

# 2020 The Planting Festival

Friday 4pm -1<sup>st</sup> May – Sunday 3<sup>rd</sup> May

## Information for Craft Stalls

Thank you for expressing interest in joining us as one of our valued retailers.

This information pack details the information required for applying to run a Craft Stall at the festival. Alongside this document you will find the terms and conditions to trade at the festival, layout forms, FAQ and the application form.

In its 35th-year history, Woodfordia Inc believe that the skills and talents of individuals who contribute both artistically and practically towards anyone's progress or wellbeing, enhance the foundations of any community.

We support artistic folk who make, create, produce wares and goods with skills and then create a space to display their wares. By sharing these skills and products they help create an ease of lifestyle, a tool, a beautiful adornment or garment that our individual guests can enjoy for years to come. The jeweler who makes adornments, the wood turner who creates useable objects (or not), the potter, who creates, bowls to eat from, vases to decorate with and the candle maker who brings us light. This is what Woodfordia Inc admires; artisans and producers who enable all of us to live better lives rich in culture, practicability and flare.

We know that there is a direct link between the stall's aesthetic, what they offer, the atmosphere they create and their turnover. Stalls that provided feedback where they exceeded their financial expectations were those that took a lot of pride in their stall's presentation.

This is one of the key aspects our stalls selection process when assessing your application. Please ensure your photos of your stall represent who you are and what you have on offer, select them well and please remember this is important in presenting your application especially if you are a new craft stall applying for the festival.

We really want everyone to be safe and do the right thing, we are a large event over many days and have very strict guidelines and regulations you must be prepared to adhere to. It is very different than trading at a market/fete or community gathering, it is important for us that you understand the expectations and the agreement to trade at the festival.

If this is you, we welcome your application with open hearts.

## Operating Times During Festival

FESTIVAL DAY	OPENING	CLOSING
Friday 1st	4pm	10pm
Saturday 2nd	9am	10pm
Sunday 3rd	9am	10pm

Stalls may open earlier and close later, but we ask that stalls remain open during the above times. We encourage food stalls to open up for the breakfast trade from 7am, with scheduled workshops it is important that our patrons can eat before they learn new skills or join a workshop planting trees and caring for the land.

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## Stallholder Requirements & Selection Criteria

- Stallholders who show initiative and are able to follow the application process.
- Stallholders who make, create, produce their own wares with their own hands or that of their direct families, repurpose and recyclable products/goods are deemed craft.
- Stallholders who are fun, ethical and aware of how personalities make an event.
- Stallholders who are willing to create a striking and visually beautiful stall.
- Stallholders who are honest, reliable and believe in the festival's ethos.
- Stallholders who have \$20 million Public Liability Insurance.
- Stallholders who can maintain their sites, stalls and staff for a 3-day festival.
- Stallholders who can bump in on time and leave their site as they found it, clean and devoid of waste.
- Stallholders who can adapt to change and challenges.

Generally, we look for people who care and love what they do!

### Stalls That Are Not Appropriate for TPF

- Stallholders who are just in it for the financial benefits and have no attachment to what they sell/trade/provide.
- Stallholders who do not want to put creative energy into the presentation of their stalls.
- Stall decorations/tents/marquees that have trade logos/corporate sponsorships advertised on them.
- Stalls that are made from camping tents/carports/domestic marquees
- Stalls that sell weapons, goods that are disposable, or glow stick items/products.
- Stallholders that sell pets and livestock.
- Stallholders that sell illegal products/corporate jargon/smoking apparatus or distasteful and inappropriate products. This is under the discretion of the Stall Manager and Site Manager.

### Bumping Into the festival

**General stallholders** can access the site from Wednesday, 29<sup>th</sup> April-8am-4pm only, all general stalls to be set up by 10am-Friday 1 May.

Stallholders who are hiring their marquees may access the site strictly on the following days between 7am-5pm ONLY.

Monday, 20 April to Friday 24<sup>th</sup> April and Monday 27<sup>th</sup> April-Wednesday 29<sup>th</sup>

All vehicles must be out of the precinct from 10am Friday 1st May. There will be no vehicle movement allowed from this time to enable our site crew to dress the roads and complete the final touches to the precinct site.

### Bumping out of the festival

All stallholders can bump out on Monday 4<sup>th</sup> May from 1pm only. Vehicles can come back on site from that time.

All equipment is to be offsite by Friday, 8<sup>th</sup> May at 5pm.

Hire companies can access the site from Wednesday 6<sup>th</sup> May until Friday 8<sup>th</sup> May between 7am-5pm.

## Craft Stall Fees (inc GST)

SIZE OF STALL SPACE	FEE	COMPLIMENTARY TICKETS PROVIDED
3x3m	\$650	4
4x4m	\$800	4
6x3m	\$900	4
5x5m	\$1,000	4
6x6m	\$1,100	5
SERVICES	FEE	NUMBER OF LEADS
POWER - 1x10	\$100	
POWER - 1X15	\$120	
WASTE-General	\$50	

### Stall Allocation

Stall placement and overall layout of the site is at the discretion of the Organisers and Stalls Manager. Fitting everyone into a tight area is tricky and sometimes we must consider factors outside of anyone's control. Last minute challenges occur that result in sites being moved, we do our best to make it smooth for all, however at times have made big changes right up until the last day. The Stalls Manager is approachable and willing to discuss your needs and accommodate them if a stall change is possible.

Once you have been allocated your stall, stallholders must be mindful of not encroaching too far out onto the walkways with their racks, information boards or displayed goods for access and safety reasons. The stall management team will work closely with you to ensure there are no trip or potential head hazards.

When deciding what stall site size, you require, please include all ropes and awnings. If you arrive at the festival and your stall is bigger than you have indicated this has a flow on effect for those around you and will disrupt our carefully laid out site plans.

### Payment of fees

Upon being accepted to TPF, an invoice will be generated and emailed to successful applicants via the email address provided on your application form.

Successful applicants will be provided payment instructions and procedure via email. Stallholders have 21 days to pay the amount in full in order to secure the site.

### Stalls Bond and Refund

Each Stall is required to pay a \$300 bond. The bond will be included in the invoice.

You must leave your site the way you found it and be mindful of our goal 'to leave no trace'. If you hire a marquee you need to ensure the contractors are aware you have a bond on the site and that they are to leave it the way they found it or may jeopardies this for you if they do not pick up rubbish including electrical tape and cable ties.

Leaving 'no trace' requires each stallholder to remove all building materials, bamboo and any other infrastructure off site and place recycling and waste material in skips provided at the end of the festival. It is the responsibility of the stallholder to ensure that the site is clear of this debris and all rubbish sorted appropriately.

The bond will be refunded late May into the nominated bank account supplied on the online application form once stall management staff have inspected your site.

### Ticketing

Included in your stall fee are complimentary Season Tickets they include camping in our designated areas, these tickets are non-transferrable. You and your entire crew must camp in the designated camping areas We want our Information Craft Stalls

guests to have the pick of the campsites and provide comfortable quiet camping for our stallholders and their staff.

The amount of 'included complimentary tickets' you receive will depend on your stall size, they are for you and your crew to use.

### Season Tickets for stallholders (complimentary and extra)

Additional stallholder staff Season Tickets can be purchased.

It may be more convenient for you to purchase Day Tickets for your staff if they are only attending a day or certain days. Once you have been accepted you will have your own stallholders' portal where you will be able to purchase additional tickets and name your complimentary tickets you were given.

### Stallholders Portal

Each retailer will be given a portal code to enter into a personal site that will house your complimentary tickets, the ability to purchase additional tickets and other relevant information. Once you have paid your stall fee and the time is right, we will send you your code to the portal.

### Stallholders Directory

Each retailer will have the opportunity to host a page on our website detailing and showcasing their works and wares, talents and creations and what they have on offer. It will provide links to your other social media and will let everyone know who is on the streets at The Planting Festival. It is important that when you apply you are mindful of what you write and your photos you submit. Our teams are able to support you and can discuss with you how to upgrade your directory simply and inexpensively.

### Environmental Lore

At WFF we endorse an Environmental Lore regarding packaging. We are committed to reducing the amount of waste taken off site and into landfill. We sort all the rubbish, compost and recycle wherever possible.

### Garbage & Recycling – NO PLASTIC BAG, PLASTIC STRAWS OR SINGLE USE PLASTIC TOYS

A general waste fee is charged on top of your stall fee to help ensure we meet our waste targets.

Over the last few years, we have been working towards making this a single use plastic free festival and are encouraging everyone to use reusable bags and baskets.

### Insurance

\$20,000,000 Public Liability Insurance is compulsory for all stallholders.

### Cancelling your Stall at WFF

If you wish to cancel your stall more than 21 days prior to the festival, then Woodfordia Inc may retain 50% of the total site fee (before the 10<sup>th</sup> April). Any cancellations after this date will not be refunded.

### Subletting

Stallholders can share part of their site with consent from the Stalls Manager, but stallholders are not allowed to sublet the stall.

### Right of Veto

The organisers of the festival retain the right to enter your stall anytime and remove any article, sign, picture or printed matter which, in our opinion, is either not eligible for display or is considered offensive.

## Front of House Service-Your Front Counter

Each year we have noticed how retailers are working effectively with systems they have in place so they can easily record and calculate sales and stock, your 'POS', point of sale. This keeps an eye on what is happening with your cash flow and is transparent and accountable.

We highly recommend that you have a point of sales systems that allows an easy and simple transaction for your services and products with either cash, EFTPOS, Alberts, Squares or other technology options.

We would also like you to consider your till system and its placement. Encouraging folks to come in and look around, while quickly introducing yourself and what you have on offer may be hard to do if you're down the back sitting on a chair, consider bringing your area to the front, observe the whole stall and the roadways. Take the opportunity to engage with folks as they come past, a quick glance of the eyes and smiles are always a welcoming and lovely thing to see and it may just bring you one more sale. Food stalls may find this difficult to achieve but consideration to your front of house is something to ponder over.

## Amplified music in stalls

The festival programme 3 venues across the site. The use of amplified music and loudspeakers is prohibited, as The Planting Festival is a live music event.

The Planting Festival is a fully curated event featuring a diverse range of live music and does not want to compete with private sound systems playing music that has not been selected as part of the carefully prepared programme. WWF also wants guests to be able to find places of rest and quiet on site. In addition, WWF does not have a license to play pre-recorded music on site apart from a very few performances in two of the venues.

The license to play pre-recorded music at a festival is hugely expensive. Please help us with compliance.

As you can imagine this is a boring task for us to undertake.

Please don't add to our workload.

## Application Checklist

1. Read the terms and conditions and other necessary information pertaining to a merchandise stall at TPF 2020 available the website.
2. Decide whether you can comply with the T&C, meet the criteria and still wish to apply?
3. Compile all the required attachments ready to upload
  - The Stall Site Layout Plan and Camping Layout Plan is available on website. Please provide a scaled diagram of your stall as clear as possible.
  - Digital images of your products or information boards.
  - A photo or artist's impression of your proposed stall, color is preferable.
  - Completed Electrical Requirement Form available on the website
  - Copy of current Public Liability Insurance Certificate for festival period.
  - Community groups Mission Statement or Aims and Objectives.
4. Now fill in the application form online.
5. Upload all relative information.
6. Please submit your application.
7. Be patient whilst we go through all the applications.

## Application Checklist

1. Read the terms and conditions and other necessary information pertaining to being a Craft Stall at TPF 2020
2. Decide whether you can comply with the T&C, meet the criteria and still wish to apply?

3. Compile all the required attachments ready to upload
  - The Stall Site Layout Plan and Camping Layout Plan is available on website. Please provide a scaled diagram of your stall as clear as possible.
  - Digital images of your products or information boards.
  - A photo or artist's impression of your proposed stall, color is preferable.
  - Completed Electrical Requirement Form available on the website
  - Copy of current Public Liability Insurance Certificate for festival period.
4. Fill in the application form online.
5. Upload all relative information.
6. Press submit your application.
7. Be patient whilst we go through all the applications.

## The Application Process

Now it's over to us.

1. Applications open on the 2<sup>nd</sup> March 2020 until the 20<sup>th</sup> March 2020; under certain circumstances the organisers hold the right to accept stallholders after this date.
2. If you believe you can meet the criteria, please make application during this time. It is important that you include photos of your stall, keeping in mind the aesthetic expectations that we wish to create.
3. Our team will endeavor to be in contact late March on the outcome of your application by email. Even if unsuccessful you will hear from us.
4. Invoices will be emailed within a nominated period and stallholders will have 7 days to finalise their payment to secure their site at the Festival.
5. Contracts for The Planting Festival will be emailed with your invoice. Stallholders are required to return their signed contract within the specified period to secure their site at this year's festival.

Further correspondence will be sent to each stallholder leading up to the festival regarding information and hot gossip relating to our stalls including your camping. If you have not had a stall with us before and would like to send in physical examples of your products, please use the following address:

Attention: Stalls Management Team  
Woodford Folk Festival  
PMB 2  
Woodford QLD 4514

If you wish to send in product samples as you have not attended before and would like your product samples returned, please enclose a self-addressed envelope or we can arrange pick up.

Thank you for looking through our information about holding a space at the festival, terms and conditions, other documents and forms regarding the festival are located on our website

Each year, we receive many applications, if you create your own goods with your own hands we really want you to attend and will do our best to find you, your stall request; sadly, we are unable to support all applications each year for many reasons.

If we are unable to provide you with a site this year, we urge you to apply for our next festival, we wish you well until then and thank you for the time you took to apply.