



# STALLS POLICY AND GUIDELINES 2010

**The 2nd Cairns Blues Festival is a two-day event to be held on the 1<sup>st</sup> and 2nd May 2010 at Fogarty Park on the beautiful Cairns Esplanade.**

## Festival Details

Date : 1<sup>st</sup> & 2nd May 2010  
Time : 10am to 10pm  
Location : Fogarty Park The Esplanade Cairns  
Website : [www.cairnsbluesfestival.com.au](http://www.cairnsbluesfestival.com.au)  
Contact : Kitty Burrett (Stalls Coordinator)  
Email : [finance@cairnsbluesfestival.com.au](mailto:finance@cairnsbluesfestival.com.au)

## Site Details

Stall Sites: Each site is 4m x 4m. If you require a larger area please indicate in your application. Charges may apply. Stallholders must conduct their business wholly within their specified space or additional charges will be incurred. Stallholders are to supply their own equipment: gazebos, tables and chairs etc. Our preferred hirer is Underwood's Party Hire who will erect and dismantle your marquee. Please contact them for a quote.

### Stall Categories and Prices

- |  |           |                          |
|--|-----------|--------------------------|
| • Food Stalls – Selling food and drinks. | \$280.00  | Includes 2 entry tickets |
| • Coffee Stall – Selling tea and coffee  | \$200.00  | Includes 2 entry tickets |
| • Merchandise/Craft Stalls               | \$200.00  | Includes 2 entry tickets |
| • Not for Profit Information Stalls      | No Charge | Includes 1 entry ticket  |

Additional Workers Passes may be purchased (**maximum of 2**) at \$60.00 each

## Application Requirements

Prospective stallholders must

1. Complete the Stall holder Application Form
2. Include a photo of your product or services
3. Ensure that all electrical equipment is Tagged & Tested.
4. Attach a copy and proof of payment of their Public Liability Policy.
5. Enclose a cheque for payment or Direct Deposit to BSB 633-108 Account No 133907865.

Send to: Attn Mrs Kitty Burrett  
Cairns Blues Festival  
P O Box 156N  
Nth Cairns Qld 4870

Please note that submission of the Stallholder Application does not guarantee a booking. Cheques or Direct Deposits will be processed on approval and an invoice issued, or returned promptly. Please use your surname or company name as reference for Direct Deposits.



# Cairns Blues Festival Inc.

## Insurance and Licenses

- All Stallholders must hold a Public Liability Insurance Cover with a minimum of \$10million. Stallholders without appropriate coverage will not be able to operate.
- Food Stalls will need to be Licensed, Insured and Registered as a food premises with Cairns Regional Council and follow the Queensland Food Safety Standards (available at [www.foodstandards.gov.au](http://www.foodstandards.gov.au) ) Stallholders who do not meet the requirements or comply with the necessary codes will be asked to leave the festival.

## Applications

- All applications must be received no later than Friday 2<sup>nd</sup> April 2010. Late applications will only be considered if space permits. The Committee will then consider your submission and if successful you will receive confirmation and an invoice for your records.
- Not all applications will be accepted and this is usually due to duplication of stall and not a reflection on your standard of stall.
- Cancellation: If the stallholder decides to cancel, the Festival Committee will refund 50% of their stall fee providing the cancellation was in writing and no less than two weeks prior to the Festival.

## Stalls

- Stallholders must be set up by 9am on Saturday and Sunday ready for trade. Stalls may be set up on Friday 30<sup>th</sup> April between 3pm and 6pm however there is to be no stock left on the grounds over night.  
The area will be patrolled, Friday, Saturday and Sunday nights from 10pm to 6am. .
- Stallholders must conduct their business within their specified site, which is to be secured safely and well presented. No goods or products are to be displayed on the ground.
- Merchandise/Craft stallholders will not have vehicle access. Please provide trolley or means of moving stall items from car park.
- Alcohol is not to be consumed or sold from stall site. There are designated licensed areas for consumption of alcohol in accordance with Liquor Licensing Laws.
- If you are employing staff you must have Workcover for them. Workcover website has all the details.
- Please ensure that you have adequate weather protection for your stall and stock. The stallholder is responsible for any loss or damage to stock.
- To ensure the safety of the public and stallholders, all goods, signage etc are to remain within the boundary of the marquee unless otherwise approved.
- Stallholders may trade till closing time 10pm. No vehicle traffic will be allowed to enter the grounds until after 10pm.

## Camping

- There will be no camping available. There are many Hotels and Motels in the area and Cairns Colonial Club is offering special rates for the festival of \$99.00 per double room, which includes a Buffet Breakfast for two! They are also offering a shuttle bus to and from the festival at various times throughout the day.

The organising Committee and Site Manager have the final decision on any issues that may arise.