



We invite you to join us as stallholder for the Harvey Harvest Festival 'Festival Day' on Sunday March 14th, 2027.

Stallholder Bylaws - Please read carefully!

Festival Theme

The Harvey Harvest Festival is celebrating its 28th year and is looking to be bigger than ever.

As an Italian, harvest, fresh produce themed festival, and we ask that all stallholders decorate their stall to lift the spirit of the day overall. The Italian flag is red, white & green. We hope that by incorporating our themes across the whole event that it will leave a lasting impression on our visitors and add to the atmosphere.

YOU CAN WIN A \$200 cash prize by making the effort to dress it up!

Applications

Applications are opening in September for HHF 2027.

Allocation of Bays

Every effort will be made to accommodate the requests of stallholders regarding preferred position. The selection criteria are based on, all documentation being received followed by first in first served basis.

Stallholders will be contacted by email to confirm participation in the event. Our coordinator also works a day job, so your patience is appreciated.

Confirmation of bay numbers will be sent a month prior to the event via email. If necessary, stallholders may be offered an alternative site.

Late applications are not accepted. The festival does not have a cancellation list.

Payment

Full non-refundable payment for stallholder's bay will be required with stallholder applications. Refunds will be only be provided if stallholders are unable to be accommodated.

Online Application Only

The Harvey Harvest Festival has an on-line booking system, and all applications must be made online. The online system allows Harvey Mainstreet to keep administration costs and stallholder fees down.

An administration fee may apply if stallholders are unable to lodge a stallholder application online. These requests must be made by emailing helloathhf@gmail.com

Food Vans

It is a requirement under the Food Act 2008 for all food and drink vendors to have a Certificate of Registration of a Food Business. If in doubt, please find the relevant information you need on the Shire of Harvey's website and complete this online.

<https://www.harvey.wa.gov.au/services/public-health/food-business-safety-and-approvals>

It is also a requirement that a relevant Food Safety course has been completed. This is also found through the above link.

Stallholders must provide a copy of these certificates when registering for a stall as well as vehicle registration number where applicable.

Stallholders will not be admitted to the festival unless these certificates have been supplied by 20th January 2027.

Public Liability

Promptly supply a copy of your current Public Liability Insurance that covers Stall holders when registering.

Stallholders who don't hold public liability insurance should inquire with an insurance broker about coverage for the duration of the festival.

Food vendors need a minimum of 20 million cover through our local Shire.

Stallholders will not be admitted to the festival unless a copy of their current Public Liability Insurance has been supplied, as HMI takes no responsibility for damage, loss or otherwise.

Stall Bay Sizes

Please ensure your stallholders stall fits into the allocated bay size. If stallholders have a trailer, stallholders must include tow bar into stallholder's bay size. If you have concerns about your stall size please contact the coordinator. You can provide useful details in the notes section of your application.

Bay Sizes - See website

Snell Park: In the park, on grass

Hayward St: On the adjoining road, on bitumen

Piazza – Little Italy: Italian food/goods stalls preferred

Snell Park North: Rides/amusements/ food/ displays

Please ensure stallholders are in the correct bay as festival staff will assist stallholders to move bays, regardless of whether stallholders have set up or not.

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 (NORTH).

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.

Set Up

Snell Park will be set up in stages from 6.00am to prevent congestion.

Stallholders will be allocated a time slot for arrival to set up on the email attachment stallholders bay number confirmation slip. Please do not set up earlier or later than stallholders designated time - stallholders may be asked to pack up if blocking access ways.

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 and fully functional by 9am on festival day.

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, stallholders 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 provided to stallholders prior to the event with bay confirmation and volunteers stationed at festival entrances will direct stallholders to their bay. Please bring stallholders bay number confirmation 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 stallholder's vehicle alongside stallholder's stall, as this is a safety hazard and in contravention of the Festival's Safety Hazard Analysis, approved by the Shire of Harvey. Stallholders will be asked to remove stallholder's vehicle immediately.

How to get to Harvey Harvest Festival at Snell Park / Hayward St:

[Hayward St - Google Maps](#)

Security and first aid

Security is the responsibility of the stallholder. Please be aware of products left unattended on stallholders stand.

Security will be in place between 9am – 4pm and based at the wine area of the festival.

First Aid tent – North/East corner - refer to map

Power

Outlets and the number required must be stated on the application form. Choose from 10AMP or 15AMP.

Stallholders will not be provided with extra outlets on the day.

Positions with electricity are extremely limited. Hayward West are unpowered.

Stallholders granted a powered bay are to provide their own serviceable extension cord with **safety tag** attached by authorised electrician. Please ensure this is done prior to Festival Day or fees may apply.

Please use gas/ battery if possible. No power boards.

If we are unable to accommodate stallholders request for power, we will contact stallholders ASAP.

Equipment

Trestles, tables, marquees, extension cords, cooking equipment, fridges or glasses etc are not supplied and only limited shade is available. If shade is important for your products – list this in application notes. Please make your own arrangements to ensure items are secure/ safe. We will have security staff on site.

Licenced Area:

All stallholders promoting alcohol will be positioned together in the official Wine Tasting Area located in Snell Park. Local producers only. This area is powered and will be covered by a single Occasional Licence obtained by Harvey Mainstreet Committee Inc.

Modes of sale will be communicated to vendors in this zone according to instructions from the Department of Gaming, Racing and Liquor.

Other

Stallholders are requested to leave their site clean and tidy.

Stallholders participate in the Harvey Harvest Festival at their own risk.

CHECKLIST

Stallholders, please ensure you have completed the following:

- Online stallholder application
- Payment in full through website
- Certificate of Currency / Public Liability Insurance has been emailed to helloathhf@gmail.com or posted to PO Box 265 Harvey, WA, 6220

Food and drink vendors must also complete:

- Food Safety Course Certificate
- Licence plate numbers where applicable
- Certificate of Currency (min \$20 million)
- Certificate of Registration of a Food Business - has been uploaded online or emailed to helloathhf@gmail.com or posted to PO Box 265 Harvey, WA, 6220

Note- Due to the size of the event Temporary Stallholder Trading permits will be submitted as a multi-vendor application by the event coordinator.

CONTACT:

The Event Co-ordinator Chloe Palmer can be contacted during business hours at 0407 966 175 or via email.

Stallholder enquiries will be attended to as soon as possible.