



2019 BALLARAT BEGONIA FESTIVAL

STALLHOLDER – EXPRESSIONS OF INTEREST

Saturday 9 to Monday 11 March 2019

The Ballarat Begonia Festival is one of the largest and most popular regional events. The three-day festival is held over the Victorian Labour Day long weekend in March within the picturesque Ballarat Botanical Gardens. This award-winning festival (*2014 Best Regional Event in Victoria* and *2014 Australia's Favourite Event*) attracts over 60,000 patrons annually.

The 2019 festival will be held on Saturday 9, Sunday 10 and Monday 11 March from 10:00am to 5:00pm daily. The festival is opening up expressions of interest for the **Gardener's Market, Creative Designer's Market and / or Other**. Stallholders must exhibit for the three consecutive days and remain open for business from 10:00am until 5:00pm daily (festival operating hours).

Due to the 'no pegging' policy within the site (the Ballarat Botanical Gardens) the City will provide all marquees at the festival. The stallholder fee includes the hire and installation of the marquee for stallholders to trade. Stallholder fees start from \$550 incl. GST and must be paid in full by Friday 11 January 2019.

The largest market segments who attend the festival are 31-50-year-old couples and family groups of four. This encompasses horticultural enthusiasts, new home owners, and family fun seekers. The City of Ballarat conducts an extensive marketing campaign to promote the festival that focuses on the Ballarat region, large sections of regional Victoria, extension into Melbourne as well as interstate to Adelaide.

If you would like to submit an expression of interest in trading at the festival, please email your completed EOI form and associated paperwork to events@ballarat.vic.gov.au by no later than Friday 26 October 2018. Please note: submitting an expression of interest does not guarantee you a stall at the event; should your EOI be successful you will be notified via email and sent an invoice for your stallholder fee.

Key dates and times

- Stallholder expression of interest due: Friday 26 October 2018
- Successful / Unsuccessful stallholder communications: Friday 16 November 2018
- Stallholder fees due: Friday 11 January 2019
- Festival bump-in for stallholders: Friday 8 March 2019 (from 8:00am)
- Begonia Festival: 9-11 March 2019 (10:00am to 5:00pm daily)
- Restocking of stall during Begonia Festival: 8:00am to 9:00am, 9-11 March 2019
- Festival bump-out: from 6:00pm on Monday 11 March 2019
- Festival bump-out continued: Tuesday 12 March 2019 from 8:00am to 5:00pm

NO EXHIBITOR WILL BE PERMITTED TO OCCUPY THEIR ALLOCATED EVENT SPACE OR COMMENCE WORK ON ANY DISPLAY STAND UNTIL ALL OUTSTANDING MONIES ARE PAID.

Stallholder fees are:

Marquee size	Furniture	Marquee signage	Cost
3m x 3m marquee	1 x trestle table 2 x chairs	Fascia sign with business name	\$550 incl. GST
6m x 3m marquee	2 x trestle table 4 x chairs	Fascia sign with business name	\$715 incl. GST

Each stallholder must contain their stall within the marquee size selected. Stallholders shall not spill out of their marquee onto the grass or footpath.

STALLHOLDER – EXPRESSION OF INTEREST

Business / Trading name	
ABN:	
Contact name:	
Contact number:	
Email:	
Website:	
Business description:	
Preferred exhibition space: <i>Please select</i>	<input type="checkbox"/> Gardener's Market <input type="checkbox"/> Creative Designers Market <input type="checkbox"/> Other Please specify _____
Stallholder fees: <i>Stallholder fees for the festival are as follows, please specify your requirements</i>	<input type="checkbox"/> 3m x 3m Marquee \$550 incl. GST <input type="checkbox"/> 6m x 3m Marquee \$700 incl. GST <input type="checkbox"/> Other (No Marquee) Price to be determined on application
Marquee signage:	Signage for marquee Free of charge NOTE: Please list the name of your stall as you would like it to appear on the signage: _____
Description of set up: NOTE: Please attach images of your site set up with your application	

Description of products for sale:	1)
	2)
	3)
	4)
	5)
	6)
	7)
	8)
	9)
	10)

POWER: Please note that there will be no access to power at the festival.

Do you have public liability insurance to the **minimum value of \$20million?**

Yes - please attach

No

By submitting this form, if successful, you agree to pay the **full site fee incl. GST**, provide all documentation and insurances to the City of Ballarat and complete the City of Ballarat's compulsory online contractor induction **by no later than Friday 11 January 2019.**

By submitting this form, you agree you have read and agree to the terms and conditions attached.

.....
Signature of authorised person
(Exhibitor)

.....
Position held

.....
Name in block letters

.....
Date

2019 Begonia Festival Stallholder Terms and Conditions

SITE FEE

A site fee will be charged to trade at the festival. Stallholders will be emailed an invoice for this fee if their application is successful. The site fee must be paid in full by no later than Friday 11 January 2019.

NOTE: Should the festival fall on a day that is declared to be a code red catastrophic fire danger, the festival will be cancelled and site fees for the cancelled day/s will be refunded. No refunds will otherwise be provided.

QUALITY / STANDARD OF VENDOR SITE

A high-level of both personal and site presentation is expected from all stallholders. The City of Ballarat reserves the right to prohibit any stallholder from trade should the quality of their site be deemed unsatisfactory. Stallholders may be given an opportunity to rectify their site in negotiation with the City of Ballarat.

TRADING HOURS

The festival is open to the public from 10:00am to 5:00pm on Saturday 9, Sunday 10 and Monday 11 March 2019. Stallholders must be fully operational and open for trade throughout the festival times.

VEHICLE PERMITS

To ensure safety and security at the festival, all stallholders requiring vehicle access to the festival site are required to complete a *Vehicle Permit Form* for approval prior to the festival.

The *Vehicle Permit Form* requests information regarding the stallholder, driver, mobile phone number, time of arrival and vehicle details (make, model and number plate). Once a *Vehicle Permit Form* has been reviewed and approved, a vehicle permit will then be issued and must be displayed on the dashboard of the approved vehicle.

Please note that stallholders will be required to submit a *Vehicle Permit Form* on behalf of any third-party provider/s (eg. courier / delivery driver etc.) requiring vehicle access to the site to deliver items / supplies. Vehicle permit forms

will be emailed to all successful stallholders and must be completed for any vehicle requiring access to site.

BUMP-IN / BUMP-OUT & DELIVERY TIMES

Stallholders will have access to the festival site on the following dates and times:

Bump-in / set-up / delivery vehicles

Friday 8 March 2019 – 8:00am to 5:00pm

Stallholder access to site will be provided from 8:00am to 5:00pm on Friday 8 March 2019. Third-party providers (eg. couriers) can also deliver items to stallholders at these times. Please ensure you are onsite to receive all deliveries from your third-party provider/s as festival staff will not be responsible for the safety or storage of your items.

Festival period - delivery and access times

Saturday 9 Sunday 10 & Monday 11 March 2019 – 8:00am to 9:00am.

Access to re-stock sites during the festival will only be granted from 8:00am until 9:00am each morning. Please note that earlier access may be arranged upon prior written approval. All non-essential vehicles must be relocated offsite by no later than 9:00am during the festival period. Please note vehicle movements are prohibited after 9:00am.

Bump-out / pack-up / delivery vehicles

Monday 11 March 2019 – from 6:00pm

Stallholders may commence bump-out from 6:00pm on Monday 11 March, **IF approved by festival staff** and safe to do so.

Tuesday 12 March 2019 – 8:00am to 5:00pm

The festival site will re-open for bump-out from 8:00am to 5:00pm on Tuesday 12 March. Please note that earlier access may be arranged upon prior written approval.

THIRD PARTY PROVIDERS

Please notify all third-party providers of the specified bump-in and bump-out dates and times, and the 8:00am to 9:00am delivery period each morning of the festival. Please ensure third-party providers have completed a *Vehicle Permit Form* prior to access and that festival staff are contacted upon arrival.

VEHICLE SCHEDULE

A stallholder vehicle schedule for bump-in, bump-out and delivery will be developed to provide clear direction and instruction to stallholders. This schedule will minimise traffic congestion and increase the safety throughout the festival site. It is therefore imperative that stallholders arrive and depart at their pre-specified times.

VEHICLE PARKING

There will be a designated stallholder parking area adjacent to the festival site. During the festival period, all non-essential vehicles must be removed from site by no later than 9:00am. Further information shall be provided closer to the festival.

VEHICLE ACCESS + VEHICLE MOVEMENT

Each stallholder will be allocated a specific vehicle entrance point for the festival. The designated entrance will be relevant to the height of the stallholder vehicle and the designated location within the festival. Due to site conditions (narrow pathways and low hanging branches) it is imperative that only the designated entrance point is used by each stallholder.

Upon arrival stallholders will be directed to their specific site by festival staff. For safety, vehicle movements must be kept to a minimum and vehicles must give way to pedestrians. Care must be taken, and vehicles must travel no faster than walking-pace. Each vehicle must have a designated spotter in high-vis clothing to ensure safe vehicle movements. Vehicles must ensure their hazards lights are on when moving within the site.

At the festival, all non-essential vehicles must be offsite by 9:00am. Vehicle movements are prohibited within the festival site between 9:00am until 6:00pm each day. Further information around vehicle access shall be provided closer to the festival.

INSURANCE

The City of Ballarat will not be responsible for stallholders and / or their staff, nor for the safety of stallholder equipment, infrastructure and possessions. Stallholders are required to have

for the duration of the festival (including bump-in and bump-out periods) **current public liability insurance to the minimum of \$20million, naming the City of Ballarat as an interested party.** Failure to provide a current copy of your public liability insurance will deem your application void and access to the festival will not be permitted.

ONLINE CONTRACTOR INDUCTION

All persons working (paid or unpaid) at the festival must complete the City of Ballarat's compulsory online contractor induction prior to accessing the festival site. At the completion of the contractor induction, a contractor card can be printed and should be carried with personnel at the festival. A link to the contractor induction will be provided to successful applicants.

OCCUPATIONAL HEALTH & SAFETY + WORKCOVER

Stallholders are responsible for providing a safe workplace and must comply with the *Occupational Health & Safety Act 2004* and the *Occupational Health & Safety Regulations 2007*. By signing this document, you acknowledge that you have a valid WorkCover insurance policy covering all employees and subcontractors.

Further information can be found in the booklet *A Guide for Employers Your WorkCover Insurance* [here](#).

Please note: WorkCover will conduct inspections on site prior to and during the festival.

POWER & ELECTRICAL EQUIPMENT

Please note that there will be no access to power for stallholders at the festival.

WASTE MANAGEMENT

A limited supply of waste and recycle bins are provided at the festival. All stallholders are requested to limit their packaging and waste and to dispose of waste responsibly.

SUSTAINABILITY

The City of Ballarat and the Ballarat Begonia Festival have a focus on sustainability and aim to reduce plastic waste. We encourage all successful stallholders to identify ways to reduce waste.

FIRST AID & EMERGENCY MANAGEMENT

Throughout the festival, first aid staff will be in attendance and can be alerted to an emergency via festival staff or volunteers. Should an emergency (or a near miss) occur, you must contact festival staff immediately.

SECURITY

Festival activities and trade conclude each night at 5:00pm, from which security guards have a constant presence throughout the site. Whilst the festival provides security it will not be held liable for any thefts, damage or losses from stallholder sites.

CONDUCT / SMOKING / DRUGS & ALCOHOL

The City of Ballarat encourages a smoke-free environment. Vendors and staff must maintain a professional and courteous manner always. Vendors and staff are not permitted to smoke within the festival grounds.

Vendors and staff must work free of the effects of drugs and / or alcohol. Two designated red-line-areas have been identified within the festival footprint for the sale and consumption of alcohol. Outside these areas, alcohol is prohibited from being sold, provided or consumed.

SUBLETTING

This stallholder agreement pertains to you and therefore you cannot transfer, dispose of, part with, or otherwise sublet the whole or part of your site for financial consideration or otherwise, without prior approval and written consent from the City of Ballarat.

SALES, ADVERTISING & SIGNAGE

No sales, advertising, signage or displays shall be permitted anywhere outside the boundary of your allocated site. Hand-written signage is not permitted. Stallholders are not permitted to display third-party signage and / or branding which conflicts with the City of Ballarat and its sponsors.

NO PEGGING POLICY

There must be no penetration of the ground at the festival due to the extensive in-ground watering and utility systems within the Botanical Gardens. Stallholder marquees and other

temporary structures must be appropriately weighted with concrete weights as an alternative to pegging.

COMPETITIONS

Should you wish to run a competition at the festival, prior written approval must be obtained in advance from festival management.

PHOTOGRAPHY COPYRIGHT RELEASE

The City of Ballarat will engage the services of an official photographer. By signing your agreement to these terms and conditions you also provide written consent for the City of Ballarat (*Ballarat Begonia Festival*) to retain copyright and ownership of all photographic images taken of you, your staff or display during the festival. It also acknowledges that you agree to allow the City of Ballarat (*Ballarat Begonia Festival*) to use these images for promotional purposes without consultation and that you relinquish all rights to any payments or profits gained from the use of these images.

CANCELLATION

Should you wish to withdraw from the festival, you must do so in writing to festival staff as soon as possible. Should you withdraw your application following a signed agreement being returned to the City of Ballarat cancellation fees may apply. Please refer to the below cancellation schedule.

Cancellation Schedule:

3 December – Invoices will be sent from CoB.

11 January – Fees to be paid in full to CoB.

Cancellation before 11 January – 75% fee returned.

Cancellation between 12 January and 8 February – 50% fee returned.

Cancellation less than 4 weeks out – No fee returned.

The City of Ballarat reserves the right to cancel any stallholder at any time at its discretion.