

APPLICATIONS CLOSE JUNE 30 2015.

APPLICATIONS WILL NOT BE ACCEPTED AFTER THAT DATE.

## Introduction for **MARKETS at Jazz in the Vines 2015.**

Saturday October 31<sup>st</sup> 2015 11am to 6pm

### MARKET STALLS

We're after all sorts of stalls; big stalls, small stalls, hand made/craft stalls, information stalls and community groups. But they all need to be beautifully decorated and engaging.

It's up to you to create the most amazing space and sell unique and beautiful things at this awesome event. Let your imagination run wild!

### THE PROCESS

- **All applications will be due before JUNE 30 2015.** Applications won't be considered after that date.
- Make sure your application is complete. If you don't submit a detailed floor plan of your site, we won't be able to assess it properly so we'll disregard it.
- We will go through the applications and consider how we can fit them into the site and whether we can fill any special requests.
- You'll receive an email letting you know whether you're in or out in July and an invoice.
- You'll then be required to pay for your site. You'll need to do that by the end of July. If we don't receive your payment your stall application will be cancelled.

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### SITE FEES

All prices include GST.

#### CRAFT/HAND MADE ITEMS/INFO AND MERCHANDISE/COMMUNITY GROUP

Dimension Site fee

Workers pass included

6m front x 3m depth \$220.00

2

### STAFF

A limited number of workers passes are included with each site fee, you must purchase the rest. It's important that you purchase any additional passes at the same time as you pay your site fee \$89 each.

### YOU'RE MARKET STALL

Successful applicants will provide their own stall structure and equipment. You will be responsible for providing all the equipment required. You will bring in your own hire company if required.

Your hire company will need accreditation before it comes into the site so you'll have to notify us of any deliveries you expect. Your stall can be any of the sizes listed above subject to approval.

## **POWER**

NO Power is provided with Market/Stall sites. If Power is required please state this on the application for consideration. An extra fee may be required.

## **SAFETY AND COMPLIANCE**

Approved stalls will be required to supply their own fire extinguisher suitable to the materials in their stall. The fire extinguisher must be tagged – even if it's brand new!

## **PUBLIC LIABILITY INSURANCE**

You **MUST** have your own PUBLIC LIABILITY insurance a minimum of \$10 million broad-form coverage. It **MUST also note Tyrrell's Vineyards Pty Ltd, Ashmans Pty Ltd and GDS Enterprises Pty Ltd** as interested parties. Check out the Markets and Fairs Website for a list of insurers. <http://www.marketsandfairs.com.au/insurance.html>

## **WORK COVER**

You should get advice about your specific business, but the general rule is that your employees (and you, if you're an employee of your business) need to be covered. Jazz in the Vines will not be liable for injuries to you or your workers on the way to work or while they're carrying out their work activities.

## **STAFF**

All stalls come with two staff passes included in the site fee, see the pricing table above. Any extra staff wrist straps must be purchased at the time of payment. Each ticket will cost \$89 and must be purchased at the time of paying the rest of the stall fee.

## **HIRE EQUIPMENT**

You are responsible for supplying all the equipment you need to operate your stall and that includes structure and seating. You must notify us of any hire companies coming to the site in advance.

- YOU MUST BE ONSITE TO ACCEPT YOUR DELIVERIES.
- Hire deliveries before the festival must occur strictly between the hours of noon and 4pm.
- Hire trucks must vacate the site as soon as delivery or erection of any structure is complete.
- The stallholder must be on-site when hire equipment is delivered.
- A Sound Addiction representative has the right to inspect all vehicles upon entry and exit.
- Festival bump out for stall holder's equipment will be immediately after the event (i.e. from 6pm). All stallholders hire equipment must be collected on this day.
- Sound Addiction does not take responsibility for any stallholders hire equipment on-site at any time.
- Please ensure the supplier of your equipment has a site map and knows how to enter the site. YOU MUST BE PRESENT TO ACCEPT DELIVERIES.

## **Preferred Suppliers: Infrastructure**

Butlers Events Newcastle [info@butlersevents.com.au](mailto:info@butlersevents.com.au) (02) 4956 6733

## **LOAD IN**

Stalls load in can begin from 4pm to 7pm Friday 30th to be ready to trade on Saturday 31st at 10am.

## **LOAD OUT**

Load out will begin after the event from 6pm. All vendors and their equipment INCLUDING BREADCRATES, FURNITURE AND NON-BIODEGRADABLE WASTE must have left the site by 8pm Saturday October 31st

## **FIRE**

Fire and emergency services will visit every single stall to ensure they have the appropriate fire fighting equipment and know how to use it. If you do not have sufficient equipment on hand and if you and your staff are not trained in its use, they will be within their rights to shut you down. Don't risk it.

## **PRODUCTS BANNED FROM STALLS**

FOOD OF ANY KIND, Caps, Straw Hats/ Bucket Hats, T-Shirts, Stubby Holders, Umbrellas, Wine Coolers, Glass Holders.

Cigarettes, Body piercing service, Pets/animals, Studded leather/studded products, Permanent tattoo service, Professional still cameras, Laser lights, Paint and spray cans, Fireworks, Glass products/bottles, Water pistols, Weapons, Long or heavy chain jewellery/accessories, Video Cameras, sound recording equipment, Glow sticks/products, Milk crates and bread crates must be secured, Skateboards, roller blades, boogie boards, surfboards, Styrofoam and other environmentally unfriendly products.

Any products that can be used as a weapon are banned from this event. Do not attempt to sell or give away any of these products from your stall. Any stalls found with these products at Jazz in the Vines will be closed down immediately and excluded from future events.

## **USE OF LOGO/NAME**

The use of the Jazz in the Vines logo/name before, during or after the event is strictly forbidden without the written consent of Sound Addiction Management.

## **WHS SITE RULES**

Successful applicants will be expected to abide by the following rules. Please read these rules before applying. By applying to participate in this event, you agree that:

1. The Stall Holder understands the hazards and risks associated with their activities and have an established system and procedure for managing the WHS risks. This includes a recently inspected and approved fire extinguisher.
2. Site speed limit of 10-15kph to be observed at all times
3. All machinery operators to have current operating certificates carried on their person at all times (if applicable).
4. Persons working outside to have sun protection at all times – shirt, pants, hat and sunscreen on exposed body.
5. Enclosed footwear to be worn at all times
6. No person to work while under the influence of alcohol and/or other drugs. Persons taking prescribed medication should advise delegated Workplace Health and Safety Officer.

7. No person to lift a load greater than 20kg without assistance.
8. No person to work at a height of 2.4m or greater without fall arrest system.
9. Persons working in area where work is occurring overhead to wear hardhat protection
10. All incidents to be reported immediately to Workplace Health and Safety Officer

### **MORE INFORMATION**

For more information about stalls, contact Susan Agnew by email [sue@soundaddiction.com.au](mailto:sue@soundaddiction.com.au)

For more information about the event check out the website [www.jazzinthevines.com.au](http://www.jazzinthevines.com.au)

By applying for this event, you agree to abide by all these conditions. Further rules may be created as preparations for the event continue. You will be required to abide by those also.

## **Jazz in the Vines Market Stall Application 2015**

First Name

Last Name

Company Name

Name of Stall

Phone

Mobile

Fax

Email

Street Address

Suburb

Postcode

List of all Goods/Services /Sold at the event

Special Requests – No Guarantees

**Please attach a detailed plan of your site and photographs**  
**Please attach copy of current insurances**