

# WOMADELAIDE 2019 – DISPLAY STALLHOLDER TERMS & CONDITIONS

As at 5 September 2018

## DISPLAY STALL GUIDELINES:

- Display Stalls will be offered to recognised not-for-profit community organisations with aims and objectives that complement the ethos of WOMADelaide.
- While the primary purpose of a Display Stall is to exhibit items and information relevant to the organisation concerned, handouts may be provided to members of the public who show particular interest. WOMADelaide will not allow unsolicited leafletting, nor the giving away of promotional items that will end up as landfill waste during the Festival.
- Display Stalls must not be used for the collection of petition signatures, nor to solicit donations.
- Any mascots or costumed characters must remain in, or in the immediate vicinity of, the stall.
- The selling of any stock in Display Stalls will require prior written approval from WOMADelaide and shall not exceed five items.

## KEY DATES:

- On-line stall applications must be lodged with \$50 application fee by **Sunday 14 October 2018**.
- Applicants will be advised of the outcome of their stall application on **Friday 16 November 2018**.
- **During the first two weeks of December** successful applicants will be emailed their Stallholders Contract (which must be countersigned and returned to the Stalls Coordinator) together with an invoice for their site fee and bond. Stallholders will be required to use WOMADelaide's secure on-line eWAY credit card portal to make their payments.
- Payment of the site fee and bond must be completed using eWAY by **Monday 14 January 2019**. Stallholders are also required to return a countersigned copy of their Stallholders Contract by this date.
- A public liability insurance certificate covering the stall operations must be lodged with the Stalls Coordinator by **Friday 1 February 2019**.
- Mobile cool-rooms, externally hired marquees and any other items of major infrastructure should be delivered to the WOMADelaide site on **Tuesday 5 March or Wednesday 6 March 2019**.
- Stallholders will have access to their sites on **Thursday 7 March from 8am until 5pm, and on Friday 8 March 2019 from 8am until 4pm** to set up their stalls, decorate their marquees, load-in stock and undertake safety inductions.
- Stallholders must operate their stall on:
  - **Friday 8 March 2019** from 4pm until at least 8pm
  - **Saturday 9 March 2019** from 11am until at least 8pm
  - **Sunday 10 March 2019** from 11am until at least 8pm
  - **Monday 11 March 2019** from 11am until at least 8pm

- Stallholders must remove all goods and equipment from the Park before 5pm on **Tuesday 12 March 2019**.
- Provided no damage has been caused, or contract conditions breached, the security bond will be refunded in full by **Friday 29 March 2019**.

#### **DISPLAY STALL FEES:**

- **Not-for-profit Display Stalls are offered for the fee of \$1300 ex GST.**
- WOMADelaide will provide Display stallholders with a 3mtr wide x 3mtr deep marquee inclusive in this stall fee, together with two timber trestle tables (2400mm long x 740mm wide x 700mm high), two chairs and one fluoro light.
- Display stallholders will also be able to utilise up to six square metres of uncovered external space in the immediate vicinity of their stall provided that it does not affect walkways or impact the surrounding stalls.
- Display Stalls will be supplied with a single 10amp power outlet in addition to the fluoro light.
- WOMADelaide will issue Display Stalls with a maximum of 24 complimentary single-entry wristbands for their volunteers who are rostered to undertake minimum 4 hour shifts on the stall during the Festival.
- To receive these complimentary single-entry wristbands each not-for-profit organisation will need to supply the WOMADelaide Stalls Coordinator with a roster of their volunteer staff by Friday 15 February 2019.
- Display Stalls will be periodically inspected during the Festival to verify that the rostered staff are in attendance.
- Display stallholders will be issued with one **St Peter's Parking** sticker for use in nearby St Peters College North Terrace carpark. (To be confirmed.)
- Display stallholders will receive a **Bump-in Bump-out** vehicle pass for access to Plane Tree Drive on Thursday 7 March, Friday 8 March prior to 2pm and on Tuesday 12 March.

#### **SECURITY BOND:**

- All stallholders will be charged a **security bond of \$1000** (GST free) in relation to compliance with the terms and conditions for the use of Botanic Park (in separate document), use of WOMADelaide infrastructure, and the terms and conditions in this document, including waste management and recycling.
- The bond will be returned in full by Friday 29 March 2019 provided that no damage has been caused or contract terms breached.

#### **APPLICATION FEE:**

- An application fee of \$50 is required as part of the on-line stall application lodgement process.
- This \$50 application fee is to be paid with a credit card using WOMADelaide's secure eWAY payment portal.
- Stallholders will be immediately emailed a tax invoice and a receipt for their \$50 application fee during the eWAY payment process.

- The application fee is not refunded if your stall application is unsuccessful.

#### **PAYMENT OF SITE FEES (if application is successful):**

- Successful applicants will receive an invoice for their site fee and their security bond via email during the first two weeks of December 2018, and payment in full (using the WOMADelaide eWAY credit card portal) must be made by Monday 14 January 2019.
- Any stallholders that haven't paid their site fee and bond by 14 January 2019 will be in breach of their contract and may lose the opportunity to participate in WOMADelaide.

#### **CANCELLATION:**

- If a stallholder wishes to withdraw from WOMADelaide after signing their contract and paying their site fee and bond they will forfeit their site fee but have their bond refunded in full.
- The WOMADelaide Festival is presented on a "rain or shine" basis, and stallholders should not assume the event will be cancelled due to wet weather. In extreme conditions, however, some changes to the program may occur.

#### **SUPPORT MATERIAL:**

- Any documentation that can't be uploaded to the on-line stalls application form, such as the scaled site-layout drawing or stall photos, must be received by the Stalls Coordinator, WOMADelaide, 12 King William Road, Unley SA 5061 by Tuesday 16 October 2018.

#### **TRADING TIMES:**

- On Friday 8 March 2019 Display Stalls are required to operate from the opening of gates at 4pm until at least 8pm, and ideally through to the conclusion of performances at approximately midnight.
- On Saturday 9 March 2019 Display Stalls are required to operate from the opening of gates at 11am until at least 8pm, and ideally through to the conclusion of performances at approximately midnight.
- On Sunday 10 March 2019 Display Stalls are required to operate from the opening of gates at 11am until at least 8pm, and ideally through to the conclusion of performances at approximately 11pm.
- On Monday 11 March 2019 (which is a Public Holiday in SA) Display Stalls are required to operate from the opening of gates at 11am until at least 8pm, and ideally through to the conclusion of performances at approximately 11pm.

- Stallholders must have ceased trading, turned off external signage lighting and closed serving counters and stall frontages strictly within 15mins of the conclusion of performances on Stage 1 and Stage 2.

#### **PUBLIC LIABILITY INSURANCE:**

- All stallholders are required to have \$20 million public liability insurance covering their operations at WOMADelaide.
- A copy of the policy must be supplied to the WOMADelaide Stalls Coordinator by no later than Friday 1 February 2019.

#### **STALL PRODUCT RESTRICTIONS:**

- Display Stalls will only be permitted to sell up to 5 stock lines and these must be detailed in the Stallholders on-line application form.
- Stallholders will not have an exclusive right for the sale of any product or service at the event.
- CDs must not be sold by any stallholders.
- Stallholders must sell all items at whole or half dollar price points (ie \$8 or \$8.50 – no \$8.20 items).

#### **STALL LOCATION & PRESENTATION:**

- The final location of the stallholder's site will be entirely at the discretion of WOMADelaide Management.
- Camping tents and carports are not considered suitable for stalls.
- Stallholders will not be permitted to use umbrellas, marquees or other items featuring trade logos (ie Holden or Merlo).
- WOMADelaide reserves the right to direct stallholders to improve any stall that we consider to be dirty or not up to an appropriate presentational standard.
- Music, either live or amplified recordings, is not permitted within stalls.

#### **MARQUEES:**

- White Marquee Event Hire will be supplying the 3mtr x 3mtr marquees that are included with site fees (requested via the on-line stalls application form) and they will be white in colour.
- As a four-day event, WOMADelaide often experiences a spectrum of weather conditions including heat, storms and high winds. It is therefore imperative that all tents and marquees sourced by stallholders are of a commercial/heavy duty standard.
- If you are sourcing your own marquee you must include photos and details of its structure, fabric and pegging in your on-line application form.
- Marquees positioned in close proximity to sensitive tree roots or irrigation pipes are required to be secured by weights rather than pegged under direction from the Botanic Gardens staff.

## RUBBISH, RECYCLING and LIQUID WASTE:

- WOMADelaide enjoys a unique privilege in using Botanic Park. Protection of the historic trees and other vegetation is of paramount importance.
- WOMADelaide will supply communal bins at the back of each stalls area.
- These bins will be differentiated for organic waste, recyclable products, cardboard, soft plastics, and general waste.
- Stallholders must keep their stall and its immediate surroundings clean and tidy.
- Stallholders are not permitted to use the bins provided for the general public.
- A stallholder's failure to comply with the waste separation and recycling policies, as well as any attributable damage to the park or equipment supplied by WOMADelaide, will result in forfeiture of their bond.

## VEHICLE ACCESS TO BOTANIC PARK:

- Botanic Park and WOMADelaide Management have introduced new terms and conditions for vehicle access within the park, including a penalty system for breaches. Please see **Terms & Conditions for the Use of Botanic Park** document linked in the application for further details.
- During the Bump-in:
  - Stallholders will receive **Bump-in Bump-out** vehicle passes. This must be displayed on the dashboard to facilitate access to **Plane Tree Drive only** on Thursday 7 March from 8am until 5pm, and on Friday 8 March from 8am until 2pm.
  - In 2019 vehicle access to Botanic Park will only be possible with a **Grass Access** permit, for approved vehicles only to be obtained from the traffic management personnel at gates B, C and D and returned when exiting to Plane Tree Drive.
  - **All vehicles must be escorted by a spotter for all vehicle movements.** It is the stallholder's responsibility to bring a responsible person to guide the driver within the park. WOMADelaide crew will not be made available as spotters to stallholders.
  - During this set-up phase only vehicles carrying equipment or stock are permitted to travel across grassed areas at walking pace (speed limit 10kph).
  - Any bump-in vehicle that does not also have a **Stallholder Parking** sticker must be removed entirely off-site by 2pm on Friday 8 March.
- On Saturday 9, Sunday 10 and Monday 11 March 2019:
  - Display stallholders are only permitted to use Plane Tree Drive for stock deliveries and collections while the WOMADelaide is live. Any vehicle being used for this purpose will have its **Bump-in Bump-out** vehicle pass checked by the Gate Security Staff, and all vehicle occupants' wristbands scanned, on entry. Display stallholders' vehicles cannot remain on site for more than 30 mins on these days.
- On Tuesday 12 March 2019:

- Display stallholders must show their **Bump-in Bump Out** vehicle passes to access Botanic Park for bump-out between 8am and 5pm on Tuesday 12 March.

#### **VEHICLE PARKING AT ST PETER'S COLLEGE CARPARK on NORTH TERRACE (to be confirmed):**

- Event parking for Display stallholders will be located at St Peter's College carpark, entry via North Terrace.
- Each Display stallholder will be issued with one **St Peters Parking** pass to use this facility while WOMADelaide is live to the public.
- St Peters College Parking Passes will be transferable between vehicles provided the first car has exited the carpark before the second car enters.

#### **TICKETING & STAFF ENTRY TO BOTANIC PARK:**

- WOMADelaide will issue each Display Stall a maximum of 24 complimentary single-entry wristbands for their volunteers who are rostered to undertake minimum 4 hour shifts on the stall during the Festival.
- To receive these complimentary single-entry wristbands each not-for-profit organisation will need to supply the WOMADelaide Stalls Coordinator with a roster of their volunteer staff by Friday 15 February 2019.
- Display Stalls will be periodically inspected during the Festival to verify that the rostered staff are in attendance.
- On the set-up and pack-down days any stallholders and their staff arriving in a vehicle that displays a **Bump-in Bump-out** vehicle access pass will be admitted to Botanic Park via the Blue Gate/Stage Door on Hackney Road (adjacent to the Hackney Rd bridge across the Torrens River).
- On the set-up and pack-down days any stalls personnel that do not have a **Bump-in Bump-out** vehicle access pass will need to park outside Botanic Park and enter on foot via the Blue Gate/Stage Door on Hackney Road. As they pass into the secure zone of the park these stalls staff will be asked to sign-in.

#### **SMOKE FREE:**

- WOMADelaide is a smoke-free event with smoking permitted only in the designated smoking areas which will be identified in site signage.

#### **ELECTRICAL REQUIREMENTS:**

- WOMADelaide's electrical contractor will provide each Display Stall, ~~regardless of the size,~~ with a single 10amp power outlet and a single fluoro light.
- Only electrical equipment that has been listed on the stallholder's on-line application form will be permitted to be used.
- All electrical equipment and all extension cords used by stallholders must be tested and tagged within the last 12 months in accordance with ~~the~~ SA's Work Health & Safety Regulations 2012.

- While it is strongly recommended that ~~the~~ stallholders have all their electrical equipment tested and tagged prior to the event, an external test and tag contractor will be on-site during set-up days providing this service.
- Double-adaptors are not permitted (but tested and tagged power-boards are okay).
- Each stall will be inspected for testing and tagging compliance prior to the commencement of trading at 4pm on Friday 8 March 2019.
- Stallholders are not permitted to use generators.

#### **SAFETY REQUIREMENTS:**

- Naked flames such as candles are not permitted in Retail or Display Stalls.
- As outlined in other sections of this document, all electrical equipment used in stalls must have a current (not greater than 12 months old) testing tag.
- Due to the complex operational demands of the set up for this Festival, WOMADelaide requests that stallholders attend to the aforementioned testing and tagging obligations prior to the event. Contractors from Jim's Test & Tag (electrical) and Northern Extinguisher Service (fire safety) will be on-site to provide fee-for-service inspections and certification on Friday 8 March but their response time may be slow if there is high demand for their services, and this could adversely impact on the stallholder's ability to commence trading when gates open.
- Sturdy closed-toe footwear and high-vis vests must be worn by stallholders and all their staff throughout all phases of the event set-up prior to the opening of gates at 4pm on Friday 8 March, and on Tuesday 12 March for the pack-down and load-out.
- High-vis vests are easily and cheaply purchased from hardware stores and specialist safety retailers.
- Emergency Briefings and Waste Disposal Induction sessions for stallholders will be conducted by WOMADelaide Management on Thursday 7 March and Friday 8 March. It is essential that every stallholder, or an appropriate senior employee, attends one of these sessions.

#### **OTHER CONDITIONS:**

- Stallholders shall not be entitled to assign, share or sublet all or part of their site without prior written consent from WOMADelaide Management.
- Pets and livestock are not permitted at WOMADelaide.
- Camping and overnight sleeping is not permitted on the WOMADelaide site.
- WOMAD and/or the WOMADelaide name, brand, logo or other representation may not be used without prior permission from WOMADelaide Management.

#### **DISCLAIMER:**

- All who participate in WOMADelaide do so at their own risk. The WOMADelaide Foundation and its employees, Arts Projects Australia and its employees, and all the staff connected with the event do not accept responsibility for any injury, damage

or theft to any person, property or stock arising by reason of attendance or participation at the Event.

- WOMADelaide does not warrant or guarantee the number of public attendances at the event, nor assure stallholders of any particular level of patronage and turnover.
- The stallholder must agree to indemnify and keep indemnified "the Event" and "the Management" against any claims or charges arising out of any actions or omissions of the stallholder in the performance of the provisions of their stallholder agreement.