

CELEBRATING
20 YEARS!

SPLENDOUR IN THE GRASS

MARKET STALL

APPLICATION: AGREEMENT INFORMATION

Venue:	North Byron Parklands Wooyung NSW 2483
Event Dates:	Thursday 21 to Sunday 24 July 2022
Close Date for Applications:	Friday 17 June 2022
Notification of Acceptance:	From Monday 20 June 2022
Vendor Fee Due:	Friday 24 June 2022 (No Exceptions)

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

INCOMPLETE DOCUMENTATIONS WILL NOT BE ACCEPTED

By applying for a stall at Splendour in the Grass (SITG), you agree to abide by all the conditions outlined within the documentation provided. Stallholders agree to comply with any additional reasonable requests that Splendour in the Grass representatives, managers or other persons authorised by the Stallholder Management may have. It is a condition of participation at Splendour in the Grass, that all terms and conditions are accepted without reservation. Splendour in the Grass management reserves the right to refuse participation at Splendour in the Grass, at any time if any terms and conditions are not adhered to. Any decision as such by Splendour in the Grass management will be final.

:: Selection Criteria

1. THINK GREEN

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

Please submit evidence of how you minimise food and general waste and use organic produce.

Please provide detailed proof and explanations within your policy outlining how you buy in bulk and source local produce, how you would reduce, re-use and recycle including which supplier of recyclable packaging you intend to engage.

Please note it is MANDATORY to use only compostable packaging for items sold.

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:

- Create a visually pleasing stall
- Creative Signage, Innovative Lighting etc
- Customer Service
- Provide your logo in jpeg format
- Cleanliness front of house as well as back of house

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

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3. FLOOR PLANS

You must provide a detailed stall floorplan including dimensions (in metres) showing:

- Name of stall
- Frontage
- Who is supplying your marquee (i.e., from the approved list of Splendour Suppliers/ or Brand of your marquee – provide Certification for Structure, Wind and Fire ratings etc.)
- Frontage, width, and depth in metres
- Awning, towbar, doors etc
- Back of house (incl size) – clearly label staff rest area, storage etc.
- Camping Area (may not be directly behind the stall), show 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.

You are not permitted to sell anything not listed in your application form. Supply photos of products and a write up as to why it would be a must have, at Splendour

5. COVID SAFE PLAN / POLICY

You agree to comply with all relevant government COVID-19 public health and emergency directions, or any directives specifically related to the Event, as well as the Event's approved COVID Safe plans. Provide your COVID Safe Plan for your stall, outlining your cleaning policy including products use.

6. INSURANCES & REPORTS

You must supply a Copy of your Public Liability Insurance (PLI). Please ensure it is in date and includes the event and bump in and out dates. Your PLI must not be less than \$AUD20,000,000.

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

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

All staff will be expected to abide by SITG WH&S policies and procedures. SITG22 will not be liable for injuries to you or your workers. All workers must be over 18 year.

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.

If you have a marquee set up, provide brand, specification for structure, wind, and fire ratings.

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7. ELECTRICAL & FIRE SAFETY

All equipment (leads, power boards and electrical equipment) must be tagged and tested for electrical safety regularly, with testing having been done within 12 months. All Fire Extinguisher / fire blankets must be in date. **Please note that Fire Extinguishers on event Sites must have a six-month shelf life.**

:: Key Dates and Times *(Subject to Change)*

Application Due:	Monday 17 June 2022
Stall Approval:	Week Commencing Monday 20 June 2022
Payment Due:	Friday 24 June 2022 <u>(Non-negotiable)</u>
Bump In:	Friday 15 to Sunday 17 July 2022
Campground Open:	Staff Campground Monday 18 July 2022 Patron Campers arrive from 10.00am Wednesday 20 July 2022
Event Open:	Thursday 21 July 2022; 9.00am until midnight
Event Continues:	Friday 22 to Sunday 24 July 2022; 9.00am to 2.00am each day
Campground close:	14.00hrs Monday 25 July 2022
Bump Out	Monday 25 July 2022 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 owners 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 camp site or a camping wristband. Shuttle hours are extended, and you can catch the shuttle to and from the Mullumbimby Leagues Club. Camping will be available at the festival from Monday 18 July to Sunday 24 July. Staff arriving separately **MUST** aim to arrive during bump in, in order to be allocated a space in the vendor camping area. If they arrive outside these days, they will have to pay for their campsite in the general public campgrounds.

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:: Market Stall Fees

Splendour in the Grass 2022 will be cashless and SQUARE, will be utilised. All Vendors will be issued with one Square Terminal, which is incorporated in the base fee. Final Site Fee will be calculated on Base Fee or 10% of gross sales whichever is greater.

PLEASE NOTE: All Prices include GST

ARTS & CRAFT / LIFESTYLE

DIMENSIONS	STAFF WRIST BANDS	BASE FEE
3 x 3m	2	\$1,000.00
3 x 6m	2	\$1,800.00
6 x 6m	2	\$2,200.00

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	2	\$1,300.00
3x 6m Info / Merch	2	\$2,300.00
6 x 6m Info / Merch	2	\$2,900.00

COMMUNITY GROUP / INFORMATION *Information / awareness campaigns, not for profit organisations*

DIMENSIONS	STAFF WRIST BANDS	SITE FEE
3 x 3m Community	2	\$500.00
3 x 6m Community	2	\$600.00
6 x 6m Community	2	\$700.00

THE GLOBAL VILLAGE *Curated by Kate Little*

There are two venues within Global Village, the World Stage featuring great bands and dance performances and the Bohemian Lounge for chill, chai, cabaret & workshops. All stalls in the Global Village are wrapped around the Village Green which is full of circus workshops, drumming circles and an array of colourful festival moments!

GENERAL CRAFT / PRODUCT

DIMENSIONS	STAFF WRIST BANDS	SITE FEE
3 x 3m	2	\$1,000.00
3 x 6m	2	\$1,800.00
6 x 6m (limited)	2	\$2,200.00

PROMOTION & SOCIAL MEDIA

You will be required to do two (2) social media posts in the lead up to the festival, to create excitement and awareness around being part of Splendour in the Grass 2022.

- 1 x post announcing your involvement in the festival alongside our official food vendor announcement
- 1 x post in the week of the festival (Monday 18 July)

Tag your post @splendourinthegrass in your post

Market name:

Facebook page:

Instagram page:

Website:

100 words or less describing / promoting your stall and the product you provide

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SQUARE

Included in the Base Fee, each stallholder will receive the Square Stand Bundle. This includes iPad Air, Square Stand, Contactless + Chip Card Reader and Charging Dock. All you need to process card and mobile wallet sales.

Items must be uploaded into Square prior to bump in. A link will be provided to you if your application is approved.

NB/ Some Vendors may be qualified for 2 Complete Square bundles included in the Base Fee. You will be advised if you qualify.

*PRICES BELOW ARE FOR **ADDITIONAL** REQUESTS ONLY. You are not required to pay for Square terminals as it is included in your Vendor Fees.*

Hardware	Purpose	Price (\$) ex GST
Square Stand Bundle	Includes iPad Air, Square Stand, Contactless + Chip Card Reader and Charging Dock. All you need to process card and mobile wallet sales.	\$120.00
USB Printer	A wired USB printer for order tickets. Note that USB printers only connect to one POS at a time. Note that Square Point of Sale can send customers receipts via text or email. It is suggested you do not order a printer if your only purpose is to give customers receipts.	\$60.00
Bluetooth Printer	A wireless Bluetooth printer for order tickets. Note that Bluetooth printers only connect to one POS at a time. Note that Square Point of Sale can send customers receipts via text or email. It is suggested you do not order a printer if your only purpose is to give customers receipts.	\$60.00
Ethernet Printer	A wired ethernet printer for order tickets & receipts. Note that Ethernet printers can connect to multiple POS at a time provided they are on the same network. Note that Square Point of Sale can send customers receipts via text or email. It is suggested you do not order a printer if your only purpose is to give customers receipts.	\$60.00
USB Barcode Scanner	To scan barcoded items through your Point of Sale.	\$60.00

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:: Additional Fees

Power Power not pre-ordered will be disconnected if found to be participating in illegal usage. Please ensure you order the correct Power requirement 1 Power lead to the distribution board – Lighting only (COMPLUSORY) 2 Power leads to the distribution board – Lighting, Cash Registers, Kettle 1 x 15 AMP Tagging of Power lead for Electrical Compliance	\$330.00 \$660.00 \$420.00 \$60.00 per lead
Waste Bond Clean up after you go. If we think you have left any rubbish behind, the waste bond will be forfeited.	\$800 (post event taken off your credit card)
Staff Two 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
CAMPING 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
SQUARE – non-compliance fine All Vendors MUST use the Square terminals provided by Splendour in the Grass 2022 for <u>all</u> transactions. Failure to do so will result in immediate fine of \$500 and the inability to attend future events. Repeated offences will result in forfeiture of site deposit and closure of Stall. Please note that there will be mystery shoppers to monitor Square Usage. <u>Failure to return</u> the Square bundle to ‘Square Office’ will result in a \$800 fine.	\$500

CHECKLIST	Tick	Notes	Tick
Public Liability Insurance – list in interested party Splendour in the Grass Pty Ltd & The CMC Solution Pty Ltd			
Workers Compensation Insurance – if no insurance, then place on letterhead reason			
Marquee – hire from recommended Hirer or Provide Brand of marquee & specifications (Wind & Fire rating)			
Logo in jpeg format			
Floor Plan – showing BOH			
Photo of your Operation			
Staff Required			
Power Requirement			
Square			
Confidentiality Agreement			

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:: Terms and Conditions

All applicants agree that by applying for a stall at Splendour in the Grass 2022, this entire document, including the following terms, must adhered to. Failure to do so will result in termination.

CANCELLATIONS

Cancellation or withdrawal must be received in writing no later than June 24, 2022. Cancellation received after this will result in the forfeit of site fee. No substitutions will be accepted.

SITE FEE

The base site fee will be payable by **Friday 24 June** (Non-negotiable). If payment is not received by COB, the site will be reallocated.

Stallholders agrees and understand that there is no guarantee in the profits made. No refunds will be made for any vendors that did not do well. Final fee will be base fee or 10% whichever the greater.

Square Terminal: All Vendors **MUST** use the provided Square terminals for *all* transactions. Failure to do so will result in immediate fine of \$500 and the inability to return to SITG. Repeated offences will result in forfeiture of all payment and closure of Stall. Please note that there will be mystery shoppers to monitor Square Usage.

ELECTRICAL, FIRE EXTINGUISHER AND WORK SAFETY.

- Work Cover NSW require electrical appliances and leads to be tested at least annually, and identification tags to be attached
- Fire Safety equipment **MUST** be easily accessible and suitable for dealing with the type of combustible materials present.
- Fire Safety equipment **MUST** 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.

CONFIDENTIALITY / PHOTOGRAPHY

You agree and acknowledge that you will not divulge, use, or disclose any Confidential Information to any entity or person (other than as required by the Event) at any time. 'Confidential Information' means all information which you become aware of which concerns the general business activities and affairs of the Event, the Event organisers or any patrons or vendors at the Event. You further agree that you must:

- a) not give press or other media interviews, on or off the record, without obtaining authority from Event's Co-Producer and Site Manager/General Manager.
- b) endeavour to protect the public image of the Event at all times, and will not record, disclose, post, or circulate any information, stories, incidents, images etc. that may in any way harm the public image or reputation of the Event.
- c) respect the privacy and public image of all Event patrons, and must not photograph, film, or record in anyway any Event patrons.

PRODUCTS BANNED FROM STALLS

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 than 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.

SAFETY AND COMPLIANCE

- Stallholders are responsible for the safety of staff, crew, suppliers / agents involved and members of the Public.
- Stallholders must submit a copy of current Workers Compensation Insurance or a letter stating exemption
- 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.
- 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.
- 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.
- Stallholders must comply with all relevant laws, Australian Standards, regulations, and guidelines that are applicable to the Event including Occupational Health and Safety legislation

SECURITY

Whilst there is 24-hour security on site, please ensure your stall is secure at night.

USE OF LOGO / NAME

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.

COVID SAFE PRACTICES

You agree to comply with all relevant government COVID-19 public health and emergency directions, or any directives specifically related to the Event, as well as the Event's approved COVID Safe plans

BUMP IN & BUMP OUT

Hi Vis Vest and enclosed shoes **MUST** be worn

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OH&S SITE RULES

Successful applicants are expected to abide by the following rules.

Please read before applying.

You agree

1. All Stallholders will be required to wear enclosed shoes during Bump In, Bump Out and whilst operating the stall.
2. All stallholders must wear Hi-visibility clothing
3. All stallholders must carry out a risk assessment on their activities and provide plans to manage and mitigate all risks.
4. The Stallholder must understand the hazards and risks associated with their activities and have an established system and procedure for managing the OH&S risks. This includes recently inspected and approved fire extinguishers, tagged electrical leads, gas compliance etc.
5. Site speed limit is 10 – 15 km/h – walking pace
6. All machinery operators must have current operating certificates on their person at all times.
7. Person/s working outside must have sun protection at all times, including long sleeve shirt, pants, hat, and sunscreen
8. No person is to work under the influence of alcohol and / or drugs. Persons taking prescribed medications should advise delegated Workplace Health & Safety Officer.
9. No person is to lift a load greater than 20kg without assistance
10. No person to work at a height of 2.4m or greater without a fall arrest system.
11. Persons working in an area where work is occurring overhead are to wear a hard hat for protections
12. All incident/s to be reported immediately to Workplace Health & Safety Officer or your Site Manager.

INSURANCES AND RESPONSIBILITIES.

- Stallholders must have their own current Public Liability Insurance for no less than \$AUS20M.
- List Splendour in the Grass and The CMC Solution Pty Ltd as Interested Parties on your Public Liability Insurance.
- 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.
- Stallholders must submit a copy of current Workers Compensation Insurance or a letter stating exemption.
- Stallholders to submit safe work method statement
- 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/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
- 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.
- Stallholders providing their own marquee MUST submit Marquee Brand, and Structural, fire, wind certification from the manufacturer

MORE INFORMATION

For further information email: foodandmarkets@splendourinthegrass.com

Event information: www.splendourinthegrass.com

