



Earth Frequency 2019 - Market Stalls Information and Policies

Thank you for your interest in running a market stall at Earth Frequency Festival 2019! We are happy to provide this information and policies document, and encourage any interested stalls to apply as early as possible. Interest in the festival has been very strong so far and our planning processes are running on an earlier schedule so we expect to once again reach capacity with our market stalls area.

For this edition of the festival, there will be no changes or increases to stall fees - the same pricing scheme as in 2018 will be used for the 2019 festival edition.

As with previous years, We will also allocate a number of free stall spots for environmental charities with negotiable number of staff tickets depending on the specific interest group.

Market Stalls	Beverage Only Stalls:	Food & Beverage Stalls:
3mx3m - \$800	3mx3m - \$1200	3mx3m - \$1500
6mx6m - \$1100	6mx6m - \$1400	6mx6m - \$1800
9mx9m - \$1400	9mx9m - \$1600	9mx9m - \$2000

Additional Stall Tickets will be \$180, which is half the price of our final release tickets.

Additional Information and Terms:

Payments

- Payment must be made within 14 days of receiving an offer, unless otherwise approved.
- Failure to make the payment on time may result in the offer for a stall being revoked.
- Payments are to be made to:
Earth Frequency Festival
BSB: 064001 ACC: 11563263
- Please be sure to list the name of your stall in the payment description, and send a copy of payment receipt to marketstalls@earthfrequency.com.au

Staff Tickets

- All stall options includes 2 staff tickets as standard
- Additional staff tickets are available for \$180. Upon request, you will be sent discount codes to buy your extra tickets online. These are to be requested through marketstalls@earthfrequency.com.au
- A maximum of 4 additional staff tickets per stall is available unless by prior arrangement
- **Deadline for purchasing any additional staff tickets is January 15th.**
- After January 15th staff tickets will be charged at the industry ticket rate of \$280
- The cut off date for purchasing industry rate tickets is February 8th

Cancellation & Refunds

- Any stalls wishing to cancel their place will only be issued a refund on the condition that we are able to find a suitable replacement for your stall space.
- In the event of a refund being issued, there will be an admin fee of 15% of the total stall fee deducted from the refund.
- No refunds will be offered in any situation for cancellations after January 15th.

Arrival time and set up times

- Arrival time for food & beverage stalls is from Wednesday 13th February 9am.
- Arrival time for all other stalls is from Thursday 14th February 9am.
- Stalls must arrive between the hours of 9am and 6pm.
- Stalls are permitted to trade from 2pm Thursday 15th. Although the festival program does not begin until Friday 15th, the campsite begins its initial opening from Thursday 15th 9am for Deluxe Campers.

Running time and departure procedures

- Minimum trading hours are 10am - 8pm.
- Trading may continue until 2am for those who wish to trade late.
- Stalls wishing to trade after 10pm will be included in our late night trading area so please inform us if that is your intention. As the 3 big stages at Earth Frequency close at midnight, it is expected that there will be a demand for food and interest in other stalls between midnight and 2am.
- The festival program runs until 6pm Monday 19th.
- Trading is permitted until midnight Monday 19th for all stalls.
- **Stallholders need to vacate the site by 5pm Tuesday 20 February.**
- Please leave your stall site clean. Messy stall sites after the festival will be noted and considered in the selection process in future years.

Stall Space

- The size of the stall you have indicated in your application is important - this is the size of the total space allocated to you, including back of house.
- Stall spaces will be marked out and tagged for each stall holder to outline your allocated space.
- Please do not encroach on your neighbours stall site. Any special placement requests must be made to the market stalls coordinator before the festival.
- Camping is permitted, and a standard allocation of camping space will be available - please discuss with the market stalls manager once your stall application is confirmed.

Licensing and Legislation

- Food and Beverage stalls must hold one of the following licences to be compliant with the legislation and eligible to operate within the Ipswich Region.
 - A) Temporary food business licence issued by the Ipswich City Council for the dates festival
 - B) Mobile food business licence (issued for food vehicles such as vans) issued by a Queensland Council valid at the time of the festival.
- If your current operating licence is not from a QLD council, you will need a temporary licence from the Ipswich Regional Council. www.ipswich.qld.gov.au

Power Supply and Electrical Safety

- The amount of power included in your stall is stated in the standard pricing allocations for each stall type.
- If you require extra power the cost will be \$100 for each 10amp and \$200 for each 15amp
- As a standard safety measure, all appliances and leads must be tested and tagged before use at the festival.
- For any appliances and leads that are not tested and tagged - this service will be offered for a fee onsite by electrical contractor EcoElectric.
- Any electrical appliances not compliant with the test and tag process must be removed from the market stall site.
- Failure to comply with this requirement will lead to discontinuation of power supply.
- Please bring 50m of extension lead per line of power you need and any required power boards for your stall.
- Due to some issues in previous years with stall holders plugging in extra power, for this year's festival, the distribution boards will be locked and approved tags will be tagged. Please do not attempt to tamper with the electrical distribution equipment or plug in additional power leads.

Sound Systems / Amplified Music

- Market Stalls are permitted to set up small sound systems to create a good vibe in their stall.
- Volume and music choice should be considered to be respectful to stall neighbours
- Permitted running times of sound systems are 8am to midnight. No amplified music is permitted in market stalls after midnight.
- 9pm is the music cutoff time for amplified music in market stalls on Monday night.
- Market Stall holders must follow any additional directives from EFF staff during the festival regarding amplified music running times and volume levels.

Site Safety / Dig Limit Policy

The festival venue Ivory's Rock has an extensive underground services network. As such, no ground piercing items can be placed deeper than 20 cm without management approval. DO NOT bring star pickets or posts and pierce the ground. Plan to bring sandbags or other weighting systems to stabilise your marquee from wind etc.

Sustainability

- This year we are taking further steps to create a more sustainable festival. In the lead up to the event all stallholders will be provided with a sustainability information sheet via email. This must be read carefully and shared with all stall employees.
- Food stalls will be required to provide information on their biodegradable tableware suppliers prior to the festival. Food stalls will also be briefed on-site by our Sustainability Manager before gates open on Friday.
- Please be ready to give your full attention to this quick meeting regarding waste management expectations.

Animal and Pets Policy

The Earth Frequency Animal and Pet Policy is simple and clear: Don't Bring Them!

This is made clear in our publicly viewable festival guidelines and we expect all staff and crew to set the example and uphold this policy. No exceptions! You have months to plan and make arrangements for someone to mind your pet. This should need no explaining but here are the reasons:

- The festival takes place in a delicate natural environment and pets - especially cats and dogs - have a detrimental on wildlife and the local ecology, as well as the hygiene of the festival.
- Dogs especially are an issue and even well trained, well behaved dogs can act unpredictably in a chaotic, noisy festival environment with 1000's of new people and new situations and stimulus.
- Restrictions on pets are necessary to provide a safe and hygienic festival experience. Animal faeces, unpredictable animal behaviour and the risk of animal attacks and bites all are possible risks for festival patrons and by maintaining a no pet policy we can all help minimise these risks.

Children and the Family Realm / Kids Space

Some incidents in the past years have shown disregard to or confusion about the function of the Family Realm / Kids Space and so it is important to make this clear. The Family Realm is not a daycare centre. It is a space for activities, workshops and performances for *children and their parents*. Under no circumstances should children be left to roam free, or should it be considered acceptable to drop children off, expecting them to be cared for.

If you are part of the Earth Frequency event production in any way, and you plan to bring your child/children to the festival, it is important to prepare adequately for care of your children while you are on shift/duty, whether this is arrangements with a partner, friend or sharing child supervision with other parents.