



# PICTON MUSIC and HARVEST FESTIVAL



## STALLHOLDER TERMS & CONDITIONS

To assist us and ensure we have a successful festival, we ask you to adhere to the following:

<b>HOURS</b>	The Festival begins at 9am and ends at 5pm. We ask that all stalls are set up and ready to serve by 8.45am.
<b>SET UP</b>	From 6.45am to 8.45am - Please do not arrive before 6.45am.
<b>VEHICLE ACCESS</b>	Vehicles must be removed from the stall area by 8am.
<b>PARKING</b>	Suggested parking areas will be emailed to you prior to the festival.
<b>PACK UP</b>	The Festival officially concludes at 4pm. We ask that you <b>DO NOT</b> pack up until this time. All stall sites <b>must</b> be vacated and cleared completely by <b>5.45pm at the latest</b> .
<b>EMERGENCIES</b>	If a personal emergency arises, and you have to leave early, you must inform Stalls Organiser Melissa Park, who will assist you in moving your vehicle safely through the closed roads area. You must comply with this requirement for safety and insurance purposes.
<b>FEES</b>	Your space is not secured until we receive your application form, site plan indicating your preferred site(s), proof of current public liability insurance (minimum \$10M public liability) and payment via cheque or money order in full for the appropriate stall fee. No stalls will be held.
<b>CANCELLATION</b>	The Festival is on, rain, hail or shine, and will not be abandoned.
<b>NO REFUNDS</b>	If you do not turn up for whatever reason, or if you don't stay, the stall fee will not be refunded.
<b>INABILITY TO ATTEND</b>	In the case of an emergency, which prevents you from coming, you must notify Stalls Organiser Melissa Park immediately, so that she can allocate your site to another stallholder.
<b>STALL SITE</b>	The site fee covers a standard site 4m x 4m market stall space in Town Square (grass area and car park) and the back of Wollondilly Shire Hall OR a 3m x 3m market stall space located both in and in front of the Wollondilly Shire Hall.
<b>SIZE</b>	You may only set up in your designated area. You may not encroach upon your neighbours. All tent guide ropes and tables must be within your designated area. An additional fee may be charged for stalls that use more than the allocated space.
<b>ADDITIONAL SPACE</b>	If you require additional space, discuss your needs with Stalls Organiser Melissa Park. This may require relocating your stall and payment of an additional site fee.
<b>SAFETY</b>	Please ensure that visitors cannot injure themselves at your stall. Report any safety related incidents to Stalls Organiser Melissa Park.
<b>FOOD REGULATIONS</b>	All food stalls must comply with Council Regulations. See Melissa Park for a copy.
<b>PRODUCTS</b>	Please sell only the quality products that were originally agreed upon with Stalls Organiser Melissa Park. If you wish to add to your product range, please discuss this with Melissa prior to adding those products to your stall.
<b>PRODUCT LIABILITY</b>	Stallholders are responsible for their own products. You need to carry your own Product Liability Insurance.
<b>COPYRIGHT</b>	Products that infringe copyright laws are not acceptable at the Festival. Fines for copyright infringement can be very substantial. This is YOUR responsibility.
<b>RUBBISH REMOVAL</b>	The rubbish bins provided are for the use of the visitors to the markets and are NOT for the use of stallholders. Stallholders are responsible for the removal of ALL rubbish from their site. Food vendors <b>MUST</b> take their food scraps with them. If this rule is not observed, any additional bin hire will be charged out to the responsible stallholders.
<b>YOUR FEES CONTRIBUTE TO</b>	Newspaper & magazine ads, TV & radio commercials and flyers, road signs, banners and entertainment.
<b>INSURANCE</b>	Stallholders <b>MUST</b> have their own Public Liability Insurance. You must provide evidence of your current policy (Certificate of Currency), or you will not be allocated a stall.
<b>CONDUCT</b>	Please remember that we are operating in front of the general public and you should present yourself in a courteous and respectful manner at all times. Rude, abusive or other disruptive or offensive conduct is not acceptable. Do not enter into any debate or argument with any visitor or other stallholder. If any stallholder creates or finds themselves in a situation that is liable to cause embarrassment, dispute or any kind of problem to others, you must contact Stalls Organiser Melissa Park immediately. Stallholders are responsible for the actions of their representatives, employees or agents.