



NIGHTJAR FESTIVAL

STALLHOLDER & FOOD VENDOR

RULES & REGULATIONS

The Nightjar Festival Rules and Regulations are to be used as a housekeeping tool to ensure all participants, stakeholders and patrons can enjoy the event to its maximum potential. It is not Nightjar's intention to restrict trade or activity at your site, but you must understand with multiple businesses and patrons on site, we need to all work together to ensure everyone's safety and enjoyment of the event.

Please read this document and ensure your staff and contractors also read - So they are fully aware of our expectations of you and your business, during the event. If you have any questions or do not understand any part of this document, please contact us immediately on applications@nightjarfestival.com.au

CONFIRMATION & PAYMENT

Nightjar traditionally receives hundreds of applications from Stallholders/Vendors wishing to trade at the event. It is for this reason, we go through an extensive selection process to ensure the venue has the right mix of products, food and drinks to keep patrons excited and entertained. All Stallholders/Vendors will be notified by email on or before September 15 whether they have been successful; put on a waiting list; or deemed as not required for the 2019 event/s.

If you have been accepted, please ensure you submit paperwork and payment by the due dates, or your spot may be forfeited, and allocated to a stallholder on the waiting list.

STALLHOLDER AND FOOD VENDORS OBLIGATIONS

The Stallholder/Vendor shall, and ensure that it's employees, agents and invitees shall:

- Conduct the site and the Stallholder/Vendor's business in a proper, lawful and efficient manner.
- Ensure the stall/site/business is operated at all times in the manner necessary to achieve and maintain the high standards, level or service and presentation required by Nightjar Festival.
- Demonstrate a positive image of the Nightjar at all times.

APPROVED PRODUCTS &/OR GOODS: A lot of time and energy has gone into selecting the right mix of stalls to create a truly unique experience. As a result, Stallholders/Vendors are ONLY permitted to sell the products &/or goods listed in their approved application.

FESTIVAL CANCELLATION: Nightjar does not pre-sell tickets and is weather dependent. As a result, if Nightjar is cancelled (due to emergency &/or extreme weather), Nightjar Management will notify all stallholders by email as soon as possible. NO refunds will be issued, and Nightjar will not be liable for any compensation relating to any actual or perceived loss as a result of festival cancellation.

TRADING HOURS

	Dates	Bump-In	Event Times	Bump-out
TORQUAY	Thursday, January 3	12noon to 3pm	4pm to 10pm	10.30pm to 11.30pm
Torquay Common	Thursday, January 10	12noon to 3pm	4pm to 10pm	10.30pm to 11.30pm
Surf Beach Drive	Thursday, January 17	12noon to 3pm	4pm to 10pm	10.30pm to 11.30pm
Torquay	Thursday, January 24	12noon to 3pm	4pm to 10pm	10.30pm to 11.30pm
GEELONG	Friday, February 1	12noon to 3pm	4pm to 10pm	10.30pm to 11.30pm
Johnstone Park	Friday, February 8	12noon to 3pm	4pm to 10pm	10.30pm to 11.30pm
Railway Terrace	Friday, February 15	12noon to 3pm	4pm to 10pm	10.30pm to 11.30pm
Geelong	Friday, February 22	12noon to 3pm	4pm to 10pm	10.30pm to 11.30pm

Stallholders and food vendors are required to attend each confirmed Nightjar Festival.

All sites must trade and be fully stocked for the full six hours of the event.

BUMP-IN & OUT TIMES

Bump-in and out are restricted to the times listed above. You will receive more specific bump-in times closer to the event date. If you need earlier access, please notify us immediately, so we can organize.

For safety reasons, vehicle movement on site is strictly prohibited between 3pm and 10.30pm.

BUMP-IN & OUT OH&S

Under Victorian State OH&S Legislation, the Nightjar site is considered a construction zone during the bump-in and out phases. For this reason, all Stallholders and Vendors must:

- Have completed the online induction – this induction must be completed by all staff on site.
- Wear protective gear, including high visibility vests and closed-toe shoes when on site.
- Not bring pets or children to site during the bump-in and out phases.
- Display the vehicle access pass on dashboard at all times.
- Drive all vehicles at walking pace, and have hazard lights activated when moving.

INSURANCE

All Stallholders and vendors must have current Public Liability Insurance to a minimum value of \$10million in cover. Your certificate of currency needs to be lodged prior to the event, and must be valid for the dates you are attending Nightjar.

CONDITIONS OF SITE

All Nightjar events are staged on public land, so please be aware of the natural environment, and any damage you may inadvertently cause. The Stallholder/Vendor is solely liable for any loss &/or damage to the site caused by the Stallholder/Vendor &/or persons associated with the Stallholder/Vendor. The Stallholder/Vendor MUST notify the Nightjar Team immediately of any loss or damage to the site or Nightjar property or equipment. Any damage charges determined by the Great Ocean Road Coastal Committee (Torquay site) or City of Greater Geelong (Geelong site) will be invoiced to the Stallholder/Vendor for payment within 14 days. *The City of Greater Geelong are extremely protective of the re-designed Johnstone Park (Geelong site), and any damage charges are likely to be significant.*

INCIDENT REPORTING

Nightjar requires that Stallholders/Vendors will, at all times, work in a safe manner, use safe equipment, and not put themselves or others at risk. Any incidents, property damage, near misses MUST be reported as soon as possible to the Nightjar Management Team for recording.

ONLINE INDUCTION

All businesses, staff, and contractors on site must complete an online induction for themselves and all staff members attending the festival. It is recommended you induct yourselves and staff as soon as possible. Your vehicle access pass will be issued on completion of the induction. The site induction is mandatory – It is the Stallholders responsibility to ensure all staff are inducted prior to the event.

STALLHOLDER SITES

Sites have been measured and allocated prior to each event. All efforts have been made to accommodate your position and space requests, but due to the number of sites and the limited space we have available, we cannot guarantee we will have delivered on all your expectations. If you have booked a 3x3m site, this is the space you will have been allocated – Please do not set up outside your allotted space.

FOOD VENDOR SITES

As per above, sites have been measured and allocated prior to each event. Please ensure you do not set-up outside of your allotted space. When your site was booked you would have been asked to confirm truck/vehicle size, cool rooms etc, and this space will have been allocated. All additional vehicles must be parked offsite after bump-in.

SITE ALLOCATIONS

Each Stallholder/Vendor will be issued with a site map with details of their pre-allocated site location prior to the event. Site allocations are final and cannot be changed.

EQUIPMENT: Stallholders/vendors are required to be self sufficient - Supply their own tables, equipment, leads, power boards & LED or solar lighting for your site. All equipment must be secured safely and be out of access to the public.

SHELTER: All events are held outdoors, so Stallholders/Vendors MUST provide their own shelter (marquee/food truck/trailer). Umbrellas are not permitted. All shelters MUST be of a strong quality and secured down with ropes, pegs &/or weights.

PLEASE NOTE: Pegging of marquees is not permitted in Geelong – Weights must be used.

POWER USAGE: Stallholders have been allocated a LOW or HIGH-powered site based on the power requirements listed in their application. A standard stallholder site will have sufficient power to run lighting or eftpos machine. It will not be enough to run kitchen appliances such as blenders, kettles, urns etc – If it is your intention to use this type of equipment, you need to upgrade to a HIGH-powered site. Stallholders/Vendors whose power usage exceeds their allocated limit may be disconnected on the night. Unauthorised use of electricity and/or faulty or inadequate fittings will result in disconnection of power, and possible eviction from site. Personal generators are not permitted on site.

POWER & LIGHTING EQUIPMENT: All equipment (powered appliances, leads, power boards & lighting) MUST be tested and tagged within current expiry date. Leads will be inspected on the day by Event Staff and Safety Officer. Lighting must be LED and in a standard site a maximum of 150 watts, or better yet SOLAR!! Strobes or flashing lights are not be used.

PUBLIC HEALTH: Stallholders/Vendors MUST maintain a high standard of hygiene and cleanliness in and around your site at all times. All food vendors MUST be registered with Streatrader to sell food &/or drinks at Nightjar, over the dates requested/confirmed. Please email your Statement of Trade to applications@nightjarfestival.com.au by no later than the October 30.

GAS APPLIANCES: Vendors using gas appliances MUST be familiar with Energy Safe Victoria's (ESV) 'Code of Practice for Safe Use of LP Gas at Public Events'. Vendors using naked flame MUST also apply for a CFA Section 40 Permit to allow you to trade on a day of TOTAL FIRE BAN. Please forward a copy of your SECTION 40 permit to applications@nightjarfestival.com.au by no later than October 31.

FIRE SAFETY: Food vendors which have any type of open flame or combustible materials, must have Fire Extinguishers AND Fire Blankets positioned in a manner that will allow easy access in the event of a fire. You must also ensure that staff are adequately trained in the use of this equipment.

VEHICLE ACCESS: Vehicles with a relevant vehicle access pass will be permitted entry to the site for the purpose of loading and unloading at the specified bump-in & out times (listed on Page 1).

THERE WILL BE NO VEHICLE ACCESS TO THE SITE AFTER 3PM AND BEFORE 10.30PM ON EVENT DAYS.

If you are running late, you will be required to park outside the venue and hand deliver your products to your site.

All Stallholders and Vendors bumping in are strictly limited to one vehicle per site, with vehicle passes issued on completion of the online induction. Vehicles wishing to access either site (Torquay or Geelong) must display the Nightjar vehicle access pass on their dashboard to gain entry.

VEHICLE MOVEMENT ON SITE: A speed limited of 5kmh applies at all times when on site, and hazard lights must be activated. All vehicles MUST be removed from the venue by 3pm. At the end of trading, you are required to pack down your site before bringing your vehicle into the venue at 10.30pm. NO vehicles will be permitted onsite until 10:30pm.

PARKING: Stallholder/Vendor parking at both sites is limited: Food vendors may be permitted to park a cool room, trailer or vehicle behind your stall, but this needs to be confirmed when booking your site.

TORQUAY – There is very limited parking for Stallholders onsite at Torquay. Parking is available in Spring Creek Reserve and surrounding streets.

GEELONG – There is no designated parking available in Geelong. Please take note of parking times and restrictions in neighbouring streets.

SPRUIKING AND SOLICITING TRADE: Stallholders/Vendors are not permitted to trade in the common areas of the Nightjar Market, and are not to conduct any spruiking of their product at their stall, or in common areas of the event.

WAR ON WASTE: Nightjar is a Waste Wise event. Plastic packaging is strictly forbidden with all packaging to be biodegradable.

Stallholders should avoid unnecessary packaging and re-use items where possible.

Food Vendors and Stallholders should follow the guidelines below:

* No plastic straws (paper ONLY).

* No plastic utensils/serving vessels (cardboard/sustainable wood ONLY).

* No single use plastic cups (must be cardboard).

* No plastic bags or biodegradable bags (must be paper or fabric).

* No giveaways, promotional material containing plastics or single use items.

* No water/soft drinks to be sold in plastic bottles (options are cans or water in cartons).

* No clothing wrapped in plastic bags. (Ask your manufacturer for other options other than plastic bags)

If it's plastic or has a detrimental effect on our environment and you have it on your stall - you need to look for alternatives!

Stallholders MUST dispose of all landfill and recycling waste at the appropriate bin stations before vacating the site. If any waste remains on your allocated site, the Stallholder will be liable to pay a Waste Removal Fee of \$50 plus gst.

WATER SALES: Nightjar is currently negotiating with a water supplier to provide vendors with carton-water at a reasonable cost, for re-sale. Food vendors will be notified when this negotiation is completed.

FOOD VENDOR REFUSE: Please do not dispose of sullage, oil or any other matter into open drains around the site area. Any vendor found to be doing this will be escorted from the site immediately.

FAILURE TO ATTEND: There is nothing as unattractive as empty sites at a market so, if due to unforeseen circumstances, the Stallholder/Vendor is unable to attend and trade on the confirmed booking date/s, please notify the Nightjar Team as soon as possible. NO refunds will be issued and all site fees paid will be forfeited.

If the Stallholder/Vendor provides no notification, they will be liable to pay the NO SHOW fee of \$100 plus gst. Cancellation notifications should be emailed to applications@nightjarfestival.com.au as early as possible.

SMOKING:

Smoking is not permitted anywhere within the Festival site. Smokers will be asked to vacate the premises.

ANIMALS:

Dogs are permitted at Nightjar, but must be on a suitable lead (not a piece of string) at all times.

SECURITY: Security will be provided for the entry gates and common areas of the event. Stallholders and Vendors must comply with security directions at all times.

SOCIAL MEDIA

Nightjar's social media accounts have over 15,000 followers, with a reach exceeding 50,000 during the festival season. If you would like to be included on our social media accounts, you need to place the request when completing the application form. A high resolution quality photo will be required for you to be included.

NOISE: Nightjar Festival provides musical entertainment for patrons. Stallholders and Vendors wishing to play music or musical instruments must seek prior approval from event management.

EMERGENCY: In the event of an emergency, all stallholders and food vendors must follow the direction of event wardens, security and emergency service personnel. Emergency vehicle access will be maintained at all times for emergency vehicles – ambulance, police etc. Please do not attempt to move or bring your vehicle to site in the event of an emergency.

COMPLAINTS/ISSUES: If you have any issues at all, please notify an event staff member as soon as possible, so we can rectify/resolve. All Nightjar staff on radio have direct access to Event Control, who are on site to manage any issues and ensure the event runs smoothly.