

VIBESFEST

GOULBURN

Stallholders Terms and Conditions

GENERAL INFORMATION

Vibesfest will return on Saturday 17 February from 12pm – 9.00pm in Belmore Park. The event will include kids' activities from 12pm and it is planned that the live music will be from 4pm-8.30pm approximately, followed by a Fire Show, with the event concluding at 9pm.

VENUE

Belmore Park is located in the heart of Goulburn, on Auburn St. Click [here](#) for map. Food stallholders will all be situated on Montague St.

STALL INFORMATION

A standard single marquee stall at Vibesfest 2024 will be approximately 3 metres x 3 metres. Multiples of this standard size stall are available on request. Marquees will need to have sandbags, base pods or similar as will be located in the street.

Food trailers and trucks standard size will be 7m in length. Please advise if over this length in the additional information section of the application. Please note that only vehicles e.g. food trucks or trailers will be permitted to park in this area. If you have a vehicle towing a trailer you will be required to unhitch and park in the stallholder parking area.

Upon receipt of your application form and approval of your stall (see key selection criteria) an invoice will be issued by Goulburn Mulwaree Council. Stalls are not considered booked until payment is received.

TRADING HOURS & BUMP-IN/OUT: Stallholders must report to the Stallholders Checkpoint upon arrival, prior to setting up to confirm their site allocation. Following consultation with stallholders and their individual requirements (e.g. required set-up time); the site plan will be provided on the Wednesday of the week of the event which will also advise the Stallholders Checkpoint for the event. All stallholders will be given their own bump in time to avoid congestion with the earliest commencing at 9.30am. Stallholders must be ready for business by 12pm. Please advise on your application your preferred bump-in time or one will be allocated to you.

Vibesfest stallholders are required to be operational until 8.30pm unless sold out and permission given by Angela or prior arrangements are made. In the event that you pack up early without prior permission, you will jeopardise any future attendance at Council events. Strictly under no circumstances are stallholders to bring vehicles into the Food zone until 9pm, when the event ends.

PARKING: Details of stallholder parking will be sent with the bump in information the week prior to the event.

LIGHTING/POWER: Please list on your application form your power requirements. If you have a powered site please list how many 10/15amps power outlets you require. You will need to bring your own extension lead and power board if required and are responsible for ensuring that the amount of amps being used is suitable for a standard single power socket. Please ensure you have extension leads that are a minimum of 20m in length. **Please note:** Your own electrical equipment must be tagged and tested by a suitably qualified person. Food stallholders must list their exact power requirements, if any, on the application form.

As Vibesfest is a day/night event all stalls are to have some form of minimal lighting for practical and decorative purposes. There are many battery-operated lighting options available in camping or motor related stores.

We encourage food stalls to use gas cooking and to use battery powered lighting at Vibesfest wherever possible. Preference may be given to food stallholders who do not require power.

STALLHOLDER FEES

- 3x3m marquee (site size of 4mx4m), food truck or trailer (up to 7m) = 1 stall @\$50. Anything over this is an additional site. This is an unpowered site. Power is additional as per below.
- Power (10 or 15amp) = \$20 per outlet

CANCELLATION

As per Council's Fees and Charges, cancellation of attendance by Food stallholders within 7 days of event, will incur a 100% cancellation fee. If non-attendance is advised prior to or by Saturday 10 February, no cancellation fee will be applied.

COMPLIANCE

Food vendors are to comply with the provisions of the NSW Food Authority Guidelines for Food Businesses at Temporary Events, and as such may be subject to a compliance inspection. All food stalls must have completed Goulburn Mulwaree Council's Temporary Food Premises or Mobile Food Van Registration Form prior to the event and paid your registration fee in addition to the Vibesfest invoice fee which is due by 29 January, 2024. Stallholders must conduct their business in a safe, orderly and ethical manner that does not risk the health, safety and confidence of others or themselves.

All stallholders must comply with all legislations and guidelines relevant to their business

INSURANCE

Stallholders must have their own Product and Public Liability Insurance. Each Stall is required to have \$20,000,000 Public Liability Insurance for conducting business outside

normal premises and in the aggregate for Product Liability. A certificate of currency must accompany your application prior to acceptance of a booking.

Goulburn Mulwaree Council does not accept responsibility for loss or damage to stallholder products or property.

KEY SELECTION CRITERIA

Acceptance of your stall, particularly where there is more than one vendor selling the same or similar products, will be based on a range of selection criteria. All stallholders will be assessed using the same criteria. It is recommended that you provide as much information on your stall as you can, and include pictures or drawings to assist with the assessment. The range of selection criteria includes but is not limited to locality, variety and diversity, compliance, business marketing and feedback from previous event participants and event organisers. Be creative and funky with your stall, and show evidence of the Christmas theme with uniform, menu items etc. The better your stall looks the more attention you will attract.

Goulburn Marketing and Events reserves the right to not approve a stall site if the stall does not fit the scope or diversity ratio for either event. Applications close on Friday 12 January 2024. If your application is successful, you will be notified by 5pm Monday 15 February, at the latest, and receive an invoice shortly after if successful. An earlier application may lead to an earlier notification.

More information: for more information please contact Angela or Caitlin at the Goulburn Visitor Information Centre on 4823 4492 or email angela.remington@goulburn.nsw.gov.au or caitlin.muddiman@goulburn.nsw.gov.au