



15 / 16 / 17 March 2019 Katoomba

24th annual blue mountains music festival

KATOOMBA PUBLIC SCHOOL P&C MARKET STALL APPLICATION PACKAGE 2019

The Festival markets are a Katoomba Public School P&C initiative. The market is coordinated and run by volunteers and stall 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 30th January 2019**. Late applications will not be considered. **Please 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
4. Description and photos of stall display and products for sale.

Applications will be assessed by the Festival Committee in accordance with the market stall guidelines and applicants will be notified by email **from Fri 1st February 2019** regarding the success of their application.

If successful, payment is required in full by **5.00pm Friday 15th February 2019** to secure your market stall. 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 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 bmmf website

The **Big Top Market** area is mostly on grass. This is the **ONLY** market space available for stalls requiring a car or van onsite.

The **Courtyard Market** area has a level asphalt surface. Weights are required

Please specify on the application if you would specifically prefer grass or hard standing, and bring the appropriate weights/pegs as required.

In 2019 all market stalls may trade into the evening. Please bring lighting and extension cords.

Your name and the name of your market stall will be listed at the entrance gate on arrival.

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

Arrival Times

Big Top Stallholders can arrive between 1pm - 5pm on Friday, or between 6.30am - 8.30am on Saturday.

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

Vehicle access is not available outside of these times.

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

Power for lighting your stall is available; the cost of this is included in your stall fee. Please specify any other power requirements on the application form.

MARKET STALL TERMS & CONDITIONS OF TRADING

A condition of trading at the Festival Markets is 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. Some 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 coordinator before proceeding onsite. All stallholders must check in with a market coordinator before unloading. Stall spaces will be marked out. Do not exceed your designated space.

Courtyard Markets:

Trading hours are Saturday 10am- late and Sunday 10am – close

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 set up. **There is NO onsite parking for Courtyard Market stallholders.** There is ample parking in surrounding streets. Ada Street is recommended. Stallholders must move their vehicles off site as soon as possible after unloading. No vehicles are to be left in the school grounds loading zone or car park.

Stall wares must be secured or removed by stallholders overnight on Saturday. 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 extreme wet weather vehicles may not be allowed onto the Festival grounds, and stallholders will need to walk their items in from the nearest entry gate. Stallholders are to follow the directions of Festival Market Co-coordinators at this time.

Stall items will be walked out through the Ada street gate at the end of the festival.

Big Top Markets:

Trading hours are from 6pm on Friday and from 10am until close on Saturday and Sunday

The Big Top Market is for stallholders who require a vehicle for trading as indicated on the application form. Big Top stallholders can arrive and set up between 1pm – 5.00pm on Friday for night trading, or between 6.30am - 8.30am on Saturday.

Stallholders must inform us BEFORE the Friday if you wish to arrive on Friday afternoon, as some trading areas are not accessible by vehicles before/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.

All Markets:

For all market areas, NO stallholder vehicle movement or access is allowed in the festival grounds after 8.30am on Saturday.

On Sunday ALL stallholders must cease trading at 6pm and be off site by 8pm.

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

All stallholders must present their stalls in a professional, stylish and clean manner. Gazebos 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.

Power. To ensure power is available to your market stall, long extension cords may be necessary to reach power hubs. It is the stallholder's 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 movement is allowed onsite from 6pm, however this is dependent on crowd movement at the time. Festival Volunteers will communicate with you at this time. No vehicle movement is allowed onsite before 6pm. Vehicles must be directed and guided off site by festival volunteers. Vehicles must drive slowly behind a walking volunteer.

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, Coordinators 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 are 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:

2019 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

3 x 3m Courtyard market stall (no vehicle / asphalt)

200.00

3 x 3m Big Top stall (3x3 stall plus car space)*

270.00

3 x 6m Big Top stall (3x6 stall plus car/trailer space)*

400.00

** 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 stallholders Public Liability Insurance

Product description and photographs

Signed copy of 'Market Stall Terms and Conditions of Trading'