

1 Introduction

FolkWorld Inc. is the incorporated body of the annual Fairbridge Festival whose aim is to inspire, excite and offer great products and therapies to festival patrons during our three-day event each April in Pinjarra, South Western Australia.

Fairbridge Festival attracts innovative, unique, one-of-a-kind stalls that provide festival patrons with an enticing selection of arts and crafts together with appealing merchandise. Market stall selection is favoured toward Australian hand-crafted and specialist goods.

We are continually looking for new, innovative and quality stalls together with therapies that enhance the festival and add to our overall local village feel.

Our market stalls are located amongst the natural beauty of Fairbridge Village with emphasis on the main street leading within the festival site and includes the short roadway leading towards Mandja stage.

Tranquila is dedicated to our therapists and located under the trees opposite Belfast Cottage, outside the Clubhouse entrance.

Our ongoing commitment is to reflect the energy, vibrancy, and presentation of our festival and to continue to improve year on year. We average 8,000 people over our three-day event of arts, music and family entertainment.

We hope you'll become a passionate ambassador of our event and encourage your friends and relatives to come along and visit your stall and enjoy everything our festival has to offer.

2 Selection Criteria

Vendor applications are assessed on the following criteria

- bright, festive and interesting stalls that fall within the family ethos of Fairbridge Festival
- handmade and one-of-a-kind products with a focus on Western Australian produce
- products that appeal to children and families
- preference will be given to artists who create and design their own work
- therapy stalls offering relaxation, healing, and nurturing for festival attendees over a three-day event

2.1 Artisans

- 2.1.1 Local artisans with handmade products including jewellery, clothing, toiletries, pottery, photography, paintings, musical instruments and other innovative products
- 2.1.2 Artisan vendors may have up to 25% non-handmade merchandise and should the stall increase this percentage their rating will be modified to Merchandiser and additional fees will be charged, please respect these rules in fairness to all vendors

2.2 Therapist

- 2.2.1 Therapy stalls may offer massage, reiki, bowen, reflexology and other therapeutic services

2.3 Merchandisers

- 2.3.1 Merchandisers sell products that are not handmade in West Australia by the vendor
- 2.3.2 Merchandisers may stock products including sunglasses, hats, musical instruments, sheet music, clothing, vintage and second-hand clothing

2.4 Not-for-Profit

- 2.4.1 A limited number of places for NFP organisations are offered. Preference will be given to organisations within the Peel Region.

3 Trading and Entry Conditions

- 3.1.1 Trading Hours — Friday 3pm – 6pm; Saturday 10am – 6pm; Sunday 10am – 4pm
- 3.1.2 It is a condition of application that you must trade for the three days of the festival during these hours
- 3.1.3 Vendors may trade as early or late as they wish each day, providing they are not interrupting any service vehicle access
- 3.1.4 Vendors are required to maintain their stall and close surroundings in a clean and tidy manner during operating hours
- 3.1.5 All under 18-year-olds must be accompanied by a parent or adult guardian to enter the festival site

- 3.1.6 Limited additional discounted staff tickets will be available to vendors
- 3.1.7 Festival precinct is a non-smoking venue where vendors and their staff are to observe the non-smoking areas on the festival map in the program guide
- 3.1.8 No dogs or other animals are permitted on site at any time
- 3.1.9 Festival precinct offers various licensed venues and no BYO alcohol is allowed
- 3.1.10 Alcohol found on entry will be confiscated
- 3.1.11 Fairbridge Festival is committed to the successful promotion and delivery of our event however we can not take any responsibility for the level of sales that a stallholder may achieve
- 3.1.12 Meals and refreshments are available for purchase from our food stalls at reasonable prices over the festival from Friday 4pm
- 3.1.13 We welcome you to advertise your business in our program guide, contact marketing@fairbridgefestival.com.au to discuss the rates
- 3.1.14 Market stall areas may change without prior notice
- 3.1.15 Visit our website to stay informed with programming and signup for our e-newsletter

4 Fees

- 4.1.1 Our market stalls provide a 3m x 3m stall space and includes free three-day festival tickets with camping as indicated

Stall Classification	Fee	Entry Tickets
Artisan	\$380	2 x adult plus 2 x child or youth
Therapy	\$324	3 x adult plus 2 x child or youth
Merchandise	\$532	2 x adult plus 2 x child or youth
Not-for-profit	\$110	3 x adult plus 2 x child or youth

- 4.1.2 Fees of successful applicants must be finalised by 1 March unless accepted after this date. In this instance, payment will be due within 7 days.

4.2 Additional Supplies

- 4.2.1 Trestle Table – \$25 pay on event
- 4.2.2 Chair – \$5 pay on event
- 4.2.3 Power Outlet – \$32 pre-order

4.3 Cancellations

- 4.3.1 Vendor cancellations after 1 March will incur a 50% cancellation fee
- 4.3.2 Vendor cancellations after 1 April will not be refunded

5 Insurance and Liabilities

- 5.1.1 All vendors are to have Public & Product Liability insurance in place
- 5.1.2 Fairbridge Festival takes no responsibility for insurance requirements for vendors
- 5.1.3 Fairbridge Festival accepts no liability for cancellation of the event, unforeseen or otherwise
- 5.1.4 Once approved, you will be requested to provide us with a copy of your current Certificate of Currency
- 5.1.5 Any loss or damage to your property or stock is your responsibility

6 Assessment of Applications

- 6.1.1 Fairbridge Festival reserves the right to decline any application
- 6.1.2 Applications are assessed against the selection criteria and facilities available
- 6.1.3 Successful stallholders are notified via email
- 6.1.4 Sites are allocated at the discretion of the Markets Manager in the best interests of Fairbridge Festival and decisions are final and no correspondence will be entered
- 6.1.5 Only fully completed applications and requirements requested will be assessed, including confirmation of tickets required
- 6.1.6 Detailed information regarding stall, full payment and bump-in times are confirmed
- 6.1.7 We generally have more applications than we could accept, so please do not assume you have been successful unless you have been notified in writing
- 6.1.8 Upon confirmation of acceptance, full payment is required within 14 days to secure your position

- 6.1.9 Please indicate on your application form if you do not wish your business details to be made available to interested parties before, during or after the festival

7 Successful Applicants

- 7.1.1 Successful vendors are allocated a 3m x 3m position within our market precinct
- 7.1.2 Vendors are required to provide gazebos, sandbags, trestle tables and chairs to ensure a comfortable trading period
- 7.1.3 If less space is required or there will be no gazebo installed, please advise so we can position you accordingly
- 7.1.4 If additional furniture or power supplies are required, please advise as soon as possible
- 7.1.5 As a returning vendor you may request a position, unfortunately there are no guarantees. All stalls will be allocated and positioned at the discretion of the Markets Manager and their decision is final and there will be no further discussion.
- 7.1.6 Some applications may be unsuccessful on the grounds of duplication and are not necessarily a reflection on quality. In selecting vendors, the committee makes decisions in the best interests of the festival and are final
- 7.1.7 All payments must be received no later than 1 March unless accepted after this date, see Fees 4.1.2
- 7.1.8 Please contact us if you can display our flyers or posters at other events leading up to Fairbridge Festival. email event@fairbridgefestival.com.au or phone 9246 3311
- 7.1.9 There is limited mains water supply in all areas so please ensure you carry adequate personal supplies

8 Bump In and Out Event Hours

- 8.1.1 Bump in Thursday 12 noon – 6pm. There is strictly no vehicle movements in the festival precinct Fri midday until Sun 5pm
- 8.1.2 Vendors camping from Thursday must be totally self-sufficient as there will be no food stalls until 3pm Friday
- 8.1.3 We recommend a suitable trolley to courier your stock to your stall, as vehicle access is strictly limited on site
- 8.1.4 Bump out Sunday from 5pm
- 8.1.5 All stalls must be packed down by 8.00am Monday morning post event

8.2 Arrival on Site

- 8.2.1 Upon arrival please park up at the first check point and receive your Market Stall package which will include your wristbands
- 8.2.2 Photo ID is required to be issued wristbands and a vehicle sticker for your campsite
- 8.2.3 You will be allocated a maximum of 2 vehicle passes
- 8.2.4 If camping is not required only one vehicle pass will be issued
- 8.2.5 All ordered wristbands will be issued at this time and become your responsibility
- 8.2.6 Lost wristbands will not be reissued and must be repurchased at full ticket price at the gate
- 8.2.7 Additional tickets to those ordered with your application will be at the full adult, youth and child gate prices

8.3 Vendor Registration

- 8.3.1 Proceed to the Vendor Registration table located next to the Festival Shop and you will be shown your site
- 8.3.2 Do not set up your marquee without reporting to the Markets Manager or assistant and should they be unavailable please wait at the registration table for their return

8.4 Sites

- 8.4.1 Shade and corner positions are limited and not guaranteed
- 8.4.2 Sites are not always exactly as previously sighted due to vegetation growth and pruning
- 8.4.3 Preference to powered sites will be given to vendors who require power
- 8.4.4 Although security is on site, it is the responsibility of vendors to ensure their stalls, equipment and products are secured overnight
- 8.4.5 All sites must be left completely cleared when the festival finishes otherwise a cleanup fee will be charged

- 8.4.6 Vendors must bring their own marquee, tables, and equipment for trading, see 4.2 for additional supplies
- 8.4.7 Ensure your marquee is firmly affixed to the ground and adequate cover if the weather is inclement
- 8.4.8 Use of amplifiers or loud speakers is prohibited except with prior written consent from the Markets Manager
- 8.4.9 If entertainment is required in your stall, please advise us during the application process

9 Power Supply

- 9.1.1 Power requirements must be declared with your application form
- 9.1.2 Vendors must provide as a minimum a 3-metre power cable if power is required
- 9.1.3 One 15amp power outlet will be provided as part of registration fee
- 9.1.4 On event additional power requirements are charged at \$70 per extra 15amp
- 9.1.5 Vendors using electrical equipment or leads must ensure they have been tested and tagged by a licensed electrical contractor otherwise they will not be allowed
- 9.1.6 Non-tagged leads and equipment will be confiscated and available for pickup Monday morning from Belfast Cottage
- 9.1.7 Dangerous leads will be destroyed
- 9.1.8 Faults or power failures caused by a vendor's power under-estimation will be charged per call out at an agreed rate and invoiced post event
- 9.1.9 Electricians will make random checks of consumption, power boards, leads and lighting

10 Vehicles

- 10.1.1 On the event site, any re-stocking vehicles outside of the festival precinct must travel at walking pace with flashing hazard lights
- 10.1.2 Only vehicles with appropriate stickers and parking permits are allowed in camping areas and vendor car parks
- 10.1.3 One vehicle only may park beside campsites and will be enforced by our production team
- 10.1.4 Service vehicles may use vendor car park during trading hours
- 10.1.5 There will be access roads and drop off points to gain closer proximity to stalls for traders to pack down and set up their stalls each day if they choose. It is strictly forbidden to park your car in these access roads.
- 10.1.6 Vehicles must not be parked at stalls
- 10.1.7 Vendors must not obstruct roadways or leave vehicle or trailer for any period within the market area during bump in and out

11 Camping

- 11.1.1 Vendors are allocated camping areas in Kingsley Park, and you choose your own site
- 11.1.2 Vendor camping area will be sign posted and camping marshals will be in attendance to assist with directions
- 11.1.3 There is no power access for any campsite
- 11.1.4 Vendors may allow two staff to sleep overnight in their stall for security reasons if they choose and the vehicle parked with your tent or in the car park, arrangements must be made in advance with the Markets Manager
- 11.1.5 Vendors are not permitted to sleep outside the perimeter of their stall marquee and security will enforce these rules

12 Post Event

- 12.1.1 Ensure hired trestle tables are folded and stacked in the table cages
- 12.1.2 Stack chairs and thoughtfully dispose of any rubbish
- 12.1.3 Market and camping sites must be left as they were found, failure to do so will result in the issue of an invoice for cleaning
- 12.1.4 All vehicles must travel at walking pace, with hazard lights on when leaving the festival grounds
- 12.1.5 All stalls must be packed down by 8.00am Monday morning
- 12.1.6 Respect the Village and Leave no Trace
- 12.1.7 All cardboard must be flat packed and placed in the relevant skip bins provided
- 12.1.8 Remove all stall furnishings prior to departure otherwise a fee will be charged