



FESTIVAL MARKETPLACE – STALLHOLDER APPLICATION

Date: Saturday 31 March, Sunday 1 and Monday 2 April, 2018

Time: 11am – 5pm daily

Venue: Semaphore Foreshore and Beach, Esplanade, Semaphore SA

Stallholder Fees:

Market Stall: 3 days - \$450 total **or** 1 or 2 days - \$200 per day (Cost is for 3m x 3m space)

Food Stall: 3 days - \$600 total **or** 1 or 2 days - \$250 per day (Cost is for 3m x 3m space)

Additional Fees:

Powered site - \$50

Larger site – Price upon application based on size required

EVENT INFORMATION

Thank you for your interest in being a stallholder at the Adelaide International Kite Festival 2018. This year, the AIKF will be managed by the Adelaide Kite Flyers Association and K Marie Events, and will be held over the Easter long weekend in April 2018.

This international and multicultural event brings kite flyers from not only around Australia, but from overseas to the foreshore of Semaphore Beach in South Australia, brightening the sky and hypnotising spectators with their twists and twirls.

The Festival Marketplace is a popular feature of the event, back by popular demand. Situated on the foreshore, event visitors are invited to enjoy the sights, smells and tastes of the Marketplace featuring stallholders selling kites, toys, clothing and accessories, food and drinks, sweets and much much more.

To apply for a position in the Festival Marketplace at the 2018 Adelaide International Kite Festival, please ensure you complete the following:

- Complete the 'Stallholder Application'
- Read and understand the 'Important Information' and 'Terms and Conditions'
- Include a copy of your Public Liability Insurance
- Include a copy of your Food Notification Details (food stallholders only)

Please note, due to feedback from potential stallholders there is now the opportunity to apply for a position at the Festival for one, two or the full three days.

APPLICATIONS CLOSE FRIDAY 16 FEBRUARY, 2018

IMPORTANT INFORMATION

APPLICATION ASSESSMENT CONDITIONS

All applications will be assessed on:

1. Product type and uniqueness, suitability to kite and international theme
2. Stall size requirements (3m x 3m space – larger sites available upon request)
3. Powered site requests (not guaranteed availability)
4. Vendor professionalism

The festival organisers will also highly consider vendors that are from the Port Adelaide Enfield Council region, as we support local businesses. If successful, a confirmation pack with all festival information including confirmed site location, setup and operating details, will be sent. Site allocation is final and at the discretion of the festival organisers.

BUMP-IN AND BUMP-OUT

For stallholders who are involved for the full three days, bump-in will begin on Friday 30 March with all food trucks and trailers to be in position during this period. Bump-out will commence at 5pm on Monday 2 April with all sites to be cleared by 8pm. For all stallholders who apply for one or two days only, bump-in and out will occur daily. Further information on bump-in and out access times and vehicle access will be provided should you be successful in your application.

PUBLIC LIABILITY

A copy of your public liability insurance policy must be included in your application. It must be to the minimum value of \$10 million. Businesses unable to provide a copy of this policy will not be permitted to trade.

RESTRICTIONS

The promotion or handing out of printed material regarding political persuasion, religious affiliations or fundraising is prohibited at this event, unless previously approved by festival organisers. Any stallholder who is non-compliant with this restriction will be asked to remove their site from the festival immediately, and no refunds will be issued.

SECURITY

The Festival Marketplace will be surrounded by event fencing for the duration of the festival, including bump-in/out, with security on Friday, Saturday and Sunday evenings. It is the responsibility of the stallholder to secure their site and valuables. All equipment and property brought into the festival is to be the full responsibility of the stallholder. The AIKF committee and K Marie Events will not be held liable for any loss or damage.

FOOD LICENSES

All commercial food vendors will require a temporary food licence. Please include a copy of your current license.

POWERED SITES

Powered sites are available upon request and pending availability from Council. Any stallholders requiring a powered site must provide the exact amount of power required in your application, for review. Stallholders must provide their own tested and tagged electrical equipment. Any equipment not tested and tagged will not be able to be used within the Marketplace. Generators are not to be used unless previously agreed with the organisers.

Terms & Conditions

1. To apply for to be a stallholder at the Adelaide International Kite Festival 2018, this application form must be completed, signed and returned to K Marie Events by Friday 16 February, 2018.
2. Successful applicants will be notified by Friday 2 March, 2018, and provided with a confirmation pack and invoice for payment.
3. Confirmed stallholders are required to pay the stallholder fees in full by Friday 9 March, 2018. If a confirmed stallholder who has paid a site fee wishes to cancel their position after this date, no fees will be refunded.
4. Any cancellations must be received in writing prior to Friday 9 March, 2018 to k_newlyn@hotmail.com
5. The festival goes ahead in inclement weather, and will only be cancelled in the case of catastrophic weather. Any stallholders choosing not to attend will not be given a refund.
6. Site allocation is final and at the discretion of the festival organisers. No correspondence will be entered into.
7. For safety reasons, vehicle access to the event site will only be permitted at times listed in the confirmation pack, and no onsite parking will be permitted.
8. The allocated site for confirmed stallholders it to be used solely for the purpose and products specified in the application. No sub-letting will be permitted. Gambling and/or fundraising activities are strictly prohibited unless authorised by festival organisers. No selling, canvassing, hawking or distribution or printed or other matter will be permitted outside the area contracted.
9. The festival organisers have the authority to enter the Festival Marketplace and request removal of any article, sign, picture or printed material or stop any undue noise created by a stallholder.
10. Stallholders must trade within their allocated site position only. They must not use any space outside of these measurements unless previously agreed with festival organisers.
11. Stallholders must leave their allocated site position in a clean state upon bump-out on Monday 2 April, 2018, free of rubbish, spills and equipment. Any additional cleaning or removal expenses will be passed onto the stallholder.
12. All food stallholders must provide adequate floor covering to contain any spills or damage to ground.
13. Food must only be prepared in accordance with the council's food standards.
14. All stallholders must only use equipment in safe, working condition. All electrical equipment must be tested and tagged.
15. All equipment deemed a tripping hazard must be suitably covered to prevent any accidents/injuries.
16. All marquees and equipment must be weighted to ensure no movement during heavy wind etc. All weights must be clearly marked and visible to patrons to avoid any potential injuries. All weights must be water/sand weighted and not staked into the ground.
17. Any accidents, injuries, damage or loss of equipment must be reported to the festival organisers at the Information Tent as soon as possible after occurring.
18. Site area is to be kept clean and tidy at all time during the festival.
19. All equipment provided by the stallholders at the event is the full responsibility of the stallholder. This includes marquees, tables, chairs and stock.
20. The festival organisers will not be held responsible for any loss or damage to stallholder's equipment at the festival for any reason whatsoever.
21. The festival organisers reserve the right to cancel the stallholder contract and to retain any/all monies paid if they determine that any infringement of the above terms and conditions are not followed, and/or if the stallholder does not occupy said space at the commencement of the festival bump-in period.
22. By completing this application, the stallholder authorises the festival organisers to use any photography/film footage taken of their site including images of products and staff, for any publicity and marketing purposes including but not limited to promotional posters/flyers, websites, social media etc.