

MARKET STALL

APPLICATION INFORMATION & AGREEMENT

Venue:	Ngarindjin / North Byron Parklands Yelgun NSW
Event Dates:	Thursday 20 to Sunday 23 July 2023
Close Date for Applications:	Friday 28 April 2023
Notification of Acceptance:	From Friday 5 May 2023
Vendor Fee Due:	Monday 8 May 2023 (no exceptions)

**PLEASE ENSURE YOU READ AND UNDERSTAND EVERYTHING IN THIS DOCUMENT BEFORE YOU APPLY!
INCOMPLETE DOCUMENTATION 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 SITG representatives, managers or other persons authorised by SITG management may have. It is a condition of participation at SITG that all terms and conditions are accepted without reservation. SITG management reserves the right to refuse participation at SITG at any time if any terms and conditions are not adhered to. Any decision as such by SITG management will be final.

SELECTION CRITERIA

1. THINK GREEN

SITG continues to work hard towards sustainable outcomes, including the commitment to reducing impact on the environment and to prioritise ethical practices, such as:

- minimising general waste
- reducing, re-using and recycling

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 marquee, we require Certification for Structure, Wind and Fire.

Your stall must have the following elements:

- a) Visually pleasing stall
- b) Creative Signage, innovative Lighting etc.
- c) Customer Service
- d) Cleanliness front of house as well as back of house

Make sure your application clearly explains the theming and decoration of your stall.

3. FLOOR PLANS

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

- a) Name of stall
- b) Frontage, showing width, depth in metres
- c) If you plan to use your own marquee, provide information on who is supplying your marquee (i.e., from the approved list of SITG Suppliers or tell us the brand of your marquee and provide Certification for Structure, wind, and fire ratings etc.)
- d) Frontage, width, and depth in metres
- e) Awning, towbar, doors etc.
- f) Back of house (incl size) – clearly label staff rest area, storage etc.
- g) 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 to have your stall at SITG.

Important Notice: All Stallholders must adhere to any sponsorship or commercial arrangements that may be in place at SITG. Management will advise of such arrangements in due course.

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 SITG, as well as SITG's approved COVID Safe plans.

6. INSURANCES & REPORTS

- a) You must supply a Copy of your Public Liability Insurance (PLI). Your PLI must not be less than \$AUD20,000,000.
List Splendour in the Grass Pty Ltd & The CMC Solution Pty Ltd as interested parties.
- b) You must supply Workers Compensation Insurance and if not applicable, provide notification on your letterhead stating exemption.
- c) All staff will be expected to abide by SITG WH&S policies and procedures. SITG will not be liable for injuries to you or your workers. All workers must be over 18 years of age.
- d) 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.

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.

BEST IN SHOW AT SPLENDOUR IN THE GRASS

The Best in Show Competition will again be in place for SITG 2023. We will be looking for unique products, beautifully presented, cleanliness and friendly / happy staff.

Congratulations to 2022 Winners of Best in Show – Tha Plug!

PRIZE:

1. Guarantee site for SITG 2023
2. 2023 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 SITG Facebook and Twitter sites, to let everyone know how awesome your stall is as well as your location.

KEY DATES AND TIMES (Subject to Change)

Application due:	Friday 28 April 2023
Stall approval:	Week commencing Friday 5 May 2023
Base Site Fee due:	Monday 8 May 2023 (non-negotiable)
Deadline for applicants to notify of any site withdrawal or cancellation:	Friday 23 June 2023
Bump in:	Friday 14 July to Sunday 16 July 2023
Staff Campground open:	Monday 17 July 2023
Patron Campground open:	Wednesday 19 July 2023
Event open:	9am - 12am Thursday 20 July 2023
Event continues: 2023	9am - 2am Friday 21 to Sunday 23 July
Campground close:	2pm Monday 24 July 2023
Bump out:	From 2pm Monday 24 July 2023 No traffic movement until last patrons have left!

CAMPING

The intention for market vendors 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 a campsite or a camping wristband. Camping will be available at SITG from Monday 17 July to Sunday 23 July 2023. Staff camping MUST aim to arrive during bump in, in order to be allocated a space in the vendor camping area. If staff arrive outside these days, they will have to pay for their campsite in the general public campgrounds.

EQUIPMENT HIRE

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

Approved Suppliers:
Event Rentals 1300 762 009
Lismore Party Hire: 02 6625 12223.
Bob's Hire: 07 5665 8800

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 SITG 2023.

- 1 x post announcing your involvement in the festival alongside our official market stall announcement
- 1 x post in the week of the festival (Monday 17 July)
- Tag @splendourinthegrass in your post
- Inc. your stall name and 100 words or less describing / promoting your stall and the product you provide.

MARKET STALL BASE SITE FEES

The Base Site Fee will be payable by Monday 8 May 2023 (non-negotiable). If payment is not received by COB on this date, the site will be reallocated.

The Base Site Fee for the stall depends on the stall type and is set out below. SITG will calculate the stallholder's gross sales following the event. If 10% of the stallholder's gross sales (being the "Final Amount") exceeds the Base Site Fee, SITG will retain the Final Amount (less any Base Site Fee paid by the stallholder prior to the event) and will remit the balance to the stallholder's nominated account within 7 days following the event.

PLEASE NOTE: All prices include GST.

Base Site Fee includes two (2) staff wrist bands and camping tickets, one (1) Square Terminal. Base fee does not include power.

STALL LOCATION AND BASE SITE FEE INFORMATION	
ARTS & CRAFT / LIFESTYLE 3m x 3m 3m x 6m 6m x 6m	\$1,000.00 \$1,800.00 \$2,200.00
MERCHANDISE - any items for sale that have not been handmade by the stallholder in Australia 3m x 3m 3m x 6m 6m x 6m	\$1,300.00 \$2,300.00 \$2,900.00
COMMUNITY GROUP / INFORMATION - information / awareness campaigns, not for profit organisations 3m x 3m 3m x 6m 6m x 6m	\$500.00 \$600.00 \$700.00
THE GLOBAL VILLAGE - curated by Kate Little The World Stage: featuring great bands and dance performances, and the Bohemian Lounge: for Chill, Chai, Cabaret & Workshops. 3m x 3m 3m x 6m 6m x 6m (limited) includes 2 staff wristbands	\$1,000.00 \$1,800.00 \$2,200.00

POWER FEES	
Power must be ordered in advance. Any illegal connection will be disconnected. All leads must be tagged if a lead is plugged in without a marker, then it will be removed.	
1 x 10 amp - lighting only	\$350.00
2 x 10 amps - lighting, kettle, square unit	\$700.00
1 x 15 AMP	\$420.00

SQUARE INFORMATION AND ADDITIONAL SQUARE UNITS & PRINTERS

SITG is a **CASHLESS** event. The point-of-sale system for the SITG event is Square. All vendors will be issued with a Square Stand Bundle.

Included in the Base Site 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.

You will need to load your products into the square system. Issued to you before the commencement of the Event. You will need to load your products into the square system. You must provide SITG with your final products list and pricing no later than Monday 3 July. A link will be provided to you if your application is approved.

PRICES BELOW ARE FOR **ADDITIONAL SQUARE REQUESTS ONLY**. Any additional terminals need to be pre-ordered.

Failure to return your Square Stand Bundle will result in a penalty of \$800.

SQUARE HARDWARE FEES

Square Stand Bundle	Includes iPad Air, Square Stand, Contactless + Chip Card Reader and ChargingDock. 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 <u>one</u> 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

ADDITIONAL FEES

Staff Tickets with ID – prior to obtaining wrist bands Market Stalls will receive 2 wristbands. Additional wristbands MUST be pre-purchased at the same time as paying your Base Site Fee and Power.	\$400.00
Camping Camping is free of charge to staff wearing wrist band. You are permitted to camp behind, within the Staff Camp Area. No Campervans are permitted. BOH must be kept tidy at all times.	FREE OF CHARGE
Electrical Compliance - Testing and Tagging Equipment and leads, not tagged and in date will be either discarded or tested for safety by the site Electrician. Testing will incur a cost of \$80 per item. CASH ONLY.	\$60 per equip /lead. Cash payable on site.
Waste Bond You will be required to bring your own bins and put them out in front of your stall for emptying each day. Be prepared to provide enough bins for separate waste disposal Clean up before you go. If we think that you have left behind waste, there will be a penalty of \$500.	\$500.00
SQUARE – non-compliance fine All Vendors MUST use the Square terminals provided by SITG 2023 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 any Base Site Fee paid and closure of Stall. Please note that there will be mystery shoppers to monitor Square Usage.	\$500.00
Failure to return the Square bundle to ‘Square Office’ will result in a penalty.	\$800.00

VENDOR CHECKLIST	TICK
Public Liability Insurance (\$20m) - list interested parties Splendour in the Grass Pty Ltd & The CMC Solution Pty Ltd	
Workers Cover Insurance - if no insurance, then place on letterhead reason why	
Marquee - hire from recommended Hirer or Provide Brand of marquee & specifications (Wind & Fire rating)	
Floor Plan - showing BOH	
Photo of your operation & logo in .jpeg format	
Product list	
Covid Safe Plan	
Staff Required	
Power & Square requirements	
Stallholder Terms and Conditions (see below)	

MARKET STALL TERMS AND CONDITIONS

All applicants agree that by applying for a stall at Splendour in the Grass 2023 (“the Event”), they have read and understood the terms of this document and agree to adhere to the terms contained herein. Failure to do so will result in cancellation of your site.

SITE FEE

- The Base Site Fee will be payable by Monday 8 May 2023 (non- negotiable). If payment is not received by Splendour in the Grass by COB on this date, the requested site will be reallocated.
- The Base Site Fee for the stall depends on the stall type and is set out in the ‘Market Stall Site Fees’ section above.
- Splendour in the Grass will calculate the stallholder’s gross sales following the Event. If 10% of the stallholder’s gross sales (being the “Final Amount”) exceeds the Base Site Fee, Splendour in the Grass will retain the Final Amount (less any Base Site Fee paid by the stallholder prior to the Event) and will remit the balance to the stallholder’s nominated account within 7 days following the Event.
- Stallholders agree and understand that there is no guarantee of sales or profits to be made at the Event.
- No refunds or deductions of any kind will be provided for any vendors that did not reach anticipated sales / profits.
- **Square Terminals:** All stallholders 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 the Event. Repeated offences will result in forfeiture of Base Site Fee and closure of stall. Please note that there will be mystery shoppers to monitor square terminal usage.

CANCELLATIONS

- Any site cancellation or withdrawal must be received in writing by no later than **Friday 23 June 2023**.
- NB: Any requested cancellation or withdrawal received after this time will result in the forfeiture of the Base Site Fee. No site substitution will be provided.

INSURANCES AND INDEMNITY

- Stallholders must have their own current public liability insurance for no less than \$AUS20 million, with Splendour in the Grass Pty Ltd and The CMC Solution Pty Ltd listed as interested parties.
- 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.
- At least 14 days prior to the Event, stallholders must provide Splendour in the Grass with the following documents in a form satisfactory to Splendour in the Grass: (a) a certificate of currency of the stallholder’s current workers compensation insurance (or evidence of any exemption, if applicable); (b) a copy of a recent health inspection report; and (c) if the stallholder is providing their own marquee, the marquee brand and structural, fire and wind certification from the marquee manufacturer.
- Stallholders indemnify Splendour in the Grass, the Event management and their staff, crew, suppliers, representatives, agents, and patrons (each an “Indemnified Party”) for any losses or costs suffered as a result of the acts or omissions of stallholders or their staff, crew, suppliers, representatives and agents, and stallholders release the Indemnified Parties from any claims or causes of action arising from such acts or omissions.

SAFETY AND COMPLIANCE

- Stallholders are responsible for the health and safety of their staff, crew, suppliers, representatives, agents and patrons and members of the public at the Event in accordance with applicable laws.
- Stallholders understand that they participate at the Event at their own risk. Stallholders must take full responsibility for any injuries or damages they or their staff, crew, suppliers, representatives, agents, or patrons at the Event.
- Stallholders must comply with all applicable laws, Australian Standards, regulations, and guidelines that are applicable to the Event including occupational health and safety legislation requirements.
- All stallholders must supply their own fire extinguisher and blankets at the Event. All fire extinguishers must be tagged.

BUMP IN & BUMP OUT

- Stallholders must comply with all reasonable directions provided by Event management relating to the stallholder’s site and their attendance at the Event.
- Hi visibility vest, wide brimmed hat, long sleeve shirt and pants, enclosed shoes and sunscreen MUST be worn by stallholders at all times during bump in and out for the Event.

SECURITY

- Whilst there is 24-hour security on site at the Event, stallholders must ensure their stall is secure at night. 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 persons or property that occurs while bumping in, bumping out or during the Event, which arose from the stallholder’s fault, act or omission, or the fault, act or omission of their staff, crew, suppliers, representatives, or agents.

WH&S SITE RULES

- Stallholders must abide by the following health and safety rules:
- All stallholders must wear enclosed shoes whilst operating the stall.
- All stallholders must wear hi-visibility clothing.
- All stallholders must carry out a risk assessment on their activities and provide Splendour in the Grass with, at least 14 days prior to the Event, plans to manage and mitigate all risks.
- The Stallholder must understand the hazards and risks associated with their activities and have an established system and procedure for managing any work health and safety risks. This includes recently inspected and approved fire extinguishers, tagged electrical leads, gas compliance etc.
- Site speed limit is 10 – 15 kph (walking pace).
- All machinery operators must always have current operating certificates on their person.
- Persons working outside must always have sun protection, including long sleeve shirt, pants, hat, and sunscreen.
- No person is to work under the influence of alcohol and / or drugs. Persons taking prescribed medications should advise the delegated Workplace Health & Safety Officer.
- No person is to lift a load greater than 20kg without assistance.
- No person to work at a height of 2.4m or greater without a fall arrest system.
- Persons working in an area where work is occurring overhead are to wear a hard hat for protection.
- All incidents are to be reported immediately to the delegated Workplace Health & Safety Officer or the stallholder’s Event site manager.

ELECTRICAL, GAS, FIRE EXTINGUISHER AND WORK SAFETY

- Stallholders should ensure that sufficient power is requested and obtained for the stall in advance of the Event. No additional power will be supplied after request is made and finalised.
- Work Cover require electrical appliances and leads be tested at least annually, and identification tags attached.
- Gas should be installed by a licensed 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 existing gas appliances.
- Gas-fired appliances used in the open should not have a gas bottle greater than 9kg capacity. The bottle should be adequately secured so that it cannot be tipped over.
- All gas bottles must be pressure checked.
- Fire extinguishers and fire blankets must be supplied where there is cooking or heating.
- 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 State Fire and Rescue agency 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.

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.

PRODUCTS BANNED FROM STALLS

- Products banned from stalls include 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, 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 of any kind, long or heavy chain jewellery / accessories, professional video cameras including go pros and sound recording equipment, drones, glo-sticks or similar, containers of liquid fuel, skateboards, roller blades, boogie boards, surfboards, drugs / alcohol, styrofoam and other environmentally unfriendly products. Any products that can be used as a weapon and any other items considered illegal or dangerous are banned from the Event. Any banned products found will result in the stall being closed immediately and the stallholder being excluded from future events.

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 Event management.

CONFIDENTIALITY & PHOTOGRAPHY

- Stallholders agree and acknowledge that they 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. Stallholders further agree that they must:
 - not give press or other media interviews regarding the Event, on or off the record.
 - endeavour to always protect the public image of the Event, and 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; and
 - respect the privacy and public image of all Event patrons, and must not photograph, film, or record in any way any Event patrons.

FOR FURTHER INFORMATION PLEASE CONTACT

foodandmarkets@splendourinthegrass.com

www.splendourinthegrass.com