



Vendor Applicants Information Kit

Whittlesea Country Music Festival

February 11th, 12th & 13th 2011

The Whittlesea Country Music Festival is managed by a group of community volunteers who donate their time throughout the year to organize a large scale festival for the City of Whittlesea, drawing a large crowd during its 11 years of history.

Victoria's premier country music event, the Whittlesea Country Music Festival, with its extensive array of premier Australian country music artists, idyllic rural township setting and other features such as the Truck and Ute show and the poets breakfast, is a true celebration of country.

Held annually in Whittlesea Township on the second weekend in February, this festival appeals to people of all ages and music tastes. A country town on the outskirts of Melbourne, Whittlesea is an ideal location for the event. Just 50 minutes by car from the centre of Melbourne, Whittlesea has a relaxed country atmosphere and wonderful facilities

Highlights of the festival include the prestigious Victorian and National Country Music Awards, free street party with a variety of street stalls, musical workshops, Busker's competition, Talent Search and a large range of high profile artists performing over the weekend.

Camping is available at the Whittlesea Showgrounds from Wednesday thru Monday over the duration of the festival. Every effort is made by the coordinators to provide facilities for those camping so their stay can be as enjoyable as possible. Tickets for all events and camping, are available through our website. For more information please check our website.

These pages contain all of the information you will need to apply for a stall at the Whittlesea Country Music Festival for 2011.

Please ensure that you read the terms and conditions carefully.

Applications

Applications must be received by 20th January 2011. Order of receipt of applications will not determine acceptance. Generally, applications will be accepted according to the products to be offered, in order to achieve variation amongst the Stalls and **NOT** compete with local business traders.

The WCMF committee reserves the right to request vendors who have not accurately described their products to remove those unlisted products from sale.

Each year we expect to receive more applications for stalls than can be accommodated.

Successful applicants will be notified by mail.

If your application is **not** successful you will receive a refund cheque in the mail.

Insurance

Public liability insurance cover is compulsory for all stall holders. A copy of your public liability policy must be forwarded with your stall application and payment. Your application **will not be assessed** if you fail to provide a copy your insurance policy or you provide a policy that is not current.

Payment

Full payment of all fees must accompany your application by the due date.

Applications without full payment **will not be accessed.**

Payment of fees may be made by cheque or money order only.

Payment of fees on the day is **NOT** accepted.

ALL payments are to be made payable to **Whittlesea Country Music Festival**

Cancellations and refunds

If the stallholder wishes to cancel their booking before the 31st January then the committee will retain 50% of the total site fee. Any cancellation after this date will not be refunded.

Weather conditions

For the avoidance of doubt, no refunds will be made if the festival is cancelled due to inclement weather. There is no alternative date for the Whittlesea Country Music Festival.

Food traders

If you are a food trader you must have a current City Of Whittlesea food handling and temporary food permit. If your application is successful the committee will forward your contact details to the City of Whittlesea and they will contact you prior to the festival to ensure you have the appropriate permits to trade at the festival.

If you are providing alcohol for sale or sample please attach your limited liquor license to your application or you will NOT be considered.

Positioning of stalls

Stalls will be allocated a site at the discretion of the relevant coordinator. Please be aware that stall holders requests for preferred positioning may not be granted.

Vehicles

ALL vehicles, with NO exceptions, must be removed from street **prior to 9am on Saturday.**

If your vehicle is required on site it **MUST FIT WITHIN the site you have purchased.** Please allow for this when sending in your application.

Trading times

Saturday street party 8.30am - 3pm

Sunday round up 8am - 5pm

Setup times

Saturday 7am- 9am Sunday 7am-9am

Sites

Saturday Street Party

Vendor Stalls - 2mts x 3mts

3mts x 6mts

Sunday round up

Vendor Stalls - 6mts x 6mts

Community Groups 2mts x 3mts/ 3mts x 6mts - Community Groups are groups who are NOT FOR PROFIT. You are NOT a Community Group if you are only a local resident.

Electricity

Saturday

There is NO electricity available for stallholders at the Saturday Street Party.

Sunday

All extension cords and power boards must be tagged.

Power requirements for the Sunday Round Up concert need to be completed on the "Sunday Round Up" Trade Space Application Form.

What do I do now?

Once you have read the information contained in this stallholders information kit, you need to:

1. **Complete and sign** the application form - signing the application form indicates that you agree to be bound by the terms and conditions contained in the stall holders information kit.
2. **Attach** a copy of your relevant insurance policies.
3. **Attach** copies of your limited liquor license, if required
4. **Attach** a **stamped self addressed envelope** so we can reply to your application
5. **Send** both the application form and **full payment** (Cheque or money order) of all applicable fees to -

**Attention - Trade Space Coordinator
Whittlesea Country Music Festival
P.O Box 357
Whittlesea 3757**

CLOSING DATE – 20th January 2011



WHITTLESEA COUNTRY MUSIC FESTIVAL 2011

APPLICATION FOR TRADE SPACE

SATURDAY STREET PARTY – 12th Feb 2011

Trading name:		
ABN:		
Contact person:		
Mailing address:		
Suburb:	State:	postcode:
Phone: b/h	a/h	mobile
Email:		
Website address:		
Best contact number on the day:		

TYPE AND SIZE REQUIRED	price each	Qty
Craft & General 2x3mts	\$75.00	
No Power available	\$37.50	
3x6mts	\$125.00	
Each adjoining additional 3x6 site is half price Larger sites by negotiation with trade space coordinator	\$ 62.50	
Food stalls 2x3mts	\$100.00	
No Power available	\$ 50.00	
3x6mts	\$175.00	
Each additional adjoining 3x6 site is half price Larger sites by negotiation with trade space coordinator	\$ 87.50	
Community Group	\$30.00	

Description of stall (E.g. free standing tent or, trailer etc.) and all goods to be sold;

Signature of applicant:

Date:

Enquiries for Saturday Street Party - ph 0458 748674



**WHITTLESEA COUNTRY MUSIC FESTIVAL
2011**

APPLICATION FOR TRADE SPACE

SUNDAY ROUND UP

at the Showgrounds 13th February 2011

Trading name:		
ABN:		
Contact person:		
Mailing address:		
Suburb:	State:	postcode:
Phone: b/h	a/h	mobile
Email:		
Website address:		
Best contact number on the day:		

Description	Size	Price each	Qty	power requirements	
				10amp	15amp
Craft & General	6m x 6 m	\$125.00			
Food stall	6m x 6 m	\$175.00			
Community Group	6 m x 6m	\$30.00			

Description of stall (E.g. free standing tent or, trailer etc.) and all goods to be sold;

Signature of applicant:

Date:

Enquiries for Sunday Round up phone/ fax 9716 2026 or 0409 174 003