

# 2012 Harvey Harvest Festival

## Stallholder Bylaws

**There are changes to stallholder bays in 2012 - please read these bylaws carefully**

**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.

The Harvey Harvest Festival has an on-line booking system and all applications must be made on line. The on-line system allows Harvey Mainstreet to keep administration costs and stallholder fees down. An administration fee will apply if you are unable to lodge online. This must be done by prior arrangement with the Festival Co-ordinator:

Monique Warnock  
Festival Co-ordinator  
Ph: 9721 1907 (**between 9am and 5pm weekdays**)  
Email: [monique@bigfishmedia.com.au](mailto:monique@bigfishmedia.com.au)

**Applications close on Friday 24<sup>th</sup> February 2012.**

**CHECKLIST:** Please complete:

- Stallholder application & payment in full – on line.
- Application for Sale of food – Temporary Vendor (*only necessary for stalls selling food*) – Post to 60 Forrest St, Bunbury, WA, 6230.
- Certificate of Currency / Insurance – (*only if providing rides / entertainment*) – Post to 60 Forrest St, Bunbury, WA, 6230.

**Stall bay sizes:** Please ensure your stall fits into the allocated bay size. Stallholders who require bigger bays must purchase an additional bay. Eg, if you require a 6m x 3m bay in Snell Park, you must purchase 2 bays – 2 x 5m x 3m.

The sizes of bays are:

Snell Park:	5m x 3m	(In the park, on grass)
Hayward St:	4m x 3m	(On the adjoining road, on bitumen)
Italian Piazza:	3m x 3m	(Italian food/goods stalls only)
Snell Park North:	5m x 3m	(Rides/amusements only)

Please ensure you are in the correct bay as Festival staff will assist you to move your bay, regardless of whether you have set up or not. No argument will be entered into.

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**. Moving equipment and goods and loading cars before this time is a safety hazard, and as part of the Festival's Safety Hazard Analysis approved by the Shire of Harvey, you will be asked to cease immediately. Failure to do this will result in no further invitations to the event.
- 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, as this is a safety hazard and in contravention of the Festival's Safety Hazard Analysis, approved by the Shire of Harvey. You will be asked to remove your vehicle immediately.
- 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). Please send to:
- Monique Warnock  
Festival Co-ordinator  
60 Forrest St, Bunbury, WA, 6230
- Rides Vendors:** Stallholders providing rides/entertainment will need to send a copy of your Certificate of Currency/Insurance to the Festival Co-ordinator (address above).
- 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 Mainstreet Committee Inc.

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 9721 1907 **during office hours only** (9am to 5pm).