



# The Donnybrook Apple Festival

## 2020 terms & conditions for stallholders

The 2020 Donnybrook Apple Festival 'Harvest & Arts' is to be held at Egan Park, Donnybrook on:

Saturday April 11, from 10.00am – 8.30pm

Sunday April 12, from 10.00am – 3.00pm

**Bump in for stallholders is SATURDAY BETWEEN 6.00am - 9.00am**

### Please read and understand the following Terms & Conditions

#### GENERAL INFORMATION

- Applications will be accepted via website, email or post. All applications must include an email address to be considered valid. All correspondence from the Donnybrook Apple Festival will be via email.
- Applications will be responded to within 5 business days.
- If an application is successful the applicant will receive an invoice, which must be paid within 7 days of the invoice date.
- Failure to remit payment of an invoice within 7 days of the invoice date will void the application.
- Payments will be made to the Donnybrook Apple Festival via direct deposit into the Donnybrook Apple Festival Inc bank account, details of which are provided on the invoice.
- Invoice numbers are to be used as a reference for payments.
- Cash, cheque and credit card payments will not be accepted.
- Festival hours are from 10.00am to 8.30pm on Saturday, and from 10.00am to 3.00pm on Sunday. Applicants are expected to operate for the duration of these hours over both days and have adequate supplies.
- Applicants will be granted access to Egan Park from 6.00am on the Saturday. Access to Egan Park on the Friday will only be allowed by prior arrangement with the stallholder co-ordinator.
- All applicants are required to have their stall/display/exhibit erected and all vehicles removed and parked in the designated parking area by 9.00am Saturday. **VEHICLES CANNOT BE KEPT ONSITE. VEHICLES CANNOT BE KEPT NEXT TO OR BEHIND ANY STALL.**
- Any vehicle that is used as a stall; and is kept within the confines of the stall space allocated, such as food vans, must remain unmoved in the stall space allocated between 9:00am on the Saturday until 3pm on the Sunday. **THESE VEHICLES CANNOT BE MOVED UNDER ANY CIRCUMSTANCE.**
- No applicant's vehicles will be allowed access to the festival grounds between 9am on the Saturday and 3pm on the Sunday.
- Donnybrook Apple Festival Inc will issue the applicant with:
  - a) Two stallholder passes per stall which must be presented to gain access to Egan Park
  - b) One vehicle pass per stall which must be presented to gain access to the stallholder's gate and parking area.

- No public address systems or amplified sound systems are to be used other than those organized by Donnybrook Apple Festival Inc.
- **No dogs other than registered assistance animals are permitted at the Donnybrook Apple Festival, unless authorised as part of an exhibition by the Donnybrook Apple Festival Inc.**
- **No smoking is allowed on Egan Park during the Donnybrook Apple Festival.**
- Applicants are responsible for the erection and dismantling of their stalls/displays/exhibits and the provision of all materials used therein.
- If Donnybrook Apple Festival Inc deems the sale or display of any item to be inappropriate, Donnybrook Apple Festival Inc reserves the right to order such sale or display to cease. The Applicant shall abide by such orders immediately.
- It is essential that applicants accurately assess the amount of space they require in their event application. The area booked must include the total length and width of the applicant's vehicle or marquee (when fully erected) AND any additional apparatus required eg: tow bars, guide ropes, awnings, other display items etc. No additional space will be available at the event. Applicants found to be using more than the approved area will be asked to remove part, or all, of their stall to comply AND if the offending applicant is not present and is preventing other applicants from setting up, the Donnybrook Apple Festival Inc committee reserves the right to remove the offending part of the stall.
- Any required tables, chairs, marquees etc required by the applicant are to be provided by the applicant.
- Applicants must confine their displays to the stall site and all items must be stable and adequately secured to avoid possible risk or injury.
- Any applicants that do not remove all rubbish from their site including waste products will be billed for additional costs associated with the clean-up of their site. This includes but is not limited to; labour to clean area, replacement of damaged turf / reticulation or other items.

## POWER

- Limited powered sites are available.
- Power is only available to the sites noted on the "Stall space price list" and will not be made available to any other site.
- The total number of 10amp and/or 15amp power outlets required must be stated accurately on the application. Higher fees will apply if additional power is required at the festival. Requests for additional power may not always be granted.
- Applicants shall provide their own electrical leads that must be tested and tagged and meet Australian Safety Standards. No additional electrical cords will be available at the event. Any electrical items or leads that are not tested and tagged will be removed from the event site or a fee will be charged to test & tag.
- **The use of any portable power generating systems during the festival opening times is prohibited without the written approval of Donnybrook Apple Festival Inc.**
- **Due to costs associated with running generators, power is only supplied during the event open times.**
- **If power is required overnight, applicants must supply and run their own generator between the hours of 9:00pm Saturday and 6:00am Sunday.**

## RISK

- The applicant must ALWAYS take full responsibility for their market stall/allocated area.
- The Applicant agrees to obey any reasonable order or instruction by Donnybrook Apple Festival Inc to enable the proper and lawful operation of the Donnybrook Apple Festival.
- The applicant must make all efforts to eliminate hazards that might injure or harm the applicant, festival patrons, visitors, volunteers, staff and/or contractors.
- The following items must not be sold, distributed, used or offered as prizes at any event;
  - Any item which may be used or operation to cause alarm or distress to any person or any animal.
  - Gas filled balloons unless the balloon is fitted with a non-conductive and rigid rod or straw.
  - Bows or Arrows of any description.
  - Toy guns of any description.
  - Silly String, 'Stage Door Streamers' or other similar spray projected items.
  - Fireworks including sparklers.
- The Donnybrook Apple Festival Committee and the Shire of Donnybrook-Balingup takes no responsibility for the applicant's stall/display/exhibit, stock or other property.
- The Applicant is responsible for their own Product and Public Liability Insurance. A copy of a current Public Liability Insurance Policy or Certificate of Currency MUST be submitted with the application form. The insurance must be valid for the duration of the Donnybrook Apple Festival.
- Donnybrook Apple Festival Inc will be providing security from 8pm Friday April 10th 6am Saturday April 11<sup>th</sup>; as well as from 9pm Saturday April 11<sup>th</sup> until 6am Sunday April 12<sup>th</sup>. This curtesy does not render Donnybrook Apple Festival Inc liable for any theft or loss during these or any other times.

## LAWS

- All applicants must comply with the Consumer Affairs Act of Western Australia.
- Applicants selling licenced products (ie. Those that require a royalty to be paid to the licensee of the character/product) must have the appropriate licence to sell the products in WA, as provided by the wholesaler/distributor.
- **CAMPING** on the Donnybrook Apple Festival site and parking area is prohibited by Local Government, anyone doing so will be asked to leave the site. A limited number of camping sites are available in the Transit Park adjacent to the oval. For bookings phone Mario on (08) 9731 1897.

## FOOD

- No food or beverages are to be sold without the written approval of Donnybrook Apple Festival Inc.
- All vendors must abide by the Health Policies of the Shire of Donnybrook Balingup. A Shire of Donnybrook-Balingup Environmental Health Officer will contact the applicant prior to the event if necessary.

- Wine and Food applicants must include a copy of their Registration or Notification Certificate with their application. If you are unsure about this please contact the Environmental Health Officer at the Shire Office.
- Food Operators will be required to comply with the Food Act 2008 and the Food Safety Standards at the event.
- Food Operators and other applicants are encouraged to reduce the number of products sold in glass containers to improve event safety and waste management efforts.

## ACCEPTANCE & ALLOCATION

- No application shall be deemed accepted until an official receipt is issued to the applicant and all conditions outlined in this document are met.
- Acceptance of applications are at the discretion of Donnybrook Apple Festival Inc.
- Donnybrook Apple Festival Inc reserves the right to;
  - a) Reject any application
  - b) Refuse entry to any person(s)
- Allocated market stall positions are not negotiable and cannot be swapped without Donnybrook Apple Festival Inc approval.
- Donnybrook Apple Festival Inc will not refund to applicants any application fee as a result of;
  - a) The applicant failing to appear at the event;
  - b) The applicant cancelling his/her application after receipt of the application fee;
  - c) Non-compliance with the Terms and Conditions of the event;
  - d) The event being cancelled due to inclement weather or factors beyond the control of Donnybrook Apple Festival Inc.

**PLEASE ENSURE YOU HAVE READ THESE CONDITIONS AND UNDERSTAND THEM FULLY**