

Wallaby Creek Festival Stalls Application. **2021**

Applications close 15 June



Important information you need to know **BEFORE** you fill out your Stall Holder Application for the 2021 Wallaby Creek Festival

Wallaby Creek Festival is a COVID Safe site.

Please follow the CoVid safe procedures and any Qld Health restrictions so we can all be safe.

IF YOU HAVE SYMPTOMS PRIOR TO ARRIVAL, PLEASE DO NOT ATTEND!

Notify us immediately.

About our Festival

Wallaby Creek festival is run by Cape York Folk Club Inc, a not for profit group of local, hard-working, fun-loving volunteers.

We endeavour to provide a broad range of stalls and opportunities for festival goers. Every attempt is made to provide a fair and equitable opportunity for all applicants. If you're selling something unique, if it is hand crafted and you provide an opportunity for festival goers to interact with your craft we want you at our festival.

All profits raised go to supporting the club and next year's festival, so Thank You in advance for your contribution and support of the festival.

Wallaby Creek festival hopes that everyone will embrace the principles upon which the festival is run which include a family focus, environmental consciousness, a fun and harmonious festival.

All participants are required to follow our **Conditions of Entry** – which includes zero tolerance of abusive, bullying or disruptive behaviour. Any bad behaviour you will be asked to leave and will not be offered for future festivals. We appreciate your support and co-operation.

This festival opens Thursday midday. Stalls will need to be in by latest 12pm Thursday and set up by 2pm to be ready to open Friday morning, until Sunday 6pm or Monday morning.. Stallholders will be required to bump out no earlier than 5 pm Sunday or Monday morning and not before.

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Stall fees as per following:

Retail and wellbeing stalls (non-food stalls)

3mx 3m stall \$120 (+GST) Plus Tickets

6m x 3 stall \$240 (+ GST) Plus Tickets

Larger by negotiation

Food Stalls

3mx 3m stall \$120 (+GST) Plus electricity cost Plus Tickets

6m x 3m stall \$240 (+ GST) Plus electricity cost Plus Tickets

Larger by negotiation

Ticket cost will be added to stall fee (see below pricing). The 1 or 2 adult tickets for your stall will be at a discounted price. Families and extra staff for food stalls to be negotiated with Stalls Coordinator.

Full festival Tickets - Adults \$220 (Stall discount) \$145.00,
Youth \$110 (Stall discount) \$70

Tickets will be included in the full costing of stalls. We will send an invoice once your stall fee has been confirmed with full costing of your stall, electricity & staff. When the invoice has been paid in full, we will issue your tickets via Trybooking.

This year all family and staff must be ticketed due to Queensland State Health Covid restrictions, even the little babies & toddlers, as we have to have accurate numbers and contact of all people on site. We will have to scan all entries and departures.

This year is a special year for Wallaby Creek Festival. We have a new site with the associated extra costs and that along with CoVid restrictions meant that we have had to increase the price of tickets. We are still one of the cheapest festivals for what we offer. However we have slightly increased the stallholder discount (roughly 30 to 35 % off ticket cost). If you need any other ticketing it will be at normal pricing through Trybooking.

PLEASE MAKE SURE THESE ARE CLAIMED BEFORE THE FESTIVAL BEGINS AS WE HAVE CAPPED TICKETING.

Please make sure on arrival you have your ticket ready, printed out or on your device, no ticket no entry. This will make the entry process at the gate smoother.

Please ensure you only claim the number of tickets you require AS PER YOUR VENDOR CONTRACT. You cannot purchase discounted tickets for your friends!. They will be cross referenced and any extra claimed tickets will be billed back to you.

Festival organizers take pride in the quality and variety of food, artisan craft and merchandise available at the Wallaby Creek Festival and have an ongoing commitment to offer festival patrons:

- A wonderful and unique experience in a family friendly village-like atmosphere.
- Products representative of both local and international communities.
- We encourage local Indigenous artist of the Cape York community to apply.

Applications are strongly encouraged from artisans and crafts people, especially offering unique handmade Australian products. We also aim for a wonderful array of local and international cuisines.

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Stall selection criteria is based on the following:

- The presentation of the food stall, including quality of menu and food presentation.
- The efficiency, professionalism and experience of the stall operators.
- A commitment to fresh and authentic cuisine.
- Hand crafted & hand made at Artisan level
- The ability to meet Cooktown or Queensland Council Health Department requirements.
- Environmentally aware food presentation and food service products in accordance with our recycling guidelines and policy.
- No cheap imported goods

We expect to receive many more applications for stalls than can be accommodated. Some stalls are not accepted for reasons of duplication. Non-acceptance is not always a reflection on your quality. Selection decisions are final and no further correspondence will be entered into.

For all stall inquires please contact: wallabystalls@gmail.com or contact Dee on 0417 715 941. Please no CALLS or messages after 8 pm

Always Green

We pride ourselves on being a 'Green' Festival – and ask all of our stall holders to use recyclable and/or bio-degradable materials where possible

- Packaging and carry bags
- Food and drink containers
- Cutlery
- NO GLASS
- NO war toys or glow products
- Plastic Free

In the application form you will be asked to outline what green packaging, carry bags, food and drink containers and cutlery you will be utilizing.

2021 we are asking food stalls to encourage people to reuse or bring your own cup & plate & offering a discount in doing so. This reduces waste.

Every effort will be encouraged for patrons to dispose of recyclable, bio-degradable and organic matter in the most appropriate way, to reduce our environmental footprint in the region and costs to the festival. Stalls unable to comply will be charged an extra \$100 Trash Tax (NO STYROFOAM) and this will affect any future applications.

Stall Ticketing

Ticketing Included in your stall fee are complimentary tickets which are non-transferrable, the amount of tickets you receive will depend on your stall size. The tickets cannot be sold, given away or traded. Tickets will be issued by name and contact details that you nominate.

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Staff tickets can be purchased on our website. More information will be provided on how to purchase when your application is accepted.

Electrical Requirements for your stall

Electrical and Gas Equipment

- All Electrical equipment must have current 'test and tag' prior to installation on site. Test and Tag facilities will not be available on site.
- All Gas equipment must meet current standards and regulations. If gas equipment is found to be non-compliant it will not be permitted on site.
- Operators must provide their own lighting if required in their stall

Minimum Trading Hours

- Friday 24th September 2021 - 8am to min 7 pm (food stalls early as 6 am closing no earlier than 9pm or until you want)
- Saturday 25th September 2021 - 7 am to min 7pm (food stalls early as 6am closing no earlier than 9pm or until you want)
- Sunday 26th September 2021 7am to 4 pm unless staying the night (food stalls are encouraged)
- Monday 27th September 2021 We would like some of you to stay open Sunday night & Monday morning as we still have people leaving & our crew packing down.
-

STALLS POLICY AND GUIDELINES

No stalls or setting up on Festival site before midday Tuesday under any circumstances. Festival site is a construction site.

- Stall holders are encouraged to set up by Thursday. All vehicles MUST be secured in stalls area by 12pm Thursday and are not permitted to move until Sunday 5pm. NO vehicles will be allowed on festival site as from Friday. Any drop off, delivery of goods during festival is not accepted. Only by foot. Speed Limits On Site: Speed limits are enforceable. Vehicle movement within the site is restricted to 10km. Please be very careful when visiting WCF we have many people and children and much wildlife living in this beautiful site. If you do not comply you will be escorted off festival grounds.
- Stallholders may not extend their displayed goods beyond the boundaries of their nominated site. It is not acceptable for stallholders to encroach onto the walkways

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with their racks or displayed goods for access and safety reasons. When deciding what stall site size, you require, include your entire stall including all ropes and awnings. If you arrive at the festival and your stall is bigger than you have indicated, additional space will not be available as every meter on site is pre-allocated. The organisers reserve the right to relocate a stallholders to another stall space within the festival if deemed necessary for the smooth running of the event.

- **Trading Hours:** Stallholders are expected to operate for the duration of the festival and if you have a vehicle on site it must remain stationary. Patrons are still on site until this time. You must leave your site the way you found it and be mindful of our goal 'to leave no trace'.
- **Camping:** You also have the option of camping in the Stallholders Camping area. Not all stalls have camping located directly behind them. This will depend on the placement of the stall. We will notify you individually of your specific camping arrangements once placement has been decided. If there is no camping space behind your stall you will be allocated a space in the stalls camping area. If you are camping behind your stall, please be considerate if entertaining after hours.
- **Parking:** Stallholders/family and staff are to park vehicles in the Day Parking Area.
During the set-up period:
 - Stallholders are only permitted to have one vehicle on-site, you will be given a pass for this vehicle and this pass must be displayed in the front windscreen. Any other Staff vehicles will need to be parked in the designated parking area. Stallholders vehicles will need a pass to enter the inner festival during construction.
 - You may be able to park one vehicle behind your stall if it does not move for the duration of the festival.
 - All approved vehicles must be in by 12pm, on the Thursday.
 - No vehicles are to move out of the site until the 5 pm Sunday.
- All stall holders must have 20 million Public Liability Insurance (PLI)
- All stall holders must comply with Queensland Health Department requirements for Health & Safety and for Covid. This means hand sanitizer on all stalls, signs of 1.5 distance, and symptoms. These are available on the Queensland health Department website.
- The wristband issued in exchange for your ticket must be worn as soon as you receive them and continue to be worn at all times during the festival. Lost wristbands will not be replaced. If your ticket is lost you will be required to purchase another ticket at gate prices. Tickets are not refundable.

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- Cancelling your Stall at WCF: If the stallholders wishes to cancel this agreement more than 30 days prior to the festival, the WCF may retain 50% of the total site fee (before the 19th August). Any cancellations after this date will not be refunded.
- Right of Veto The Organisers of the festival retain the right to enter upon the site of any stall at any time and remove any article, sign, picture or printed matter which, in our opinion, is either not eligible for display or is considered offensive.
- Stallholders need to provide their own stall structure and tables. It is sometimes rainy and windy in September. Please make sure your stall is secure and weatherproof.
- WCF take no responsibility for any damage occurring to stalls, merchandise or theft.
- Reminder this is an ENVIRONMENTALLY FRIENDLY FESTIVAL (no plastic bags or packaging). We will have a recycling /garbage & compose bins at the back of food stalls & our recycling people will collect them everyday, Please use the right bins & reduce the landfill impact. We ask that if you have large plastic containers that you take them with you.
- Co-operation of all Stall holders is vital for smooth running.
- Subletting your stall is not permitted. You WILL be closed down.
- Loud amplified music is not to be played at your stall space without prior approval of WCF committee. Pre-recorded Amplified Music: Use of amplifiers or loud speakers, including CD or MP3 players, by stallholders is prohibited.(we respect our artist & performers & wish to hear them)
- All electrical leads and cords must be tagged by an electrician for safety reasons.
- WCF have the right to remove any stall holder who does not abide by WCF CONDITIONS OF ENTRY policy - bad behaviour of stall holders will be followed up and dealt with by the WCF committee.
- Stealing electricity during the festival will result in being asked to leave.
- ABSOLUTELY NO PETS ALLOWED. You will be asked to remove your pet immediately & escorted from festival grounds.
- No fires at stall area

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Application Form

Application closing date is 15 June 2021

Wallaby Creek Festival will be held from Friday 24 September – Sunday 26th September 2021 at Wallaby Creek Bridge, 720 Shiptons Flat Road, Helenvale/Rossville. Please complete the following information and return to: wallabystalls@gmail.com

Stall Holders Contact Information: (Please print clearly)

Name:				
Trading Name:				
ABN: (if applicable)				
Postal Address:				
Contact Number(s):	Home:		Work:	
	Mobile:			
Email Address				
Vendor type:	<input type="checkbox"/> Food Stall	<input type="checkbox"/> Merchandise	<input type="checkbox"/> Healing	

Applications cannot be accepted if ticks are not present in the appropriate boxes above.

Please provide a detailed description of the items you will be selling Below in this box. Plus set up size including camping. Camping cannot exceed width of stall.

You may attach other information, as required. Example of Food menu, Merchandise or Healing. Photos of stall & merchandise. If you have a coaster bus or any large set up please write the measurements in this space.

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Stall Pictures:	<input type="checkbox"/> Yes (Attached)	<input type="checkbox"/> No
Website:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Site address:	
Facebook/ instagram:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Site Name:	
Stall Size:	<input type="checkbox"/> 3m x 3m	<input type="checkbox"/> 6 x 3m (6m frontage only)
	<input type="checkbox"/> 6m x 6m	
Stall staff numbers:		

Camping with Stall: Please note this is not always an option for all stall holders.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<p><u>Note: Camping MUST is to fit in your stall space.</u> Anyone with buses (larger than 6 meters) will have to camp outside festival site. For example 6x6 stall, camping will have to be the same width. If you have a camper van, truck or bus, please fit within this otherwise let us know the camp size set up. We are limited with camp site behind stalls; if you can camp elsewhere please let us know. We recommend if you have a large group or family consider camping elsewhere as respect for our fellow neighbouring stalls. We will have security doing round). Please provide size in the box explaining set up, in the details box above.</p>	
Current Public Liability:	<input type="checkbox"/> Yes (copy attached)	<input type="checkbox"/> No
Current Product Liability:	<input type="checkbox"/> Yes (copy attached)	<input type="checkbox"/> No
Biodegradable Packaging:	<input type="checkbox"/> Yes (copy attached)	<input type="checkbox"/> No
	<p>Description:</p> <p>Note: All packaging to be used including carry bags, food containers and cutlery are to be identified. You may attach other information, as required. An additional \$100 Trash Tax applies to non-biodegradable packaging. Please advise us if you welcome discount to people bringing their own cup, plate or bowl.</p>	
Appliances that require electricity for <u>Food Stalls.</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
As a <u>food stalls holder</u> I agree to provide a copy of my Temporary Food Stall prior to attending the event:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Note: Cooktown Shire Council Staff undertake inspections during		

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Festival - please have license available.	
I understand <u>no pets allowed on the Festival site</u> . Ensure you have read and understood the Terms and Conditions.	<input type="checkbox"/> Yes <input type="checkbox"/> No s
I have read and agree to the Stall Policy and Guidelines:	<input type="checkbox"/> Yes <input type="checkbox"/> No s

Applications cannot be accepted if ticks are not present in the appropriate boxes above.

Stalls Fee

	Stall Fee	Electricity Fee (See the table Below)	Tickets Adult \$145.00 Youth \$70.00	Additional Details
Merchandise and Healing Stall				
3x3 Site (includes 1 Ticket <u>only</u>)	\$265.00	N/A	\$	
6x6, 6x3 Site (includes 2 Ticket <u>only</u>)	\$240.00	N/A	\$	
Food Stall				
3x3 Site (includes 1 Ticket <u>only</u>)	\$120.00	\$	\$	
6x6, 6x3 Site (includes 2 Ticket <u>only</u>)	\$240.00	\$	\$	
Sub Totals:	\$	\$	\$	Total in full = \$
Office Use Only				
Amount Received	Date		Receipt Number	

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Electricity Requirements:

It is mandatory for Food Stalls to complete the table below: **FOOD STALLS ONLY**

Please list each and supply the details required below. (Please be accurate as we use this information to determine size and location of generators required on site. Our on-site electrician will be checking as appropriate to ensure safe load allocation).

Description of Appliance	Wattage	Description of Appliance	Wattage
Total Wattage			

Electricity Fees **FOR FOOD STALLS ONLY** (wattage costing is to be add to stall cost) . Note Merchandise & Healing stalls only get electricity for lighting

Watts	Cost	Watts	Cost
0 - 500 watts	\$50	6,000 - 8,000 watts	\$250
500 - 1,000 watts	\$70	8,000 - 10,000 watts	\$270
1,000 - 2,000 watts	\$180	10,000 - 12,000 watts	\$290
2,000 - 4,000 watts	\$210	12,000 - 16,000 watts	\$340
4,000 - 6,000 watts	\$230		

Emergency Contact Details:

Name:			
Relationship to you:			
Contact Number(s):	Home:		Work:
	Mobile:		

Agreement (an application will not be accepted without a written signature.)

I affirm that I accept the Terms and Conditions and that the facts set forth here are accurate and complete.

Name: _____

Signature: _____

Date: _____

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Stall Selection Process:

1. **Submit application prior 15 June 2021 & sign agreement.**
2. Wallaby Creek Committee assesses stall holders applications.
3. The Wallaby Creek Stalls Coordinator will email or contact stall holders to advise if applicants are successful or unsuccessful. An Invoice of Payment for stalls will be sent to all successful stallholder applications. Please pay before or by cut off date, 15 July. Please do not pay until you receive an confirmed invoice email.
4. Successful applicants are to pay by direct deposit or cheque the Stall Fees no later than 15 July 2021
5. Confirmation of payment is mandatory via email or by phoning Dee on 0417 715 941.
6. If you don't get accepted in our first intake, there will be a waiting list for cancellations.

Indicate your Payment Method:

- Direct Credit to:
Cape York Folk Club
BSB: 014-303 Account No 4877-25002 (add your name in Description)

Applications cannot be accepted if ticks are not present in the appropriate boxes above.