

# **PARTICIPANTS INFORMATION KIT**

## **STALLHOLDERS PEAKS TO POINTS FESTIVAL (P2P)**

Sunday 15 July 2018

Oxley Creek Common

### **INDEX OF CONTENTS**

Attachment 1	Key Dates for Stallholders (1 page)
Attachment 2	Information for Stallholders (3 pages)
Attachment 3	Bump In/Out information (2 pages)
Form A	Confirmation of Participation (2 pages)
Form B	Stallholder Electricity Requirements (1 page)
Form C	Temporary Food Stall Application (if applicable)



## **Peaks to Points Festival** ***Communities caring for their Catchments***

The Peaks to Points Festival celebrates the diverse natural environment of greater Brisbane's southern region, from the dramatic heights of Flinders Peak near Ipswich, to the tranquil waters of Moreton Bay.

The Festival aims to raise awareness of the diversity of the area and the activities of local community and environmental groups working to improve the environment, through a program of interactive and fun-filled events.

Held over two weeks from 14 – 19 July, Peaks to Points brings the community together to celebrate our spectacular natural environment, the land, the waterways, our diverse range of native plants and animals, and the activities of community groups working to improve the environment.

Previously known as the Oxley Creek Water Festival, with a focus on the Oxley Creek catchment area between Flinders Peak and Graceville, Peaks to Points will also encompass the catchment groups of Wolston and Centenary, Bulimba Creek, Bayside Creeks and Eprapah Creek, an area of approximately 750 square kilometres.

Peaks to Points had over 35 events in 2017 and will open with the Festival Family Day on Sunday 15 July at Oxley Creek Common. A highlight of the fortnight's activities, the Festival Family Day will feature live music, dancers, street performers, workshops, activities, stalls and displays.

Other events held throughout the two weeks will include bird-watching, canoeing, bus tours, bird watching, platypus watch, tree-plantings and bush walking.

The Peaks to Points Festival Committee invites catchment groups and like-minded local and community organisations from Flinders Peak to Moreton Bay to support the Festival and provide events and activities, with the collective aim of raising awareness of catchment issues and show-casing your actions and the difference you are making to improving the environment and quality of life south of the Brisbane River.

For more information go to [www.peakstopoints.com.au](http://www.peakstopoints.com.au)

## Attachment 1

### KEY DATES FOR STALL HOLDERS

#### KEY DATES

8 June	<p>The following forms <u>MUST</u> be returned:</p> <p><b>Form A – Expression of Interest for Participation</b></p> <p><b>Form B – Electricity Requirements (return even if no requirements)</b></p> <p><b>Insurance – Certificate of Currency</b></p>
20 June	<p><b>Confirmation of Acceptances from (P2P)</b></p>
29 June	<p><b>Form C - Temporary Food Stall License Application (if applicable)</b></p>
29 June	<p><b>Full stall payment required</b></p>
11 July	<p>Pre-event meeting 5.00pm Oxley Creek Common 426 Sherwood Rd Rocklea</p>
14 July	<p>Bump-in of marquees only</p>
15 July	<p>Bump-in of all materials &amp; Family Day</p>

## Attachment 2

### INFORMATION FOR STALL HOLDERS

<b>Date</b>	Sunday 15 July 2018
<b>Venue</b>	Oxley Creek Common, 426 Sherwood Rd, Rocklea
<b>Operating Times</b>	Sunday: 10:00am – 3:00pm
<b>Ticket Price Per Day</b>	Free entry
<b>Site Cost</b>	<p>\$55 (incl of GST) for community groups selling Products          \$150 ( incl of GST)for commercial operators          \$150 ( incl of GST) for sweet food trucks          \$275 ( incl GST) for savoury food trucks.</p> <p>No charge for community group displays</p>
<b>Applications close</b>	<b>8 June 2018</b>
<b>Confirmation of involvement</b>	Stallholders will be advised of their stall inclusion and site location on <b>20 June 2018</b> .
<b>Equipment</b>	BYO
<b>Payments</b>	<p>All payments must be received no later than <b>29 June</b>. Cheques should be made payable to <b>Oxley Creek Catchment Assoc Inc</b> and posted to:</p> <p>Team Lacey Consultancy          24 Jeffery Street          Wilston 4051</p>
<b>Bump in access</b>	Saturday 12.00 noon for marquees only. All equipment and materials for inside stalls is required to be bumped in on Sunday from 6.00am.
<b>Bump out</b>	Sunday 3:00pm – trolley equipment

<b>access</b>	Sunday 4:30pm – vehicle access to grounds
<b>Health and Safety</b>	<p>All Food and Beverage stallholders must complete a Temporary Food Stall Licence Application and submit to Council with payment (please phone BCC on 3403 8888 to make the necessary arrangements). Please provide evidence of your license to the Festival Manager prior to <b>8 July</b>.</p> <p>Please be aware that Brisbane City Council will conduct an inspection of the site prior to the opening of the event to ensure all regulations are adhered to. The festival cannot proceed without their final approval.</p>
<b>Public Liability</b>	Stalls <u>must</u> provide evidence of insurance cover by providing a Certificate of Currency by <b>8 June</b>
<b>Utilities</b>	<p>P2P will provide power outlets for your stall. Please complete Form B and the number of outlets will be based on your response.</p> <p><b>ALL LEADS AND APPLIANCES MUST BE TAGGED AND TESTED <u>BEFORE</u> YOU ARRIVE ON SITE.</b> You will not be permitted to use leads or equipment that does not bare a current electrician's test tag.</p> <p>If you are using power boards they also need to be tested, and must not be overloaded.</p>
<b>Waste Disposal</b>	<p>P2P will supply wheelie bins for rubbish for stallholders and the general public. P2P will be responsible for ensuring the bins are emptied.</p> <p>Stallholders must take all cooking oil, fats away with them. This <b>MUST NOT</b> be disposed of using the general refuse facilities.</p>
<b>Cleaning</b>	Stallholders will be responsible for cleaning their own site. Oxley Creek Catchment Association volunteers will service the venue throughout the conduct of the event.

<b>Fire Extinguishers</b>	A dry chemical fire extinguisher of suitable capacity must be placed in the stall if cooking is conducted within the stall.
<b>Weather Contingency</b>	The event will proceed in all weather conditions unless it is deemed unsafe to do so by the Festival Manager in conjunction with the P2P Festival Committee. In the event of inclement weather, all stallholders will be notified. No stall fees collected by P2P will be refunded should the event be cancelled either before or during the event.
<b>Security</b>	It is the responsibility of the stallholders to secure their own site, equipment, stock and personal belongings during bump in, the event and bump out.
<b>Stallholder conduct</b>	Appropriate behaviour is expected of the stallholder, your personnel, agents or contractors. The Festival Manager has the right to refuse entry of you or your staff, agents or contractors if, in the Festival Manager's opinion you or they are intoxicated, or behaving in a manner deemed inappropriate. Stallholders are requested to act in the best interest of the event at all times, to adhere to professional and proper consumer trade regulations and to adhere to the required presentation guidelines.
<b>Designated Smoking Areas</b>	Areas will be established abiding by the guidelines of the Liquor Licensing Act.
<b>First Aid</b>	St John's Ambulance will be on site during the event, however stallholders are encouraged to hold a small first-aid kit at their stall.
<b>Canvassing</b>	Stallholders must not canvass patrons or distribute promotional material anywhere in the venue, other than from within your stall.

## Attachment 3

### PEAKS TO POINTS FESTIVAL (P2P) 2018

#### BUMP IN/OUT DETAILS

##### Bump In

###### **Saturday 14 July 12.00 noon – 6:00pm**

Stallholders are permitted to delivery and erect marquees only, during this time. All stall equipment must be delivered on Sunday.

###### **Sunday 15 July 6:00am – 9:00am**

Entry Point: Parking area off Sherwood Road will be signed posted Stall/Supplier parking only. Vehicles may enter and exit as often as required during the morning.

You must ensure all leads and electrical equipment have been tagged and tested by an electrician before your arrival on Sunday. Stallholders will not be allowed to bump in additional electrical equipment after 9:00am Sunday 15 July.

#### During the Festival

###### **Sunday 15 July 10:00am – 3:00pm**

Any stock that needs to be brought into the site during the festival times will need to be carried or trolleyed in from carpark.

##### Bump Out

###### **Sunday 15 July 3:00pm onwards**

Stallholders are permitted to dismantle their stalls and remove any items, which can be walked/ trolleyed out after 3.00pm, but vehicles will not be permitted to enter the site until 4:00pm.

## EXPRESSION OF INTEREST - STALL FORM A

**THIS FORM MUST BE RETURNED BY 8 JUNE**

This 2 page form is confirmation that the organisation mentioned below will participate in the **Peaks to Points (P2P) Festival Family Day on Sunday 15 July.**

To book your space, please complete the details below and email back to Emily – [gemma@teamlacey.com.au](mailto:gemma@teamlacey.com.au)

*All responses must be printed clearly please*

<b>Organisation Name</b>			
<b>Contact Person</b>			
<b>Postal Address</b>		<b>Postcode</b>	
<b>Phone</b>		<b>Fax</b>	
<b>Email</b>		<b>Mobile</b>	
<b>Website</b>			
<b>What product/s will you be exhibiting? (if applicable)</b>			
<b>What activities will you conduct on your stand? (if applicable) (if food list menu)</b>			
<b>Do you require Power? If yes, please complete Form B and return.</b>	<b>Yes or No (please circle)</b>		
<b>Do you have any other specific requirements?</b>			



Please book the following:

	No. of stalls/sites	Fee
<b>Cost per stall \$</b>  All marquees and equipment are the storeholder's responsibility. Please provide specific details and sizing below: (eg marquee size, number and size of tables, chairs, etc). If you are not using a marquee can you please provide details of space required?  _____ _____ _____ _____ _____ _____		\$
		\$
<b>TOTAL</b>		\$

I acknowledge that I have read and understood the Participants Information Kit and agree to comply with all requirements stated in this information.

I also understand that if the Festival Manager determines that inclement weather conditions are likely to prevent the event from being carried out successfully and safely at the venue without significant discomfort to patrons, the event shall be cancelled, and no fees will be refunded, nor will Peaks to Points Festival (P2P), be liable for any losses incurred by the stallholder.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Signature** **Print Name** **Date**

## ELECTRICITY REQUIREMENTS Form B

### THIS FORM MUST BE RETURNED BY 8 JUNE

This form will be used by the electrician to allocate an appropriate number of electrical outlets to each stall. Your responses on this form will determine the number of outlets that will be provided, so you must ensure that everything that you require is listed on this form. Please complete the details below and email to Gemma – [gemma@teamlacey.com.au](mailto:gemma@teamlacey.com.au)

Organisation Name	
-------------------	--

Please list every electrical item that you will be using at the festival in the space provided. ALL appliances MUST have a CURRENT electrician's testing tag. Include how many of each and how many amps per appliance are required.

Appliance Type	No. of amps	No. of appliances

Will you be using a cold room? (please circle) Yes / No

If yes, what size?	
--------------------	--

Please ensure that you have an appropriate number of extension leads (TAGGED AND TESTED) for each of the items mentioned above.

Do you require 3-phase power? (please circle) Yes / No