



STALLHOLDER INFORMATION & GUIDELINES

SPUDFEST • SATURDAY • 2 MAY 2020

You'd never guess potatoes could be this much fun!

Thank you for your interest in being a stallholder at The Great Trentham Spudfest 2020. You have the opportunity to be one of many stallholders contributing wonderful wares and enthusiasm to the festival, and it would not be possible to run this event without such participation!

This document contains information about the festival and about being a stallholder, along with the Stallholder Application. If you are interested in participating in the 2020 event, please read this information carefully and complete all relevant steps in the application process.

If you have any questions or require further information, please contact the Vendor Coordinator Pam Hutson via email:

vendor@trenthamspudfest.org.au

Please also note that information contained in this document is subject to change.

FESTIVAL DETAILS:

Date: Saturday 2 May 2020

Time: Trading from 10.00am until 4.00pm

Venue: Trentham Victoria

CONTACT DETAILS

– VENDOR COORDINATOR:

Email: vendor@trenthamspudfest.org.au

Address: PO Box 22, Trentham VIC 3458

STEPS TO FOLLOW FOR STALLHOLDER APPLICATION:

1. Read the Stallholder Information and Guidelines in full.
2. Complete the Stallholder Application.
3. Mail the Stallholder Application to:
The Great Trentham Spudfest
PO Box 22, Trentham VIC 3458.
or email: **vendor@trenthamspudfest.org.au**

STALLHOLDER APPLICATION TIMELINE:

3 February 2020	Applications close
28 February 2020	Successful applicants notified
24 April 2020	SOT notifications close
27 April 2020	Site plan issued

Please remember that the number of stallholder sites is strictly limited and may be sold out prior to the application closing date.

We recommend applications are submitted early to avoid disappointment.

APPLICATION PROCESS:

Stallholder applications are submitted for assessment by the Vendor Coordinator. We give priority to local stallholders and community organisations, stallholders with potato related products or services, and stallholders with good quality, innovative products or services. However, we recommend applications are submitted early to avoid disappointment as site allocation is strictly limited. Successful applicants will be notified by 28 February 2020.

A tax invoice will then be issued for payment which is due and payable within 14 days of the date of invoice.

COMMERCIAL SITE FEES:

This category is for groups selling food, beverages and general merchandise.
\$15 per square metre.

COMMUNITY ORGANISATION SITE FEES: FREE

This category is for non-profit community groups, volunteer groups, and groups that are primarily information based. The selling of basic items such as promotional material is allowed.

GST: The Great Trentham Spudfest is not required to charge GST.

REFUNDS:

Refund requests will be assessed on a case by case basis. A \$50 administration fee will apply to commercial site holders granted a refund. (Please also refer below to refund policies in relation to latecomers and weather.)

SITE SET-UP:

You will be provided with a site plan and access information by 27 April 2020. Access to site will not be available before 6.30am. Vehicles not booked as part of your site must have exited the park area by 9:30am (see parking below). Please consider your fellow stallholders when setting up. At the discretion of the Vendor Coordinator, latecomers may not be granted access and no refunds will apply.

PARKING:

A designated area will be made available for stallholders to park their vehicles for the duration of the event.

WEATHER:

The event will go ahead regardless of the weather. The Great Trentham Spudfest takes no responsibility for inclement weather or crowd participation and no refunds will be given for these reasons. Please be prepared for wet weather!

DURING THE EVENT: We request that you adhere to the following:

- Prominently display all food permits and liquor licenses.

SAFETY RESPONSIBILITIES:

We ask that you take an active role in ensuring a safe environment, and in the unlikely event of an evacuation, ensure you follow the direction of the Vendor Coordinator.

- Only use electrical equipment that is currently tested and tagged.
- Familiarise yourself with the location of First Aid facilities.
- Familiarise yourself with the location of the Assembly Area – Emergency Assembly Point.
- Maintain a safe and tidy event site.
- Report any hazards, problems and/or incidents.
- Only perform tasks that you are trained to do and/or able to do safely.
- Use safe lifting techniques at all times.

PACK DOWN AND DEPARTURE:

We ask that you do not cease trading until the event officially concludes at 4:00pm as a courtesy to both patrons and fellow stallholders. Vehicles will not be allowed access to the venue until 4:30pm and access will be via Albert Street only. Prior to departure, the Vendor Coordinator will arrange to conduct an inspection of your site.

FEEDBACK:

Your feedback is important to us. Please ask questions, make comments and/or express concerns to the Vendor Coordinator or event volunteers throughout the day.



STALLHOLDER APPLICATION STAGE 1 PAPERWORK

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Brief overview of your stall setup (a drawing of the stall layout would be helpful):

Please list any special requirements:

In making this application to be a stallholder at The Great Trentham Spudfest 2020:

- I have read and understood the Stallholder Information and Guidelines;
- I acknowledge that submission of this application does not guarantee a site booking; and
- I confirm that the information contained in this application form is correct.

Applicant's signature:

Date:

Thank you for applying for a site at Trentham Spudfest 2020.

IMPORTANT: Please do not send payment or any other documentation until you have been notified that you have been accepted to participate. We will send you an invoice and details of what paperwork we require.