

## **TBMF MARCH 2024 - COMMUNITY MARKET**

The 2024 Basin Music Festival will be held 15-17 March 2024. The Community Market will run on Saturday 16 and Sunday 17 March.

This year we are reaching out to all community groups in and around The Basin Triangle and join us in creating a safe, fun, and vibrant environment for us all to have fun and enjoy each other's company.

We cannot wait to see what great ideas and opportunities are out there and invite interested groups to make an application to be part of this year's Festival. While we are giving priority to community groups and local traders, we are still keen to see who else may want to participate.

Below are the rules and requirements that need to be in place to guide on how to make the community market a great success. Online applications can be made here: <[tbfm.org.au/stalls](http://tbfm.org.au/stalls)>

All stallholders must have their applications in by 15 February 2024.

### **STALLHOLDER RULES AND REQUIREMENTS**

Please be sure to attach all relevant permits, certificates and Streatrader information in the application so that it does not get lost. TBMF may not be able to process your application if the form or documentation is incomplete or requires additional information. If you encounter any difficulty completing the form, or providing other documents, or have questions, please let us know – <[market@tbfm.org.au](mailto:market@tbfm.org.au)>

#### **Eligibility**

- TBMF will give priority to all non-commercial community-based stallholders – NO FEE will be payable.
- All information stalls that do not promote a commercial enterprise are FREE
- Commercial stallholders will be assessed on a case-by-case basis and charged a site fee as per the categories below. If accepted a minimum deposit of 50% must be received when a site stall is booked, and the remainder paid in full before the Festival commences.

#### **Key Dates:**

- 15 February 2024 - applications close
- 27 February 2024 - applicants will have been notified. If applicable, any deposits paid
- 5 March 2024 – final site designation, and applicants notified
- 12 March 2024 - if applicable, fees must be fully paid
- 15, 16, 17 March 2024 - The Basin Music Festival (the event starts on Friday 15th March 2024, but there will be no stalls that evening)

#### **Comply with TBMF stallholder code of conduct:**

- Respect the policies and procedures of The Basin Music Festival Inc.
- Always exhibit a positive and friendly approach with the purpose of ensuring Festival attendees have an enjoyable and memorable experience.

- Be alert but not alarmed! Report anything that looks dangerous or risky to public safety to TBMF volunteers at the Festival Information tent
- Respect and assist each other and Festival goers
- Follow OH&S practices and policies, including maintaining clear walkways, safe environment in and around the stall for your staff and guests
- Abide by Victoria's food authority guidelines
- Do not be under the effects of drugs or alcohol while on duty
- Accept and abide by all requests from Festival management with regards to noise and behaviour
- Direct feedback, compliments, and complaints to TBMF committee members and not to Festival guests

## **Comply with TBMF Child Safeguarding Policy**

All stallholders are to acknowledge they have read this Policy and will comply with its requirements, including working with children checks.

The TBMF Child Safeguarding Policy addresses the requirements under the Victorian Child Safe Standards (2022).

**TBMF statement of commitment to child safety:** The Basin Music Festival Association Inc (TBMF) has zero tolerance towards child abuse and neglect and is committed to providing an inclusive and safe festival environment for all children and young people.

All those involved with TBMF have a responsibility to understand appropriate conduct and behaviour towards children and the important, specific role they play in keeping children and young people safe from harm when they are involved in TBMF activities.

TBMF takes seriously its obligation to disclose and report any suspicions or concerns.

## **Apply online through the TBMF website and include:**

- All relevant contact info, including primary and secondary contacts' mobile numbers and email addresses
- Streatrader certificate for the festival (this is an important requirement for our Festival permit)
- A copy of your insurance certificate of currency
- Promotional material for the festival program

## **Pay fees if you are a commercial stallholder** (\$AUD and exclude GST).

- Food Stalls are licensed to sell drinks/food/desserts, incurring a fee of \$100 per day.
- Craft Stalls sell Australian handmade products that are not mass-produced; charged a fee of \$50 per day.
- Merchandise Stalls typically sell products that are mass-produced or imported or are not produced by the vendor. If your stall sells a combination of craft and merchandise it is a Merchandise Stall which incurs a fee of \$50 per day.
- Health and Wellbeing Stalls provide therapeutic and medicinal services, incurring a fee of \$50 per day.

## Comply with these conditions:

- Stall site numbers are limited by the event area. Wherever possible, preference will be given to stallholders from the local region, providing they meet all the application criteria.
- The Basin Music Festival Association Inc. reserves the right to refuse any application.
- Sites will be allocated by the TBMF Stallholder Coordinator.
- Stallholders MUST use the stall site allocated to them on festival day. If you want to make a change you may make a request to the coordinator.
- Only stallholders with current, valid Streatrader certificates will be admitted.
- No unauthorized stallholder will be permitted to occupy a site without approval from TBMF.
- Stallholders are to present their site/stands and staffing to a high standard.
- It is the responsibility of the stallholder to ensure marquees are secured to the ground, with all equipment and materials kept within the stall space and not presenting a hazard or hindrance to others.
- Stallholders are required to actively seek to reduce their environmental impact.
- Stallholders are responsible for the disposal of all their waste materials in an appropriate manner, conforming with all applicable laws and leaving the site clean. Garbage and recycling bins will be provided. Stallholders will place only recyclable items into the blue-top recycling bins; all other waste is to go into non-blue-top bins. All other packaging and waste not suitable for on-site bins (i.e., large bulky items that would occupy most of a bin's volume, such as a large box that has not been flattened) are to be removed from the site by the stallholder and disposed off-site.
- Stallholders may not play amplified music (or any other amplified audio) at any time during the festival without approval from TBMF.
- The stallholder agrees to indemnify TBMF against all liability, claims, demands, expenses, fees, fines, penalties, suits, proceedings, and actions of any kind.
- The stallholder occupies and uses the site at their own risk, indemnifying TBMF (including committee members and festival volunteers) from any liability for any damage to the display, stall, or any other property of any description; or eviction due to non-compliance to safety regulations.
- TBMF reserves the right to request removal of any structure, display or material that poses a risk or hazard or is deemed by TBMF as inappropriate for our audience.
- TBMF will not be responsible for any loss or damage to any stallholder stock or equipment left anywhere on the site.

## Stick to arrival, departure & running times

- No Vehicle entry to the park until 9:30 am - enter through a gate at the end of Church Street, in the southeast corner of the park. Refer to the map provided.
- Strictly **walking pace** (<10 km per hour) shared zone (there are cyclists and pedestrians using the path that your vehicle will use). If the gate is closed and locked, please contact the coordinator or any festival volunteer.
- All vehicles must be clear of the stalls site by 10:00 am.
- Parking may be available on the grass area on the southern end (uphill side) of the park just inside the vehicle entrance.

- There is no festival parking in front of the shops on Mountain Highway. We repeat: Do not park in front of the shops on Mountain Highway. Thank you.
- No vehicle will be permitted to stay in the stalls area. If your vehicle is a part of your stall, this should be clearly described in your application (photograph recommended), and arrangements may be made to accommodate.
- All heavy vehicles (including vans) must have a personal guide when being moved if pedestrians are present. If you need help with this, please inform the coordinator.
- Stalls must not be dismantled or removed prior to 5:00 pm without approval from TBMF. If you have sold out, or want to stop operating early, stalls can be tied up/closed ready for pull down, but not removed.
- For the safety of you and all festival attendees, we ask for your patience and understanding during bump in and out and wish to help you in any way possible. Just ask.

## **Understand our cancellation/refund policy**

If you cancel:

- Your cancellation must be received in writing at least three days prior to your first scheduled day. Please send an email with a clear and descriptive subject line (e.g., TBMF stallholder cancellation), and if you do not receive an acknowledgement within a day, please contact the coordinator by phone.
- Cancellation with a valid reason before the closing date will receive a full refund. TBMF will evaluate the validity of a reason (hint: it must be reasonable). Cancellations after that date will result in a zero refund.
- No-show forfeits all site fees. It is your responsibility to ensure you have communicated directly with TBMF, informing us of your intent to cancel, and to have received confirmation and approval in writing from the coordinator or another authorised officer of the Festival. If you only leave a simple note on your Facebook page, or attempt a direct message on Facebook, with no confirmation from the coordinator, that is considered a no-show.

If the Festival is cancelled:

- If the Festival is cancelled, a full refund will be issued for fees paid to date.
- TBMF will not be liable for any losses of potential revenue incurred by a vendor if the Festival has started but does not proceed for any part of the program because of unexpected inclement weather or any other causes that are beyond the control of TBMF.
- Extreme and Code Red fire danger days will trigger a cancellation or postponement on advice from CFA and Police.
- If the Festival is rescheduled/postponed, stallholders will be offered a guaranteed place at the rescheduled event. A full refund will be offered if the stallholder is unable to attend.
- As soon as practicable, festival organisers will email and/or call stallholders and post messages on Facebook and our website if the Festival is cancelled or postponed.

## **Communicate with TBMF and the Market Coordinator**

- The Market Coordinator will maintain regular contact and keep you informed.
- When you enter the application and include your correct contact details, you will receive an email reply which will include our contact details.
- Up to two days prior to the festival, you can contact us by email or by telephone. In your email, ensure the subject line describes who you are and what the message is about (i.e., “TBMF stallholder ...”)
- If you do not receive a response to your email within a day or two, assume the message was not received and try again or use an alternate method (SMS or voice call).
- From two days prior, and then during the festival, contact us by phone. If you send a text message (between 7 am and 10 pm) and you do not receive a reply within an hour, assume your message never arrived and try again.
- Using Facebook or any other social media platform as a primary means of communication is not reliable (or acceptable).

Thank you for your interest and participation in The Basin Music Festival.