

# 2010 Harvey Harvest Festival

## Stallholder Bylaws

*Please read these bylaws carefully as set up rules have changed for 2010*

**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.

**Stallholders who do not make an effort to incorporate the theme into their stall will not be invited back to attend the event.**

**Applications:** Every effort will be made to accommodate the requests of stallholders with regard to preferred position. You will be contacted by email as soon as your application and payment has been received to confirm your booking. Bay numbers will be confirmed two weeks prior. If necessary you may be offered an alternative site.

**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.

Applications including payment should be received ASAP in order to secure your preferred position. **Applications close on Friday 26<sup>th</sup> February 2010.**

**Cheques or payments should be payable to:  
Harvey Main Street Inc.  
C/o 60 Forrest St, East Bunbury WA 6230**

**CHECKLIST:** Please send:

- Stallholder application & payment in full
- Application for catering & sale of food – Temporary Vendor (*only necessary for stalls selling food on festival day*)
- Certificate of Currency / Insurance – (*only if providing rides / entertainment*)

**Stall bay sizes:** Please ensure your stall fits into the allocated bay size. Stallholders who require bigger bays must specify this on the Stallholder Application form.

Stallholders will be charged \$15 for each additional metre required.

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 6.30am 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.

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 & **fully functional by 9am** on festival day.

**Stand Pack Down:** Stallholders are asked not to start packing down before 4pm.

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## Stallholder Bylaws (...cont)

**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.

**How to get to Harvey:** Please go online to [www.harveyfest.com.au](http://www.harveyfest.com.au) directions are available on our festival website.

**Food Vans:** Stallholders providing hot and cold food will need to complete an Application for Sale of Food Temporary Vendor form. Forms are available online at [www.harveyfest.com.au](http://www.harveyfest.com.au).

**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 Main Street.

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 – Monique Warnock can be contacted by email [monique@bigfishmedia.com.au](mailto:monique@bigfishmedia.com.au) or on 0416 486 627 **during office hours only** (9am to 5pm).