



STALL HOLDER INFORMATION SUNDAY 3rd March 2024

INTRODUCTION

The Glenferrie Festival is now one of Melbourne's largest Community Festivals, attracting over 60,000 people annually, who are entertained with a myriad of performers who are immersed in the crowd. With more 200 stalls selling food, market products and community stalls. Families, young and old come to enjoy good food, great entertainment, unique local products and a truly laid-back day with great community feel.

FUNDING OF GLENFERRIE FESTIVAL

The Glenferrie Festival is primarily funded by the Glenferrie Traders Association (GTA):

500 businesses located in the Glenferrie Hawthorn Precinct (Glenferrie Road, numbers 250 to 258 and 261 to 505, Burwood Road, numbers 161 to 179). The GTA also derive income from the festival in the form of ride ticket sales and site fees for outside stall holders. 100% of this income is used to offset the cost of the festival but does not come close to covering the full cost of the event.

Due to the unique funding of the event by the GTA, expressions of interest from outside commercial vendors are approved by committee, with consultation to our trader group. If it is deemed, that your activity on the day will directly compete with any of our existing businesses in the precinct that are participating in the Festival, your expression of interest may be declined.

EXPRESSIONS OF INTEREST

Expressions of interest are sought from not for profits that have an affiliation with the Glenferrie Hawthorn Precinct and from commercial vendors that believe they can add value to this wonderful community event.

We will be only accepting one application per organization, please make sure when you fill in the expression of interest form you fill in the correct category, please make sure that the email you use on this form is the email you use in all correspondence going forward.

1. Community Groups, Schools, Sporting Clubs
 - There are no site fee or charges to attend for this category.
 - Please make sure that you are a Not for Profit
 - No equipment is supplied with any site, if you require any equipment you must bring it with you or purchase from our hire shop online.
2. Commercial Vendors (Non GTA Members)
 - Commercial vendors will be charged a site fee. This fee is dependant on size and location. This fee will be for the site only, commercial vendors must supply all equipment they require or purchase from our hire shop online.

GLENFERRIE FESTIVAL SITE FEES

Community Group Stall

\$0.00 Free This category includes:

- 3m x 3m space only
- 3m x 6m space only available on request

N.B a Community Group stall is only available to those organisations that can show that they are a not for profit, these include but not limited to: Educational/ Multicultural Organisations, Sporting Groups.

Artisan Stall

\$175 ex GST This category includes: 3m x 3m space

\$340 ex GST This category includes: 3m x 6m space

N.B Artisan positions are limited to only those who meet the requirements below and are limited.

*Someone who makes or creates things by **hand** that may be **functional** or strictly **decorative**, for example **furniture, decorative arts, sculptures, clothing, jewellery, food items, household items and tools** or even mechanisms such as the handmade clockwork **movement** of a **watchmaker**. Artisans practice a **craft** and may through experience and **aptitude** reach the expressive levels of an **artist**. Event organisers have the final say on which applications fall into this category.*

Commercial Vendors Stalls / Food Trucks

\$335 ex GST This category includes: 3m x 3m space

\$550 ex GST This category includes: 3m x 6m space

Cancellation Charges

There are no refunds or credits for failing to attend for any reason whatsoever.

Stall Sizes

Standard site sizes are:

- 3m x 3m
- 6m x 3m

Your complete operations must fit within these sites, including bins, fridges, eskies, cleaning areas, etc.

- All stalls will be set on the road, backing up to the gutter.
- Local law prohibits blocking or placing any obstacles on the footpath of Glenferrie Road.
- If you require a different sized site or are proposing to bring your own van, food truck, vehicle to trade from please select the Alternative to Standard Sized Site category and provide dimensions and details of proposal in additional notes section.

BUMP IN / BUMP OUT INFORMATION

Bump in for infrastructure will commence at 5.00am and will finish by 7.30am.

Stallholders will be able to commence bump in from 7.30am and finish at 9.30am. All vehicles are to be out of the festival area by 9.30am, we suggest that you arrive on time.

No Stall holders will be permitted to enter after 9.30am.

Entry is only via Barkers Road

- Speed Limit during BUMP IN is **20km/per hour** with vehicle's hazard lights on - as there will be other stall holders and pedestrians on the street, please take care.
- Please ensure that you have your Festival Licence ready to present to the marshall. Festival licences will be checked at the entry point. **No licence no entry.**
- If you are bringing a vehicle on site, the 2 exits you will be able to use- **Liddiard St** and **Burwood Rd.**
- Please remember that this is the busiest time of the set up, make sure while you are setting up that you leave plenty of room for vehicles to get past you. Remember at all times that an emergency vehicle must be able to get down the street during Bump In. Please operate with safe work practices.
- **No cars are to be left unattended in the Festival precinct.**
- You are required to drop off all equipment at your site and then move your vehicle via the designated exit point to the carpark before commencing set up.
- This is a street festival so we will have patrons on the street early.
- The earlier you arrive the earlier you can complete set up and then park your car in the limited parking available, first in best dressed.
- Please note the height of the Bridge on Glenferrie Road is 4m

Bump Out from 5:00pm Sunday 3rd March

Bump out timeframes are short, so please make sure you start packing up at 5pm so we can meet our timelines.

Bump Out for all zones is between 5pm to 7pm.

You will not be able to leave the festival site prior to 5pm. Exit points for bump out once your bump out is complete are Burwood Rd, Barkers Rd or Liddiard St

Once it is 5pm you will be able to start to pack up. Once your pack up is complete you will be able to bring vehicles on the street via Barkers Road, Liddiard Street. All other streets will be closed until 7pm.

- This is a tight time frame so we ask you to assist us with the bump out.
- This is a community street festival - we can not afford to be paying fines for not having the street ready to hand over to the Council and PTV at 7pm
- Remember at all times that an emergency vehicle must be able to get down the street during Bump Out.
- No cars are to be left unattended at your site during Bump Out
- Speed Limit during **BUMP OUT** is **20 km/per hour** with vehicle's hazard lights on - there will be pedestrians on the street
- **Do not double park** vehicles in front of stalls during Bump Out.
- Remove all rubbish from site. This event is funded by the Glenferrie Traders Association, if the Event Management determines that you have left your site in an unsatisfactory state at the end of the Festival. i.e rubbish left behind, including but not limited to zip/cable ties left behind, pamphlets or flyers left behind (sign people up to your mailing lists as opposed to using flyers), empty bottles etc, you will be charged **\$750 minimum fee** for cleaning of your site.
- Major infrastructure and all equipment that has been hired will also be packed down at this time. Please make sure you start pack up at 5pm.

Site locations and Bump in/out maps will be available as of February 23rd, 2024
at <http://www.glenferriefestival.com.au>

FOOD VENDORS

For food vendors you are required to email a copy of your Streatrader Statement of Trade registration to events@glenferrie.com.au naming City of Boroondara as the Council area trading in. For more information, please go to <https://streatrader.health.vic.gov.au/>

A copy of your Food Safety Program must be available for viewing on site on festival day as all food trading sites will be visited to ensure compliance by Health Officers. Streatrader SOT are to be submitted to events@glenferrie.com.au as soon as possible.

Also, a reminder to complete a **CITY OF BOROONDARA REGISTERED FIXED FOOD PREMISES TEMPORARY EVENT PERMIT**. Link can be found on www.glenferriefestival.com.au under resources. **ONLY** complete if:

- you have a registered fixed food premises in Boroondara, and
- you intend to trade adjacent to your registered fixed food premises as part of an event
- this activity must be covered as part of your food safety program and the appropriate records must be completed on the day

GLENFERRIE FESTIVAL FAQ'S FOR STALL HOLDERS

WATER:

There is a limited number of taps on Glenferrie Rd. We do NOT provide running water.

WASTE MANAGEMENT & SUSTAINABILITY

Cleaning Waste disposal is the responsibility of the vendor. Vendors must:

- Bring their own rubbish bin with a lid for use within their Vendor stall
- Keep site and surrounding area clean and tidy at all times
- Dispose of water and oil responsibly. These must not be poured down drains or onto garden beds
- Dispose of rubbish in the correct general or recycling waste containers
- Remove all waste and rubbish from their vendor site.
- Sites deemed to be left in an unsatisfactory state will incur charges for cleaning and waste removal:
 - General cleaning and removal of rubbish \$500
 - Oil spills up to \$1000

All traders must comply with waste management procedures. Please ensure that waste is removed from the site. Trade waste is the responsibility of the trader. The use of recyclable packaging during the event is mandatory and will form a condition of your Permit to Participate.

The Glenferrie Festival is committed to minimising our environmental impact by avoiding waste and choosing vendors who use packaging made of recycled material and packaging that can be recycled. As our festival partners, you are required to:

- Minimise packaging - Use packaging with recycled content
- Provide packaging which is reusable or recyclable.
- Ensure recyclable materials are placed in recycling bins
- **Plastic bags, plastic straws, polystyrene and balloons are prohibited. NB. From 1 February 2023, the Victorian Government is banning single-use plastics throughout Victoria**
- More information can be found on <https://www.sustainability.vic.gov.au/plastics>

The following is provided as a guide to 'green' packaging:

- Please do not provide straws unless absolutely necessary and if needed, ensure they are paper – straws should never be individually packaged.
- Serviettes should be made from recycled material and be optional for patrons – consider not handing them to every customer with their order.
- Providing cups that can be recycled through the bin system is ideal, disposable coffee cups
- PET/#1 plastic cups can both be recycled but polystyrene cups cannot.
- Provide sauce, sugar, salt and pepper in dispensers rather than individual sachets.
- Our preference is you choose plates and bowls that can be recycled. Both paper and plastic plates can be recycled. Sugarcane or corn-starch plates can't be recycled but they will break down in landfill.

POWER - LIMITED SITES AVAILABLE

Power is not included in stall fees. *Note, it is still daylight saving and you will not need a light in your stall. Before ordering power please consider if you actually do you need power for your site. Placement of generators is limited, therefore the availability of power is limited and those that want power will be placed in a limited area.

Power can be purchased upon request for a limited number of Food and Drink stalls ONLY. Costs are as follows:

- 1 x 10 Amp per power outlet = \$100 ex GST
- 1 x 15 Amp per power outlet = \$150 ex GST

Vendors are required to provide their own tagged and tested extension cord for connection to the generator.

Double adaptors are not permitted

All electrical equipment must be tested and tagged by a suitably qualified person before being brought to the event.

MARQUEES & EQUIPMENT HIRE

Marquee hire fees, including setup and pack down, are as follows:

- 3m x 3m - \$250.00 ex GST
- 3m x 6m - \$440.00 ex GST

Full range of equipment for hire on the day can be found at www.glenferriefestival.com.au

SAFETY

Stallholders should be aware of and ensure compliance with the relevant standards of all gas appliances set by Energy Safe Victoria. For further details you can contact Energy Safe Victoria on 1800 652 563 or visit www.esv.vic.gov.au .

INSURANCE

Stallholders must have current public liability insurance: for a minimum of \$10 million, which covers them for the activities they undertake at the event. A copy of their public liability insurance Certificate of Currency must be provided. Email a copy to events@glenferrie.com.au . If you don't currently have insurance you can obtain one days' insurance at many varied sites online. No insurance, no trade.

TERMS AND CONDITIONS

- Glenferrie Traders Association reserves the right to select stalls based on achieving a balanced mix of goods and services for the event. All decisions are final, and no negotiation will be entered into.
- Glenferrie Traders Association reserves the right to refuse incomplete applications.
- Once confirmation has been received and invoice issued, no refunds will be made.
- Glenferrie Traders Association reserves the right to cancel a site if fees are not paid by the due date.
- The Event Manager; at his/her discretion, may direct a stallholder to leave if his/her behaviour or a member of their staff behaviour is deemed offensive or unsafe. If a stallholder is directed to vacate a site, any fees paid will not be refundable.
- In the event of inclement weather or other unforeseen circumstances, that in the view of the Event Manager, pose a reasonable risk to the safety of staff, contractors or patrons of the event, Glenferrie Traders Association reserves the right to CANCEL the event whereby there will be no refunds for any fees incurred by stall holders.
- Stallholders must remain on site for the duration of the event. There is no early pack up at this event.
- Stallholders must abide by any lawful direction by event staff on the day of the event.
- As a stallholder you may bring one vehicle onto site for the setup and dismantle. You will then need to find your own parking off site. NO vehicles are to remain on Glenferrie Rd.
- Successful applicants will be issued with an event licence. The licence subjects all stallholders to comply with the terms set out in this document and any other documentation or direction given to them by event organisers. Please keep a look out for your link.
- The applicant may sell only goods or services listed on their licence
- While event organisers aim for a balanced mix of goods and services, no product exclusivity can be guaranteed
- The applicant must maintain the highest possible standards of presentation and service
- Event organisers reserve the right to give further directions regarding stall set up and signage
- The proposed licence is not assignable or otherwise transferable
- The licence may be terminated by event organisers without notice for a breach of the terms set out
- As the Festival will be occurring in the peak warmer month of March you are required to provide shade/shelter. You are welcome to use your own marquee or equipment however, you are responsible for setting it up and dismantling it on the day. If you are using your own marquee it must be in good condition and safely installed and secured by weights. If event management deem that your marquee is not safe or secure you will not be able to use it on the day. Any electrical equipment you bring onto site must be clearly tagged and tested and available for inspection on the day.

CODE OF CONDUCT -

Please remember that your participation at the Festival is at the grace of the Glenferrie Traders Association. The Glenferrie Festival does not have an official opening or closing ceremony, so there is no opportunity for any speaking roles for any organisation

Vendors and staff shall present and conduct themselves in an appropriate, cooperative and respectful manner suitable to a family event. The use of bad language, shouting, or inappropriate behaviour will not be tolerated.

The Festival Site is arranged taking into account a wide range of considerations. The placement of vendor stalls is entirely at the discretion of the Glenferrie Festival Event management and will not be discussed with individual vendors. A site map and vendor list will be provided in the lead-up to the event.

Requests from vendors to move will not be considered unless there is a safety risk.

1. Treat all other parties and festival patrons with respect
2. No crowding, shouting or taunting other groups either at their stall or yours or on their way to stalls.
3. No more than **5** members of any group working at a stall in the festival area at anyone time.
4. The person named on the application form is responsible for the behaviour of the members that represent your Community Group at the Festival
5. Festival goers must not be harassed – let them approach you and treat them with respect
6. You need to be sustainable, keep flyers to a minimum, they all end up on the ground and will cause extra cleaning which your group will be charged for (minimum \$750 charge)

Any group not following these rules will be asked to leave the event immediately. They will be assisted by Victoria Police and Event security. Event Management are the decision makers, and their decision is final.

SECURITY FOR THE EVENT

This event is a major event hence, we have a comprehensive event and risk management plan. This plan includes security procedures for crowded places which has been developed in conjunction with Victoria Police and the City of Boroondara.

PRIVACY AND DECLARATION

Glenferrie Traders Association has a privacy policy in relation to the collection and use of your personal information. Glenferrie Traders Association is collecting the information on this form submitted by you for assessing your application for stalls at the 2024 Glenferrie Festival. If accepted, administering your licence in the future.

Part of this information, that is, business name, goods/services details and stall location may also be disclosed to members of the public for promoting the event and its activities. Apart from these limited circumstances the information collected on this form will not be disclosed to any individual or organisation without your consent or unless the disclosure is required by law.

If you would like to request access to any of the information collected on this form you may contact our office. Where you have provided us with personal information relating to other individuals, such as reference contact information, we encourage you to inform those individuals that you have disclosed this information to Glenferrie Traders Association. We encourage you to inform them why and that they can request access to that information if they wish and that Glenferrie Traders Association will not disclose that information to third parties. Upon submitting your application, you must confirm that:

- You have read the above and acknowledge the collection and use of your personal information as outlined above in this form;
- You have read and understand this document and agree to its terms;
- You are a permanent Australian resident;
- You are not currently an insolvent or a bankrupt pursuant to Bankruptcy Act 1966;
- To the best of your knowledge the information you provide is true and correct in every particular at the time of making an application;
- You understand that if you fail to attend, you will not be refunded your stallholder and equipment fees.

Further enquiries:

For further information please email events@glenferrie.com.au or contact Event Organiser.

Event Organiser: Jenny Harvey | poppi events | 0419 522 797 | jenny@poppievents.com.au