officer.
10. No person to lift a load greater than 20kg without assistance.
11. No person to work at a height of 2.4m or greater without fall arrest system.
12. Persons working in area where work is occurring overhead to wear hardhat protection
13. All incidents to be reported immediately to Workplace Health and Safety Officer

## INSURANCES AND RESPONSIBILITIES

- Stallholders must have their own current Public Liability Insurance for no less than \$AUS20 million.
- Falls Festival Byron Bay and the Stallholder Management accept no responsibility for any damage or injury to any Stallholder's personnel, equipment or property before, during or after the Event.
- Stall holders must submit a copy of current Workers Compensation Insurance or a letter stating why there is an exemption.
- Stallholders are responsible for their own personal security and property;
- Stallholders are responsible for their own float and cash handling management;
- Stallholders are responsible for any injury or damage to person or property that occurs while loading in, loading out or during Falls Festival Byron Bay which arises from the stallholder's own fault, act or omission; and
- Stallholders release the Stallholder Management, Falls Festival Byron Bay and any other agents involved, from any claims, actions or losses arising from the Stallholder's own fault, act or omission during participation of Falls Festival Byron Bay.

## SECURITY

- While we have security on site 24 hours a day, it's unlikely to be focused on your particular stall. Wrap up and secure your stall as best you can. Remove items of value that are easy to steal. Market stalls are encouraged to have at least one staff member sleep inside or near their stall at night. The festival will not be held liable for any items that go missing or are stolen. It is your responsibility to ensure all hire equipment gets collected.

## MORE INFORMATION

For more information about stalls, please contact Alistair and Jeremy by email: [stallsbyron@fallsfestival.com](mailto:stallsbyron@fallsfestival.com). For more information about the event check out the website [www.fallsfestival.com.au](http://www.fallsfestival.com.au)

By applying for this event, you agreed to abide by all these conditions. Further rules may be created as preparations for the event continue. You will be required to abide by those also.