

RETAIL STALLHOLDER PROSPECTUS

2020



THURSDAY 2ND – SUNDAY 5TH APRIL



Thank you for expressing an interest in joining us as one of our valued Retail Stallholders.

The Prospectus details the information required for applying to run a Retail Stall at the 2020 Man From Snowy River Bush Festival (the Festival).

The Festival provides sites to Retail Stallholders who offer saleable goods in a professional style in a venue that is as unique and as interesting as the Retail they sell. We have very strict guidelines and regulations you must adhere to. We welcome Retail Stallholders that strive for excellence in every aspect of their business.

If this is you, we welcome your application with open hearts.



Festival Contact:

Festival Office: 50 Hanson Street, Corryong VIC 3707

Email: admin@bushfestival.com.au

Future Festival Dates:

2021 – 25th – 28th March (before Easter)



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Welcome to Man From Snowy River Bush Festival

At the heart of our Festival are our Stalls, creating a warm and welcoming space where our guests choose to extend their Festival experience. Stalls are a creative expression in their own right and we love partnering with Retail Stallholders that share the same desire to exceed expectations, produce goods or information of divine quality and share an understanding that every interaction counts.

Over the years, we have found there is a direct link between the stalls aesthetic and their turnover. Stalls that provided feedback where they exceeded their financial expectations were those that took a lot of pride in their stalls presentation. This is one of the aspects our stalls selection considers when assessing your application so please join us in our pursuit of unlimited creativity.

We have two sites that we are seeking Retail Stallholders for 2020. The MFSR Trade Precinct (Festival Venue – Rec Reserve 4 Full Days) and the MFSR Bush Market Precinct (Attree Centre Friday 3rd and Saturday 4th) (As per 2019)

MFSR Trade Precinct is an open-air venue for the promotion and sale of a wide variety of products traditionally reflecting Australian, bush, country, outdoors, camping, lifestyle, caravanning, western and equine related goods that relate to our family friendly market.

MFSR Bush Market Precinct is an open-air venue for the promotion and sale of a wide variety of goods relating to the bush/craft market category.

Note – ALL bush market stalls will be located in Attree Centre Precinct in 2020. NO stalls located in the main street (Hanson Street). Minimum 2-Day bookings apply ie. Friday AND Saturday.

Important Dates

Monday 26 th August 2019	Retail Stall Applications Open
Friday 11 th October 2019 (5pm)	Retail Stall Applications Close
Friday 1 st November 2019	Successful Applicants will have been advised electronically
Friday 8 th November 2019	Invoices and supporting documentation circulated to successful applicants
Friday 13 th December 2019	Invoices to be paid in full

Festival Dates and Trading Hours

The Man From Snowy River Bush Festival operates from Thursday 2nd April to Sunday 5th April 2020.



Stallholders must operate for the duration of their Event. Stallholders must commit to trade per our minimum required trading hours (see below). Extended trading hours may be offered to MFSR Trade Precinct Stallholders only before and/or after these minimum trading hours (opening/closing times) subject to demand.

Festival gates open to the public on Thursday 2nd April at 10am. All MFSR Retail Stallholders are to be up and running by this time. This is the first opportunity for our guests to have a look around, to scope out stalls they may want to visit during the Festival.

The Festival open to the public on Thursday 2nd April at 10am

The Festival closes to the public on Sunday 5th April at 6pm

Minimum required trading hours –

MFSR Trade Precinct (Festival Venue – Rec Reserve)

*Must be fully set up and ready for Safety Audit Thursday 2nd April by 9.00am

DAY	TRADING HOURS – OPEN	TRADING HOURS – CLOSE
Thursday 2 nd April	10.00am	7.00pm
Friday 3 rd April	9.00am	7.00pm
Saturday 4 th April	9.00am	8.00pm
Sunday 5 th April	8.00am	4.30pm

MFSR Market Precinct (Attree Centre)

*Must be fully set up and ready for Safety Audit Friday 3rd April by 9.30am

DAY	TRADING HOURS – OPEN	TRADING HOURS – CLOSE
Friday 3 rd April	10.00am	5.00pm
Saturday 4 th April	10.00am	5.00pm

Should the Stallholder fail to occupy the site by the date and time stated MFSR reserves the right to terminate the site agreement immediately by verbal or written notice.



Bump In and Out

Retail Stallholders stalls must be fully set-up and operational within the minimum operating times stated above. Retail Stallholder are to have their Safety Audit conducted prior to trade.

The MFSR Trade Precinct (Festival Venue) will be open to Retail Stallholders to arrive and commence set-up from Monday 30th March 2020. Please ensure you include your planned arrival date/time on the Application Form. All sites must be dismantled and removed from the Festival grounds by Monday 6th April. All sites are to be left in a clean condition – leave no trace.

Sponsorship

A great variety of sponsorship packages are available to enhance your exposure at the Festival. Contact the Festival Office for further details.

Retail Stallholder Requirements & Selection Criteria

MUST

- Retail Stallholders must have a \$10 million minimum Public Liability Insurance
- Retail Stallholders must agree to comply with the terms and conditions set out in this Prospectus
- Be able to follow the online application process
- Retail Stallholders must maintain their site, stalls and staff for the duration of the Event allocated
- Retail Stallholders must bump in on time and leave their site as they found it, clean and devoid of waste or other hazards
- Retail Stallholders must work in cooperation with the Festival, its staff, Board, contractors and other stallholders
- Retail Stallholders are NOT permitted to sell food and drinks

PREFERRED

- Retail Stallholders who can provide a creative, diverse and thematic range of goods for sale
- Retail Stallholders who are fun, friendly, service orientated, ethical, honest, reliable and aware of how personalities make an event
- Retail Stallholders who are willing to create a striking and visually pleasing stall
- Retail Stallholders who supply and use recyclable or bio-degradable packaging and Retail service for customers service will be favourably looked upon
- Retail Stallholders who supply their own power



Insurance

\$10 Million Public Liability Insurance (minimum) is compulsory for all Retail Stallholders.

Retail Stallholders must also hold current workers compensation insurance for all employees of the Stall and have risks cover for all property located on the site.

Cancelling your Retail Stall

Any Retail Stallholder wishing to cancel their application MUST advise the Festival in writing. If you wish to cancel your Retail Stall more than 60 days prior to the Festival (before 3rd February 2020), the Festival may retain 50% of the total site fee. Cancellations between 60 days and 30 days (3rd February and 4th March) will result in 75% of the total site fee being retained by the Festival. Cancellations after 4th March will not be refunded.

Right to Veto:

The Festival retains the right to enter your Retail Stall anytime and remove any article, sign, picture or printed matter which, in our opinion, is either not eligible for display or is considered offensive.

Subletting

Retail Stallholders can share part of their site with consent of the Festival (in writing) but Retail Stallholders are not allowed to sublet the stall.

Retail Stallholder Fees (inc GST)

MFSR Trade Precinct (Festival Venue)		
Stall Dimension Frontage Size	Complimentary Tickets Provided (Full 4-Day)	Stall Fee (Inc Waste Levy)
3m	2	\$550
6m	2	\$675
9m	2	\$850
12m	2	\$925
15m	3	\$1,000
18m	4	\$1,100
21m	4	\$1,200
MFSR Market Precinct (Attree Centre)		
3m x 3m (deep)	N/A	\$95
6m x 3m (deep)	N/A	\$190
9m x 3m (deep)	N/A	\$210
12m x 3m (deep)	N/A	\$250

Payment of Fees:

Upon being accepted by the Festival, an invoice will be generated and emailed to successful applicants via the email address provided on your application form.

Successful applicants will be provided payment instructions and procedure via email.

Retail Stallholders have until Friday 13th December 2019 to pay the amount in full in order to secure the site.

Your application will not be secured if payment has not been received by this date.

Stall Bond – MFSR Trade Precinct ONLY:

Each Retail Stall is required to pay a \$100 bond. The bond will be included in the invoice.

Refund of Bond:

You must leave your site the way you found it and be mindful of our goal to – leave no trace. The bond will be refunded if you leave the site in its initial state.

The bond will be refunded into the nominated credit card account supplied on the online application. Your site will be inspected once you leave the Festival. It is important that your site is checked thoroughly before you depart for waste, tent pegs, materials etc.



LEACE NO TRACE requires each Retail Stallholder to remove all building materials and other infrastructure off site and place recycling and waste materials in bins/skips provided at the end of the Festival. It is the responsibility of the Retail Stallholder to ensure that the site is clear of this debris and all rubbish sorted appropriately. **(NOTE – boxes and packaging are to be flattened before placing in skip bins (do not use wheelie bins for this purpose))**

Ticketing – MFSR Trade Precinct ONLY:

Included in your Retail Stall Fee (Festival Venue – Rec Reserve) are complimentary Festival tickets. These are non-transferrable. You and your entire crew may camp in the designated camping area for Retail Stallholders. You will need to advise us if you require camping.

The amount of “included complimentary Festival passes” you receive depend of your Retail Stall size.

Additional Discounted Festival tickets can be purchased for additional staff working on your stall via the application form.

MFSR Liability:

The Stallholder occupies the site at their own risk. MFSR is not liable to the stallholder and the Stallholder releases MFSR from any breach of contract or duty of care. The Stallholder acknowledges MFSR is not responsible for and releases and discharges MFSR from any direct, indirect or inconsequential loss or expense suffered by the Stallholder and any third party, howsoever caused from the use and occupation of the site (or the inability to use or occupy the site) including breach of statutory or common law warranties and negligence. The Stallholder agrees to indemnify MFSR, its staff, volunteers, contractors and board members from and against all liability and losses (including costs on a full indemnity basis) which may be incurred by the Stallholder as a result of the use and occupation of the land and any resulting action or court proceedings including any claim made by a third party. Further, the Stallholder shall be responsible for and indemnifies MFSR against –

- Any pollution or environmental harm caused by the Stallholder to the site or to MFSR property;
- Any costs or orders issued by any authorised statutory body in respect to the investigation, clean up or remediation in relation to the site to MFSR property by reason of the Stallholder use or occupation of the site or MFSR property.



MFSR will not be liable nor deemed to be liable to the Stallholder (and the Stallholder releases MFSR in full) due to cancellation, postponement or delay in holding MFSR as a result of strikes and/or lockouts (whether of their own employees or those of others and whether or not the party against whom such action is taken could have avoided the same by acceding to the demands of the employees responsible for such action), acts of God, war, fire, flood, embargo, litigation, acts of government or any agency instrumentality or political subdivision thereof or any other cause beyond the control of MFSR.

Demonstrations & Clinics:

MFSR must approve all demonstrations and/or clinics occurring at your site prior to the commencement of the Festival. MFSR reserves the right to refuse any demonstrations/clinics.

Fires:

Fires are not permitted in any Retail site.

Hay Bales:

Small weed-free hay bales are permitted on any retail site to enhance the display. Stallholders are responsible for supplying and maintenance within the allocated site for the duration of the Festival. Hay bales must be removed and the site left clear of debris at the completion of the Festival.

Requirements for Retail Stalls:

Every Retail Stallholder will need to submit a proposed Stall Layout Plan for assessment.

All persons engaged in the sale of Retail goods shall –

- Wear clean and appropriate clothing
- Ensure they keep themselves and their work area clean
- Ensure hands are cleaned, before commencing or resuming work and after visiting a sanitary convenience, smoking, handling garbage, handkerchief or nasal tissue

The Stallholder acknowledges that the Occupational Health and Safety Act, associated Acts and Regulations impose obligations on the Stallholder in respect of the creation and maintenance of a safe environment for both employees and visitors. The Stallholder warrants that any materials, goods, plant and/or products offered for sale or otherwise display on the site is fit for use in any workplace and must be free of any faults and a standard necessary to comply with the Acts and Regulations.



Every Retail Stallholder must provide a risk assessment plan for the set-up, operation and dismantling of their stall and site.

Personal Effects/Chemical Storage/Sharps Storage:

1. Store away from Retail preparation areas
2. Knives are to be stored in a lockable container when kitchen is closed

Stall Construction:

All tents/marquees must be commercial/heavy duty standard. The Festival may experience changeable weather conditions including storms and high winds.

Weights/Pegs

Stalls are required to have adequate weights on the legs to support the structure during storms and high winds and that corners are securely pegged. Stallholders must consult with the Grounds Manager onsite prior to pegging into the ground to ensure that underground infrastructure is not damaged. If approval is not sought prior, any costs associated with damage to services will be the responsibility of the stallholder.

Safety Tags are compulsory to be used on ALL tent/marquee/awning pegs to ensure they are easily sighted and safely removed from your site at the end of the Festival. To assist Retail Stallholder to comply the Festival makes these freely available to be ordered during the online application process.

Preferred Supplier (Marquee Hire)

The Festival uses Barlens Event Hire for all event infrastructure. Marquees, table, chairs, lighting, flooring can be hired directly from Barlens Event Hire (02 6043 0605).

Alternatively, the Festival can order your marquee and arrange its delivery to your site. Simply complete the appropriate section on the online registration.

Use Gas Equipment on Site:

Any gas bottles used as part of a Retail Stall must adhere to and comply with all relevant Australian Standards. Failure to do so may result in eviction.

Electricity and Power Requirements:

The Festival is committed to reducing the amount of power it consumes on site during the Festival. Preference will be given to Retail Stall applicants who assist us to meet this aim by providing their own power supply.

We have a critical shortage of power available to stallholders. All Retail Stallholders must advise us in the online application, in detail, their power requirements. **Undeclared**



electrical appliances and their associated AMPS/Phases cannot be used. Wherever possible we recommend you supply your own silent generator.

Stallholders must only use and operate an approved portable power board with residual current device (RSD) earth leakage circuit breaker (ELCB) protection when drawing electricity from MFSR power supply. MFSR recommend Stallholders use portable power boards (e.g. Clipsal 485P4CB30, 10 amp unit or Clipsal 485P4CB15/30, 15 amp unit) with a self-test capability. No double adaptors are to be used.

Retail Trade Stallholders must supply an industrial power lead if they are connecting to our supply.

NOTE – MFSR Retail Stallholders - if you provide your own generator (silent) or power your own site via solar power/batteries etc for the duration of the Festival, you will receive a \$100 discount on your site fee.

For the safety of all Retail Stallholders, staff and patrons of the Festival, all electrical equipment or leads brought into the Festival by a Retail Stallholder are required to have been inspected and tagged by a licensed electrical contractor which must be within 12months of the Festival date.

Any faults or power failures caused due to consumer underestimation of power may result in site eviction.

Tampering with generators or electrical distribution box may result in site eviction.

Garbage and Recycling:

The Festival is committed to reducing the amount of waste taken off site and into landfill. Preference will be given to Retail Stall applicants who assist us to meet this aim by using compostable, single use Retail service items and packaging.

Please ensure you separate and dispose of your rubbish in designated bins/recycling station(s) located strategically throughout the Retail Precinct. The Festival will ensure the bins are emptied daily.

Boxes **MUST** be flat-packed and disposed of in the skip bins provided for this purpose.

Stall Allocation:

Ensure you provide all the required documentation with your online application.



Applications will not be accepted without the provision of all required documentation including Proposed Stall Layout Plan (refer Appendix A).

Be aware that the position of sites is not guaranteed. Allocation is subject to factors such as sponsorship requirements, size of stalls, access needs, etc. Any Retail Stallholder who does not comply will be asked to leave and this will affect the future applications to the Festival.

The Festival reserves the right to decline any Retail Stallholder who does not comply with the theme, good will or code of conduct of the Festival – at their discretion.

Stall placement and overall layout of the site is at the discretion of the Festival in consultation with the Grounds Manager having consideration of your site requirements.

Once you have been allocated your stall, Retail Stallholders must be mindful of not encroaching onto walkways with information boards, displays of goods for access and safety reasons. Ensure there are no trip or potential hazards.

When deciding what stall size you require ensure you include provision for all ropes and awning to fit within your site.

Camping:

Camping is available to MFSR Trade Precinct Stallholders at the Recreation Reserve. Stallholders allocated a site in the MFSR Trade Precinct (Rec Reserve) have camping allocated immediately behind their site. A site will be allocated to you following your successful application. (Note – no fires are permitted on the oval playing surface)

Dogs:

Dogs are prohibited from the Corryong Recreation Reserve unless they are proven to be an official service dog or a competitor in the Working Cattle Dog Championships. If you intend to bring a dog you must seek written approval from the Festival in your online application. If you intend to bring a dog it may impact on the success of your application.

Vehicle Access:

Retail Stallholders will receive **up to two (2) vehicle passes** which allow access to the Festival grounds. Stallholders must ensure that these passes are affixed to the inside of your vehicle's windscreen before arrival. Once your site is set-up your vehicle must be parked at your campsite. (Some vehicles will be permitted to park behind their stall where space permitted and its required).



Access to the MFSR Festival Venue is via the Stockroute. No access is permitted through the Main Gate.

Speed Limit:

The on-site speed limit is 10km/h. Do not exceed this speed limit as the site is a shared zone. Limit vehicle traffic within the grounds, especially during the Festival.

Telephones/Internet Access:

Corryong has access to 4G Network.

Amplified Music/Sound in Stalls:

The use of amplified music and loudspeakers/microphones is prohibited. We reserve the right to reduce the volume and/or turn off. No PA spruiking permitted.

Suggestions/Grievances/Complaints:

Each problem or idea is handled on a case-by-case basis. Please approach the Grounds Manager first to help solve your problem. If you want to make an official complaint/grievance or a suggestion about the Festival email admin@bushfestival.com.au

Code of Conduct:

Under no circumstances will any parties tolerate abuse, acts of violence, threats of violence and/or aggression behaviour.

MFSR will not approach any such person/s acting in this manner and appropriate action will be taken if deemed necessary. This action may result in the party being asked to leave the site or removed from the site either by Security or the Police.

Safety at the Festival:

We are serious about your safety and that of our patrons. Enclosed shoes must be worn at all times when the site is under construction and dismantling. It is preferred during retail service.

The Festival does employ security personnel who will be present throughout the grounds from Thursday 2nd April however Retail Stallholders are responsible at all times for the security of their stalls, its contents and property.



Big Screen Advertising:

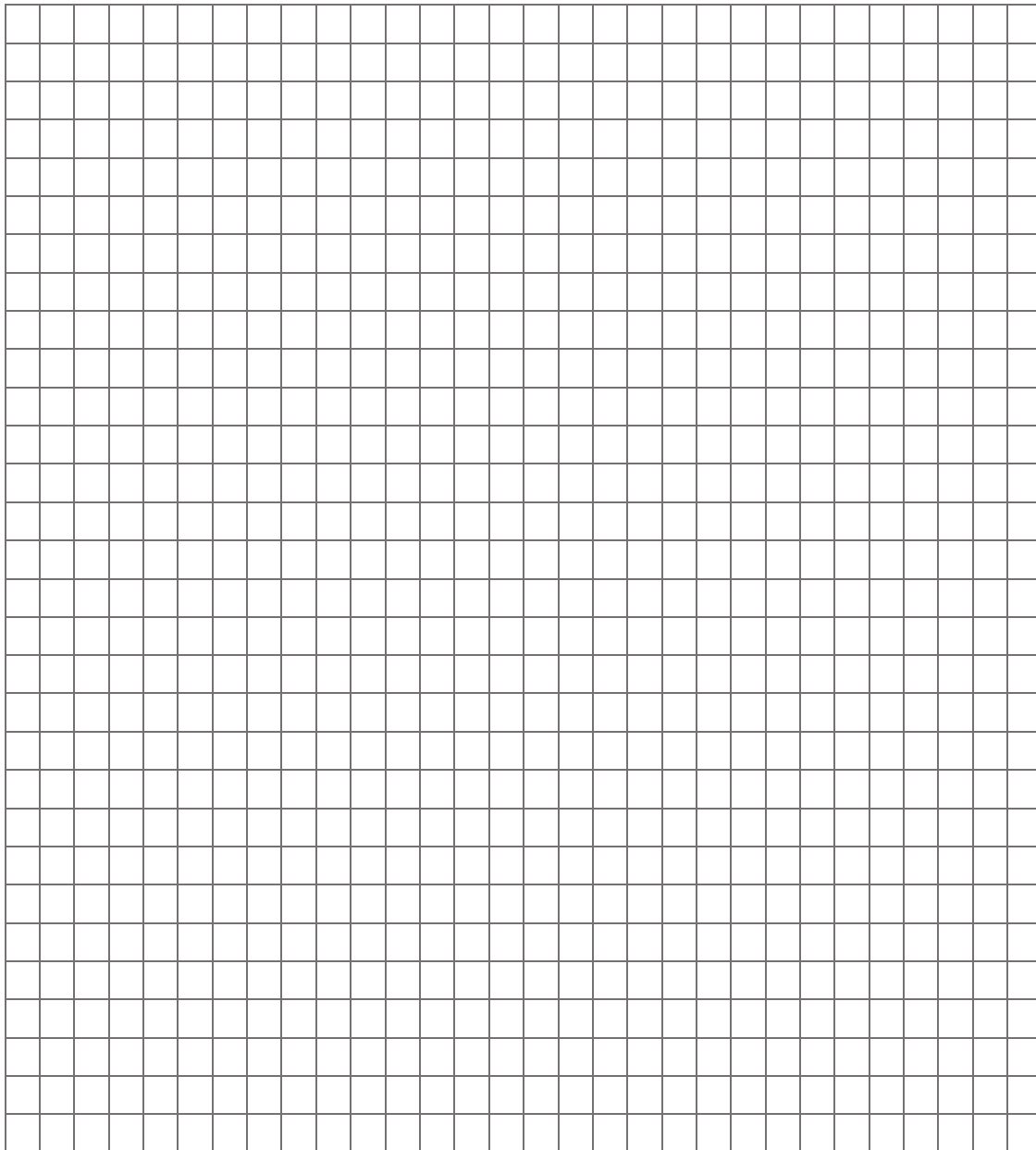
The opportunity to advertise on Big Screens around the Festival venue is extended to Retail Stallholders at very inexpensive rates to enable all to take part. Contact the Festival's Marketing Department to discuss details.

Application Checklist:

1. Read and understand the Retail Stallholder Prospectus.
2. Decide whether you can comply with our terms and conditions and can afford to attend
3. Compile all the required documentations ready to upload as part of the online application process
 - Digital image of your Retail or products
 - Digital image of your stall set-up
 - Printed, sketched and scanned your Proposed Stall Layout Plan
 - Scanned your current Public Liability Insurance Certificate
4. Now fill in the application form online
5. Upload all relevant information
6. Press submit
7. Be patient whilst we go through all the applications



Man From Snowy River Bush Festival
Proposed Stall Layout Plan
Back of Stall



Front of Stall

Please use this Stall Layout Plan Template to accurately draw your site. Be sure the measurements are correct as your stall is allocated on the basis of these plans. The graph squares measure 30 x 30(deep). It is up to you to decide the scale. Plan must include: preparation areas (survey, gas equipment, coolrooms etc); storage areas. If you have asked for a 3m x 3m stall that is what you will be given.

Stallholder Name: _____ Stall Name: _____