



# SITG18 MARKET STALL APPLICATION

**Venue:** North Byron Parklands, Wooyung, NSW 2483  
**Event Dates:** Thursday 19<sup>th</sup> to Sunday 22<sup>nd</sup> July, 2018  
**Close Date for Applications:** Monday 16<sup>th</sup> April, 2018  
**Notification of Acceptance:** From Friday 18<sup>th</sup> May, 2018  
**Vendor Fee Due:** Tuesday 5<sup>th</sup> June, 2018 (No Exceptions)

## Selection Criteria:

### 1. THINK GREEN

Splendour in the Grass has worked hard towards sustainable outcomes, including the commitment to reducing impact on the environment and prioritise ethical practices.

In this application, please submit evidence on how you minimise food waste, use organic produce and reduce waste. Please provide this proof in the form of photos, explanations of your policy to buy in bulk and source local produce, how you would reduce, re-use, recycle and which supplier of recyclable packaging you intend to engage.

[www.bsbpackaging.com.au](http://www.bsbpackaging.com.au)

[www.greenmarkpack.com.au](http://www.greenmarkpack.com.au)

[www.goinggreensolutions.com.au](http://www.goinggreensolutions.com.au)

[www.environmentalenterprise.com.au](http://www.environmentalenterprise.com.au)

[www.thinkeco.com.au](http://www.thinkeco.com.au)

### 2. THE STALL

*If you wish to hire a stall structure and equipment, you must hire only through our approved hire companies. If you bring your own stall, we require Certification for Structure, Wind and Fire.*

*Your stall must have the following elements:*

- Be visually pleasing by using decorations / colour & theming
- Creative Signage
- Innovating lighting. Etc
- Provide your logo in jpeg format

*Make sure your application clearly explains the theming and decoration of your stall. Amazing and unique stalls will be given the best locations.*

### 3. FLOOR PLANS

You must provide a Detailed Stall Floorplan in metres showing

- a) Name of stall
- b) Who is supplying your marquee (from the approved list of Splendour Suppliers) / Brand of marquee
- c) Frontage
- d) Awning, towbar, doors etc.
- e) Back of house – staff rest area  
Camping Area (may not be directly behind the stall), showing layout and area required in metres

### 4. THE PRODUCTS

We are seeking Amazing and unusual products. Please provide a rough list of products and price.

Supply photos of products and a write up as to why it would be a must have at Splendour.

### 5. INSURANCES & REPORTS

You must supply a Copy of your Public Liability Insurance. Please ensure it is in date and includes the event and bump in and out dates. Your PLI must not be less than \$AUD10M.

You must list Splendour in the Grass & The CMC Solution Pty Ltd as Interested Parties on your PLI.

You must supply Workers Compensation Insurance and if not applicable, please place on letterhead stating exemption.

You must supply a current Safe Work Method Statement, this should include a list of the risks associated with your activities and how you intend to mitigate these risks.

### 6. ELECTRICAL & FIRE SAFETY

All equipment must be tagged and tested for electrical safety. All Fire Extinguisher / fire blankets must be in date.

### KEY DATES AND TIMES:

*(Subject to Change)*

Application Due:	Monday April 16, 2018
Stall Approval:	Week Commencing May 28, 2018
Payment Due:	Tuesday June 5 <sup>th</sup> , 2018 (Non-negotiable)
Bump In:	Week Commencing July 16 <sup>th</sup> , 2018
Camp Ground Open:	Staff Camp Ground Monday July 16 <sup>th</sup> , 2018 Patron Campers arrive from Wednesday July 18, 2018
Event Open:	Thursday July 19, 9:00am until midnight
Event Continues:	Friday 20 to Sunday 22 July, 2018; 9:00am to 2:00am each day
Campground close:	Monday 23 July, 2018, 2:00pm
Bump Out	Monday 23 July 2018, after 14:00hrs. No Traffic Movement until the last patrons have left

## **EQUIPMENT HIRE:**

*You are responsible for all infrastructure and equipment you need to operate your stall, including structure, lighting, flooring, patron seating etc. Only approved suppliers will have site access.*

Approved Suppliers:

1. Event Rentals 1300 762 009
2. Lismore Party Hire: 02 6625 1222
3. Bob's Hire: 07 5665 8800

## **CAMPING:**

The intention for the Market Stalls is for most people to be able to camp behind their stall or in an area nearby. There is not enough room to accommodate everyone, so if you are a local, you will not be allocated camping site or a camping wrist band. Shuttle hours are extended and you can catch the shuttle to and from the Mullum Football Club. Camping will be available at the festival from Monday 16<sup>th</sup> July to 23<sup>rd</sup>.

## SPLENDOUR IN THE GRASS MARKET STALL FEES

PLEASE NOTE: All Prices include GST

### CRAFT / HANDMADE ITEMS

*These items are those handmade by the stallholder in Australia. An inspection will be undertaken in all stalls to ensure that it contains at least 80% of items handmade in Australia.*

DIMENSIONS	STAFF WRIST BANDS	SITE FEE
3 x 3m Handmade	1	\$950
6 X 3m Handmade	1	\$1,500
6 x 6m Handmade	1	\$1,800

### INFORMATION / MERCHANDISE

*Any items for sale that have not been handmade by the stallholder in Australia.*

DIMENSIONS	STAFF WRIST BANDS	SITE FEE
3 x 3m Info / Merch	1	\$1,300
4 X 4m Info / Merch	1	\$1,600
6 x 3m Info / Merch	1	\$2,300
6 x 6m Info / Merch	1	\$2,600

### COMMUNITY GROUP

Information / awareness campaigns, not for profit organisations

DIMENSIONS	STAFF WRIST BANDS	SITE FEE
3 x 3m Community	1	\$500

## ADDITIONAL FEES

<b>Power</b> <i>Power not pre-ordered will be disconnected if found to be participating in illegal usage. Please ensure you order the correct Power requirement</i> 1 Power lead to the distribution board – Lighting only 2 Power leads to the distribution board – Lighting, Cash Registers, Kettle Tagging of Power lead for Electrical Compliance	<b>\$170</b> <b>\$260</b> <b>\$60 per lead</b>
<b>Waste Bond</b> Clean up after you go. If we think you have left any rubbish behind, the waste bond will be forfeited.	\$500
<b>Staff</b> One staff wrist band is included for each site. You MUST purchase any additional wrist band at the same time as you pay for your site fee	\$400 each
<b>CAMPING</b> Camping is free of charge wearing staff wrist band. You are permitted to camp behind, within or in the Staff Camp Area. No Campervans are permitted. BOH must be kept tidy at all times.	\$0

## REPORTING

All Stallholders to submit in writing their **daily gross takings**. This helps us tremendously in assessing each site, patron needs, product locations, crowd movements, etc. Reporting **MUST** be done at the end of each evening and sent to The CMC Solution email address: [cmc\\_solutions@bigpond.com](mailto:cmc_solutions@bigpond.com) Failure to report, will result in a \$50 fine per day and the inability to return to SITG2019.

## BEST AT SPLENDOUR IN THE GRASS

The Competition will continue and we will be looking for unique products, beautifully presented, cleanliness and friendly / happy staff.

### PRIZE:

1. Guarantee site for Splendour in the Grass 2019
2. 2019 Stall at half price.
3. A sign on your stall, letting patrons know that you have won this competition
4. Social media mentions during the show, both on the Splendour in the Grass Facebook and Twitter, to let everyone know how awesome your stall is as well as your location.

# TERMS AND CONDITIONS

All applicants agree that by applying for a stall at Splendour in the Grass, this entire document, including the following terms must be adhered to. Failure to do so, will result in termination.

<p><b>CANCELLATIONS</b></p> <p>Cancellation or withdrawal, must be received in writing no later than June 12, 2018. Cancellation received after this will result in the forfeit of site fee. No substitutions will be accepted.</p> <p><b>SITE FEE</b></p> <p>The site fee will be payable by <b>June 5<sup>th</sup></b> (Non-negotiable). If payment is not received by COB, the site will be reallocated.</p> <p><b>Gross taking Report</b> to be submitted in writing for <u>each day</u>, so we can collect data on the success of your stall, products and location.</p> <p><b>ELECTRICAL, GAS, FIRE EXTINGUISHER AND WORK SAFETY.</b></p> <ul style="list-style-type: none"><li>• Food business operators should ensure there is sufficient electrical for the stall.</li><li>• Work Cover NSW require electrical appliances and leads to be tested at least annually, and identification tags to be attached</li><li>• Gas should be installed by a licenced gas fitter and must comply with the appropriate provisions of Australian Standards AS1596-1997 and AS 5601-2000/ A current compliance plate must be attached to the vehicle for new installations or for any change made to the existing gas appliances.</li><li>• Gas-fired appliances used in the open should not have a gas bottle greater than 9kg capacity. The bottle should be secured so that it cannot be tipped over.</li><li>• All Gas bottles must be pressure checked</li><li>• Fire Extinguishers and fire blankets <b>MUST</b> be supplied where there is cooking or heating.</li><li>• Fire Safety equipment <b>MUST</b> be easily accessible and suitable for dealing with the type of combustible materials present.</li><li>• Fire Safety equipment <b>MUST</b> be tested annually and have current tagging in accordance with Australian Standard 1851. Contact Fire and Rescue NSW for more information.</li><li>• 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.</li></ul> <p><b>FOOD HANDLING</b></p> <p>The requirements for handling food for sale for human consumption are outlined in 3.2.2. Food Safety Practices and General Requirements and 3.2.3. Food Premises and Equipment for the Food Standards Code. The information is located on the Food Standards Australia New Zealand website at <a href="http://www.foodstandards.gov.au">www.foodstandards.gov.au</a></p> <p>The requirements also apply to pre-packaged food and low-risk food. Factsheets and user guides (Including for charitable and community not for-profit organisations) are available on the Food Authority website <a href="http://www.foodauthority.nsw.gov.au">www.foodauthority.nsw.gov.au</a></p> <p>All coolrooms, bain marie etc must have a temperature log. All stalls must have temperature probes, alcohol wipes, dedicated handwash with hot / cold water, paper towel,</p>	<p>liquid soap and sanitisers. Cleaning products to be clearly labelled and stored in the appropriate dispensing bottles.</p> <p><b>PRODUCTS BANNED FROM STALLS</b></p> <p>Non-recyclable packaging of any kind, Phone charging unless approved, Native American Head Dresses or other products deemed to be culturally inappropriate, promotion of nudity, non-biodegradable glitter, selfie sticks, umbrellas, cigarettes, body piercing / tattooing service, pets / animals, studded leather / studded products, permanent tattoo service, metal water bottles, professional still cameras, laser lights, paint and spray cans, fireworks, flares, fire twirling paraphernalia, glass products / bottles, water pistols, weapons, long or heavy chain jewellery/ accessories, professional video cameras including go pros and sound recording equipment, glo-sticks or similar, containers of liquid fuel, skateboards, roller blades, boogie boards, surfboards, drugs, Styrofoam and other environmentally unfriendly products. Any products that can be used as a weapon are banned from this event. Any banned products found at SITG, will be closed down immediately and excluded from future events.</p> <p><b>SAFETY AND COMPLIANCE</b></p> <ul style="list-style-type: none"><li>• Stallholders are responsible for the safety of staff, crew, suppliers / agents involved and members of the Public.</li><li>• Stallholders must submit a copy of current Workers Compensation Insurance or a letter stating exemption</li><li>• Stallholders are responsible under the Occupational Health and Safety Act 2000 and its regulations to ensure the health, safety and wellbeing of all who come in contact with their stall / site.</li><li>• Stallholders understand that they participate at SITG at their own risk. Stallholders must take full responsibility for any injuries or damages, incurred at this event.</li><li>• Stallholders release the Stallholder Management and its representatives Splendour in the Grass and all other agents involved, from any claims, rights of action or cause of action.</li><li>• Stallholders must comply with all relevant laws, Australian Standards, regulations and guidelines that are applicable to the Event including Occupational Health and Safety legislation and Food Health Requirements.</li><li>• All Food Stalls will be required to supply own fire Extinguisher and blankets. All Extinguishers must be tagged – even if it is brand new.</li></ul> <p><b>SECURITY</b></p> <p>Whilst there is 24-hour security on site, please ensure your stall is secure at night. Cash handling is <u>your</u> responsibility.</p> <p><b>USE OF LOG / NAME</b></p> <p>The use of Splendour in the Grass logo / name etc before, during or after the event is strictly forbidden without the written consent of Splendour in the Grass Management.</p>
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<p><b>OH&amp;S SITE RULES</b></p> <p>Successful applicants are expected to abide by the following rules. Please read before applying. You agree</p> <ol style="list-style-type: none"> <li>1. All Stallholders will be required to wear enclosed shoes during Bump In, Bump Out and whilst operating the stall.</li> <li>2. All stallholders must wear Hi-visibility clothing</li> <li>3. All stallholders must carry out a risk assessment on their activities and provide plans to manage and mitigate all risks.</li> <li>4. The Stallholder must understand the hazards and risks associated with their activities and have an established system and procedure for managing the OH&amp;S risks. This includes recently inspected and approved fire extinguishers, tagged electrical leads, gas compliance etc.</li> <li>5. Site speed limit is 10 – 15 km/h.</li> <li>6. All machinery operators must have current operating certificates on their person at all times.</li> <li>7. Person/s working outside must have sun protection at all times, including long sleeve shirt, pants, hat and sunscreen</li> <li>8. No person is to work under the influence of alcohol and / or drugs. Persons taking prescribed medications should advise delegated Workplace Health &amp; Safety Officer.</li> <li>9. No person is to lift a load greater than 20kg without assistance</li> <li>10. No person to work at a height of 2.4m or greater without a fall arrest system.</li> <li>11. Persons working in an area where work is occurring overhead are to wear a hard hat for protections</li> <li>12. All incident/s to be reported immediately to Workplace Health &amp; Safety Officer.</li> </ol>	<p><b>INSURANCES AND RESPONSIBILITIES.</b></p> <ul style="list-style-type: none"> <li>• Stallholders must have their own current Public Liability Insurance for no less than \$AUS10M.</li> <li>• List Splendour in the Grass and The CMC Solution as Interested Parties on your Public Liability Insurance.</li> <li>• Splendour in the Grass 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.</li> <li>• Stallholders must submit a copy of current Workers Compensation Insurance or a letter stating exemption.</li> <li>• Stallholders to submit safe work method statement</li> <li>• Stallholders providing their own marquee MUST submit Structural, fire, wind certification from the manufacturer.</li> <li>• Stallholders are responsible for their own personal security and property</li> <li>• Stallholders are responsible for their own float and cash handling management</li> <li>• Stallholders are responsible for any injury or damage to person/s or property that occurs while bumping in, bumping out or during the event, which arose from the stallholder’s own fault, act or omission; and</li> <li>• Stallholders release the Stallholder Management, Splendour in the Grass and any other agent involved, from any claims, actions or losses arising from the Stallholder’s own fault, act or omissions during participation of Splendour in the Grass.</li> </ul>
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**MORE INFORMATION**

For further information, email [cmc\\_solutions@bigpond.com](mailto:cmc_solutions@bigpond.com) For event information [www.splendourinthegrass.com](http://www.splendourinthegrass.com)

**THE STALLHOLDER AGREES:**

By applying for Splendour in the Grass, you agree to abide by all the conditions set within all documentation received.

Stallholders agree to comply with any additional reasonable request that Splendour in the Grass representatives, Managers or other persons authorised by the Stallholder Management may have. It is a condition of participation in Splendour in the Grass, that all terms and conditions are accepted without reservations. The Stallholder Management and Splendour in the Grass Management, reserves the right to refuse participation in Splendour in the Grass, at any time if any terms and conditions are not adhered to. Management decision will be final.

By signing the below, you agree to all Terms and Conditions as stated in this application.

Applicant Name

Applicant Signature

Date

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## SPLENDOUR IN THE GRASS MARKET STALL APPLICATION CHECK LIST

Incomplete application will not be accepted or considered.

- Ensure you read the Terms and Condition and understand and ensure a thorough understanding. Sign page 7 and return with application
- Pay Site fee, power, additional wrist bands by June 5 and send a copy of the remittance statement
- Attach photos of your stall to show how amazing it can look during the day and night. Describe what type of decorations or provide a mood board as to what the stall will look like in completion. We would love to be “Wowed” by your stall.
- Attach Floor Plan, include stall name, measurements in meters, demonstrate your design and creativity. Title this as Splendour 2018 Stall name Floorplan
- Attach a floorplan in meters of space you require for the Staff Camp ground / Back of house camping
- Attach Product List (Approx) and price
- Provide a brief Bio and a short “blurb” on why should patrons come and visit your stall ie Must Have!
- Submit Copy of Public Liability Insurance (Min \$10M), noting Splendour in the Grass and The CMC Solution as interested parties
- Copy of Workers Compensation Insurance or a letter stating why you are exempt
- Safe Work Method Statement – List all risks associated with your business and how the risks are mitigated
- Ensure all your packaging is recyclable