
WOODFORDIA INC proudly presents

THE PLANTING FESTIVAL 2020

Friday 1st May to Sunday 3rd May

RETAILERS INFORMATION, TERMS AND CONDITIONS

Search, discover, imagine, create, celebrate, plant, grow - join us this year at The Planting. The Planting is a celebration of cultural expression through music, dance, art and folklore and the nurturing of our forested parkland.

The Planting hosts a diverse, informative and inspiring programme intended to contribute to the ever-growing global environmental and consciousness movement.

Come along with friends and family to plant trees, attend workshops, listen to talks and of course enjoy the music!

Woodfordia Inc

Woodfordia owes its beautiful, cultural parkland to The Planting. Our Organisation, when it purchased this property in 1994, had a notion that rather than just sing about issues facing the environment, we would get our hands dirty by planting trees.

Through The Planting, we created an event that contributes to worldwide consciousness emerging in communities everywhere — an endeavor to heal a planet damaged by the ravages of our industrial practices in the past and which sadly still continue today. The programme, constructed to blend both the cultural expression and nurturing of our environment, both critical to the human experience and our planet's health, is intended to encourage this symbiosis.

The event at its core is intended to ensure our site remains healthy, forested parkland for the enjoyment of present and future generations. We know the trees planted over the years listen and observe our joyful celebration, enjoying our company as much as we enjoy theirs.

The festival is held on a 500-acre parkland located in the Moreton Bay Hinterland, on Jinibara Country, just over one hour north-west of Brisbane.



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The Planting Festival Vision and Values

Vision

To build a festival of national importance that contributes to a better world by building an organisation underpinned by personnel of committed organisers serving a passionate audience interested in learning and participating in a construct of ideas, better community, knowledge, social responsibility and cultural expressions.

Aims

The aims of The Planting are:

- To present the artistic expression of everyday people in community life as a vehicle for cultural development and exchange and for social change for the common good;
- To bring together like-minded organisations and individuals in the spirit of goodwill and good times to celebrate and highlight innovations in the humanities and the earth sciences;
- To encourage learning and participation as individuals and as a collective; and
- To increase the understanding between, and cultures of, people of varying cultural backgrounds living in Australia with an emphasis on Aboriginal and Torres Strait Islander cultures.
- To build a community ethos of tolerance, gratitude and compassion.

Goals

The Planting will deliver:

- Stronger, healthier communities through tolerance, learning, respect, personal expression and



- community exchange;
- Outstanding art, music and community cultural projects;
- Innovative new ideas and new business potentials; and
- Significant economic contribution to our Woodfordia and our broader communities.

Our Stallholders

We encourage stallholders to participate at the festival to bring together a taste of the region and beyond. Delicious foods, mouthwatering beverages and treats, a taste for everyone, a taste of the finest. A collective of crafts and services to highlight the visit to the festival.

We invite you personally to be involved at The Planting Festival 2019, this invitation is because we know you care about what you deliver, you believe that the experience created at Woodfordia Inc Festivals is potent and engaging.

Help us to deliver this moment to the folks who wish to gather, learn and engulf themselves in the lands of Woodfordia.

This is our selection criteria:

- Stallholders who follow the correct procedures with the application process
- Stallholders who have new and innovative ideas.
- Stallholders who offer fresh, nutritious and wholesome foods and beverages.
Stalls that are bright and festive, with clean presentation and interesting appearance.
- Retailers who provide ethically sourced goods with emphasis on quality and originality of stock.
- Level of professionalism and experience.

Operating Times During Festival-1-3 MAY 2020

Friday	4pm - 10pm
Saturday	9am - 10pm
Sunday	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.

Bumping Into the festival

Food stall holders can access the site from Monday, 27th April-8am-4pm, all food stalls to be set up by Thursday, 30th April at 10am.

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



Stallholders who are hiring their marquees and cold-rooms may access the site strictly on the following days between 7am-5pm ONLY. Monday, 20 April to Friday 24th April and Monday 27th April-Wednesday 29th

Cold rooms and Freezers must be positioned on your site prior to your hired marquee being erected, be prepared for this and communicate your needs as early as possible.

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 from Monday 4th May from 4am only.

Vehicles can come back on site from that time.

All retailers are to be offsite by Friday, 8th May at 5pm

Payment of fees

All stallholders must pay their fees and bond within 14 days of receiving their invoice. It is imperative this is done to ensure you have a site at this intimate festival. Avoidance of paying fees will result in losing the opportunity to trade at the festival.

Stall bond

We ask that each stallholder ensures that the site they occupied is left without a trace, it is imperative if you hire a marquee that the contractor picks up all debris, cable ties, dunnage etc. When your area is left clean and without rubbish your stall bond of \$300 will be refunded to your nominated bank account.

Tickets

Woodfordia Inc offers complimentary tickets provided in your contract which will be available for you early April via your stallholder's portal where you will be able to purchase additional tickets if needed.

Complimentary tickets are based on the size of the stall you manage, these tickets are not refundable and are to be used solely for your business or community group. Family tickets can be purchased for the festival via your stallholders' portal. There is no discount for additional tickets at TPF.

Fees for The Planting Festival

SIZE OF STALL including cold rooms/freezers/storage	STALL FEE INC GST	COMPLIMEN TARY
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Please note: THE FIRST NUMBER IS THE FRONTAGE OF THE STALL		TICKETS PROVIDED AVAILABLE EARLY APRIL IN YOUR STALLHOLDERS PORTAL
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FOOD AND BEVERAGE STALLS

3x3m (1 product only)	\$1,200	3
3x6m (cafe etc)	\$1,630	4
4x4m	\$1,800	4
3X6m	\$2,000	4
6x3m	\$2,200	3
5x5m	\$2,400	4
6x6m	\$3,500	5
6X9m	\$3,800	5
9x6m	\$4,100	5
9x9m	\$4,300	8
9x12m	\$5,000	8
12x12m	\$5,500	9
15x12m	\$6,300	10

MERCHANDISE

3x3m	\$800	3
4x4m	\$950	3
6x3m	\$1,100	4
5x5m	\$1,200	3
6x6m	\$1,500	4

WELLBEING AND HEALTH

3x3m	\$700	4
4x4m	\$800	4
6x3m	\$1,000	4
5x5m	\$1,100	4
6x6m	\$1,200	4



6x9m	\$1,450	4
ARTISANS		
3x3m	\$650	4
4x4m	\$800	4
6x3m	\$900	4
5x5m	\$1,000	4
6x6m	\$1,100	5
COMMUNITY		
3x3m	\$600	2
4x4m	\$700	2
6x3m	\$750	2
6x6m	\$800	3
ADDITIONAL SERVICES	FEE	
POWER - 1x10	\$100	
POWER - 1X15	\$120	
PLUMBING	\$90	
WASTE-General	\$50	
WASTE-Food	\$100	
ADDITIONAL GAS INSTALLATION	\$110 per hour plus parts	
GAS COMPLIANCE CERTIFICATE	\$180 per certificate	
ELECTRICAL COMPLIANCE REPAIRS	\$110 per hour plus parts	
BOND	\$300	
FOOD STALL PROGRAM TRAIL	\$165	

Stall Presentation

We endeavor to create 'the most unique, beautifully presented and welcoming' atmosphere for all who attend , our retail stalls are important facet of this.

The folks who are passionate about providing the very best in what they create within their stall, show great prouddness in their application and have a high level of professionalism with every step of the process, these are the people we wish to work with.



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

Every outlet and community group will be listed on our website directory have the opportunity to upgrade to a fully premium listing showcasing their works and wares, talents and creations.

What you get for free.

Each Stallholder will get the following when accepted to The Planting 2020.

- A 50-word blurb describing you and your business.
- Up to 2 Photos of your Business and Products.
- Links to your social media/website.
- Listing on our website for 2 Months (April – May)

This information will be collated from your application; therefore, it is important that when you apply you are mindful of what you write and your photos you submit.

Upgrade Offer

Alternatively, choose to upgrade your listing to unlock the following features;

- Upgrade your blurb to up to 600 words
- We will work with you to create a beautiful narrative of your business.
- Additional 10 photos.
- Listing on our website for 12 Months (April – March).
- Inclusion as a featured stall on the Directory. (Get to the top of the listings)
- 1 shout out post on The Planting's Facebook page pre festival and another shout out post festival to collect customer reviews for your listing.
- A mention of stalls attending (and link through your directly post) in one of our e-newsletters pre festival.

This is another way to promote your business and reach our community outside of the festival period. It's also a great way to allow patrons to leave reviews that you can share with others.

Value \$200



Promoting your business (food & beverage trail)

Within the program book a food and beverage trail allows our patrons to find your stall within the village, gives a brief description of what products you have on offer and if you provide gluten or vegan foods.

Each food stall is required to submit 200-300 words to best describe their service.

A fee of \$165 will be added to your invoice to support the production of the program.

Offensive or Ineligible Goods

The organisers of the Festival retain the right to enter upon the site of any exhibitor at any time and remove any article, sign, picture or printed matter which in our opinion is either not eligible for display or considered offensive. (e.g. plastic toys, glow products, misleading advertising, biased or racist materials or illegal products.)

Garbage & Composting and Recycling

At all Woodfordia Inc events we ask that stall holders only use compostable packaging, we avoid the use of single use plastics, including straws and bags. We recommend you contact Bio Pak or other distributors of compostable packaging to ensure you meet this requirement.

Security

A security company will be on site throughout the festival and will work alongside organisers. Please note Woodfordia Inc is not liable for any theft or damage to property.

Camping and Vehicles

We do our best to get you camping behind your stall, however at times this is not possible due to layout, position of competing stalls and other last-minute challenges that may arise. When filling in your camping forms be sure you consider your staffs requirements.

Stallholders will be asked to park in a designated car parking area. Please keep the patron parking strictly for the day visitors.

Stallholders camping area

Stallholders will camp together if there is no room behind their stall, amenities will be close by with warm showers.

Weather



It is important to bring camping that allows you to be comfortable in the cooler months, the site is very brisk at times and extra bedding is recommended. Comfortable weatherproof shoes are advised and beanies and scarves for the late evening walks or early morning workshops.

Electrical equipment-tagged and tested

It is necessary that you ensure all your electrical leads, power boards, lights, equipment; installations etc. are all tagged and tested within the last 12 months. This is necessary to use our power supply, without a tag, you will be unable to use that piece of equipment. Brand new items must also have been tested and tagged. We will assist you with installing your power

Deliveries at the festival

Deliveries to site can occur during business hours the week of the festival, please ensure the delivery company has completed Woodfordia Inc Safety Induction online.

Vehicle access is restricted between the hours of 4am-7am only from the 2nd May until the 4th May. Restrictions are in place and will be enforced for the safety of all who attend during the festival.

What you need to provide as a stallholder

Stallholders are autonomous in organising and providing their own setup including, infrastructure, camping equipment, relevant permits, cash handling systems, stall security, staffing, signage and display material.

Cash Handling Systems

Please be very mindful of how you work your 'point of sales system' (POSS) within your stall, setting up a cash register or something similar will help you track your finances on a daily basis, we have found in the past that if systems are not set up to be accountable and transparent, challenges may occur.

We suggest you have a range of POSS for patrons, e.g.: Alberts, Eftpos etc. We do not have the facility to provide floats or change, please be prepared. An ATM will be on site for the use of all.

Insurance

A copy of your Public/Product Liability Policy must be forwarded to stalls@woodfordia.com or faxed to (07) 5496 3196 with the stall application form.

Qualifications of therapist/health stalls must be forwarded to office prior to the festival.

Marquees



Camping tents or domestic shade marquees are not considered suitable for use as a stall.

We will not permit the use of marquees with “trade logos” (e.g.: Ford, LJ Hooker, Coca Cola, etc.).

It is important that stallholders are aware that some companies offer translucent walls/ceiling which historically are cheaper, please beware they do not provide UV protection and generally do not breathe, so it can become hot inside of them.

Please ensure that your marquee has adequate weights and pegs.

Moreton Bay Regional Council Food License

A copy of your current MBRC license is required for all food stalls, if you are unsure if you require a license as your stall is a category 3 please contact the council to confirm.

Fires within your stall area

Fires are not permitted within your stall or in your back of house; fire pits located around the grounds of Woodfordia are monitored and maintained by our fire wardens, no other fires are permitted, including campfires for cooking.

Safe Work Practices-site induction

Please be aware that the site prior to the festival is a construction site, everyone must wear enclosed shoes. The festival officially starts at 4pm Friday. The speed limit on site at Woodfordia is 10km/h within the precinct. All stallholders and their staff/volunteers must undergo a site induction prior to arriving on site, Sentry looks after all our inductions and a link will be sent to you so you can add your crew and yourself to the system.

Underground cables and services

We will assist you or your contractor in placement of your stall and show you where the essential services are underground or overhead. Stallholders are not allowed to put anything in the ground without prior consent from our Property Manager, this includes tent pegs, star-pickets and any other object that penetrates the ground. If you proceed to do this without consent you will be liable for any costs associated with damages, which could amount to thousands of dollars of expense for the stallholder/contractor.

Medical Services

SETUP: First Aid kit available at The Grove. The Planting Festival will have nominated qualified First Aid personal on site who will be able to be contacted if need arises.



DURING FESTIVAL: First Aid Boxes are located at The Pod.

The First Aid Centre will be operational and is located just outside the General Store, located near patron camping.

Friday – 4pm to 8pm Saturday and Sunday - 8am to 5pm. Monday 8am-2pm

Smoking and Alcohol

The festival precinct is a non-smoking area except for the designated smoking zones. The smoke free area includes all stalls including back of house. There are no exceptions.

The festival precinct is a Licensed Area. Stallholders may not consume BYO Alcohol in their stalls as they are in the licensed area. All alcohol must be purchased at designated bars.

Music in your stall

Use of amplifiers or loudspeakers, including CD players, Bluetooth devices by stallholders is prohibited, except with prior written consent from the Stalls' Manager, Robyn Kelly. Stallholders are not permitted to employ, contract or program any performer or performance without prior permission from The Planting Programme Manager.

Animals at the festival

The whole site at Woodfordia, including camping areas is declared a domestic animal free zone. Please leave your pets at home.

