

2017 Harvey Harvest Festival

Stallholder Bylaws

Please read these bylaws carefully!

Festival Theme: The Harvey Harvest Festival is an Italian themed festival and we ask that all stallholders theme their stall. The Italian flag is red, white & green.

We hope that by incorporating this theme across the whole festival that it will leave a lasting impression on our visitors and add to the atmosphere.

Applications: Every effort will be made to accommodate the requests of stallholders with regard to preferred position. The selection criteria is based on, all documentation being received followed by first in first served basis. You will be contacted by email as soon as your application and payment has been received to confirm your payment.

Bay numbers will be confirmed two weeks prior to the event via email. If necessary, you may be offered an alternative site.

Applications close on Friday 17th February 2017. No late applications will be accepted. The festival does not have a cancellation or wait list.

Payment: Full non-refundable payment for your bay will be required with your application. Stallholders we are unable to accommodate will have their payment refunded in full.

The Harvey Harvest Festival has an on-line booking system and all applications must be made on line. The on-line system allows Harvey Mainstreet to keep administration costs and stallholder fees down. An administration fee will apply if you are unable to lodge online. This must be done by prior arrangement with the Festival Co-ordinator:

Lisa Bevans

Festival Co-ordinator

Email: lisabevans24@gmail.com

Food Vans: It is a requirement under the Food Act 2008 for all food and drink vendors to have a *Certificate of Registration of a Food Business*.

Please contact the local government authority in which you live to apply for this. It can not be supplied by the Harvey Harvest Festival.

You must provide a copy of this certificate when registering for a stall.

You will not be admitted to the festival unless a certificate has been supplied to the Festival Coordinator by Friday 17th February.

Currency/Public All stallholders must supply a copy of their public liability insurance when registering for a stall.

Liability Insurance:

Stallholders who don't hold public liability insurance should inquire with an insurance broker about coverage for the duration of the festival.

You will not be admitted to the festival unless it has been supplied to the Festival Coordinator by Friday 17th February.

CHECKLIST: Please complete:

- Stallholder application & payment in full – on line
- Currency / Public Liability Insurance — *upload on line or scan and email to: info@harveyfest.com.au or post to **PO Box 265 Harvey, WA, 6220***

Food and drink vendors must also complete:

- Application for Sale of food – Temporary Vendor – on line
- Certificate of Registration of a Food Business - *upload on line or scan and email to: lisabevans24@gmail.com or post to PO Box 265 Harvey, WA, 6220*

Stall bay sizes: Please ensure your stall fits into the allocated bay size. If you have a trailer you must include tow bar into your bay size. Stallholders who require bigger bays must purchase additional 1m x 3m or an extra bay. Eg, if you require a 10m x 3m bay in Snell Park, you must purchase 2 bays – 2 x 5m x 3m, or if you require 7m x 3m you must purchase 1x 5m x 3m plus 2x 1m x 3m bays. Hayward St if you require 6m x 3m you must purchase 1 x 4m x 3m plus 2 x 1m x 3m. **The extra 1m x 3m add on are only available in Snell Park and Hayward St**

The sizes of bays are:

Snell Park: 5m x 3m (In the park, on grass)

Hayward St: 4m x 3m (On the adjoining road, on bitumen)

Italian Piazza: 3m x 3m (Italian food/goods stalls only)

Snell Park North: 5m x 3m (Rides/amusements only)

Please ensure you are in the correct bay as Festival staff will assist you to move your bay, regardless of whether you have set up or not. No argument will be entered into.

Stallholders who arrive on the day with stalls larger than they have booked will be relocated, space permitting. If there is no space, they will be turned away. Booking fees are non-refundable.

Access: All access is via the entrance on Hayward Street. Stallholders in Snell Park North may access the grounds by the northern end of Hayward Street. Strictly no vehicles in the festival area after 8:30am. The road will be closed.

Stand Set Up: Snell Park will be set up in stages from 6.00am to prevent congestion.

You will receive a time which you must arrive by to set up and the entrance to access your bay when you receive your bay number confirmation slip.

Please do not set up earlier or later than your designated time - you may be asked to pack up your stall if you are blocking access ways.

Stallholders who miss their time will be allocated an alternative bay outside Snell Park, either in Snell Park North or on Hayward Street, space permitting. Stands must be completely set up and **fully functional by 9am** on festival day.

Stand Pack Down: Stallholders are asked **not to start packing down before 4pm**. Moving equipment and goods and loading cars before this time is a safety hazard, and as part of the Festival's Safety Hazard Analysis approved by the Shire of Harvey, you will be asked to cease immediately. Failure to do this will result in no further invitations to the event.

How to find your bay: A festival map is not provided to stallholders prior to the event however volunteers are available at festival entrances to direct stallholders to their bay.

Please take your bay number confirmation with you on festival day as this will save time.

Parking: Parking is available in Snell Park North & the surrounding township of Harvey. Please do not park your vehicle alongside your stall, as this is a safety hazard and in contravention of the Festival's Safety Hazard Analysis, approved by the Shire of Harvey. You will be asked to remove your vehicle immediately.

How to get to Harvey: Please go online to www.harveyfest.com.au - directions are available on our festival website.

Security: Security is the responsibility of the stallholder. Please be aware of products left unattended on your stand. Security will be in place between 9am – 4pm and based at the wine area of the festival.

Power: AMPs and the number required must be stated on the application form. Stallholders will not be provided with extra outlets on the day.

Positions with electricity are extremely limited. Stallholders granted a powered bay are to provide their own serviceable extension cord with safety tag attached by authorised electrician. Please use gas if possible. No power boards.

If we are unable to accommodate your request for power we will contact you ASAP.

Equipment: Trestles, tables, marquees, extension cords, cooking equipment, fridges or glasses etc are not supplied and only limited shade is available. Please make your own arrangements.

Wineries: All stallholders promoting wine will be positioned together in the official Wine Tasting Area located in Snell Park.

This area is powered and will be covered by a single Occasional Licence obtained by Harvey Mainstreet Committee Inc.

Tastings are free. Wineries are permitted to sell wine by the glass only. Bottled wines may be purchased but not opened at this event.

Other: Stallholders are requested to leave their site clean and tidy.

Stallholders are responsible for their own public liability insurance.

Stallholders participate in the Harvey Harvest Festival at their own risk.

Contact: The Festival Co-ordinator – Lisa Bevans can be contacted by email lisabevans24@gmail.com . Your query will be attended to as soon as possible.