



NATIONAL CELTIC FOLK FESTIVAL

JUNE 7 - 10TH 2024

CLANS & ASSOCIATIONS STALL GUIDELINES

The following guidelines applies to all clan and associations stallholders. Please read carefully.

1. STALL SITES - Own set-up or site in small marquee

- a. Must provide own safe, secure and presentable marquee/structure OR shared site in a small marquee, limited power available
- b. If bringing own set up, 3m frontage by 3m depth
- c. Steel frame marquee system with tubing no less than 30mm square or diameter with PVC covering is permitted
- d. Umbrella or sunshade style cover is NOT permitted
- e. A pop up / pull-out aluminium frame system with Gore-Tex roof covering or PVC is permitted

2. HOURS OF OPERATION

- a. All stalls must remain open for the following hours of operation:
 - o Saturday June 8th & Sunday June 9th - 10am - 7pm
 - o Monday June 10th - 10am - 3:00pm
- b. This year there are no additional operating hours available

3. SET-UP TIMES

- a. There are two set-up windows. Friday June 7th 10:30am - 3:30pm and Saturday June 8th 7:30am - 9:30 am
- b. Stallholders are strongly encouraged to set-up on Friday rather than Saturday morning.
- c. **ALL VEHICLES MUST BE OFF-SITE BY 4PM ON FRIDAY FOR SAFETY REASONS**
- d. All stall sites must be ready to operate by 10am every morning of the Festival
- e. No vehicles are allowed in the market area after 9:30am on any day of the Festival
- f. Load out will take place once the site is clear on Monday afternoon.

4. PARKING, VEHICLES AND ACCESS

- a. All market stalls are required to load in and out during the allocated times
- b. Entrance to the Festival site on Friday and Saturday morning is from Newcombe Street, please drive slowly and carefully. You will be required to take instruction and directions from the Market Coordinator and site crew.
- c. There will be areas for unloading and loading vehicles allocated on the site. Please note that this may not be right beside your tent, and you may be required to hand bomb some items in. Please bring appropriate equipment just in case.
- d. Stallholders can park their vehicles on The Esplanade of Fisher Street which has all-day free parking available close to the festival site

5. NO CAR ACCESS DURING FESTIVAL except for:

- a. Friday 10:30am - 3:30pm (for set-up)
- b. Saturday, Sunday & Monday 7:30am - 9:30am (for set-up, product drop off, refill, etc.)
- c. Monday from 3:30pm (for pack-up)



6. POWER REQUIREMENTS

- a. Onsite power is not available to Celtic Clans and Associations.
- b. Celtic Clans & Associations requiring power must provide their own generator – contact NCF to discuss details

7. WASTE AND RUBBISH REMOVAL - ENVIRONMENTAL CONSIDERATION

This year, the Festival is continuing its efforts to reduce/eliminate waste across the festival site. Please read through our updated guidelines for 2024, and contact us if you have any questions. We are happy to help guide our stallholders towards making better decisions for the planet.

1. The NCF is a no single use plastic or foam event. This means the following items are not to be sold by stallholders:

- o Plastic bags
- o Plastic straws
- o Plastic stirrers
- o Packaging that has a plastic component
- o Plastic utensils
- o Water or soft drinks sold in plastic bottles.
- o Takeaway containers with a plastic component
- o Tetra packs of any kind (juice box)
- o Plastic, foam, or single use coffee cups
- o Single serve sauce, condiment, sugar, salt, pepper, spice etc.
- o Balloons

If you need to use any of these items in your BOH operations, we ask that you please try to keep it to a minimum. Stallholders are required to list the items they intend to use for service (types of containers, cups, cutlery, bags etc.) on their application. A reminder that we require all packaging to be compostable or recyclable.

2. The festival will have a resource recovery system where the following will be recycled. Paper/Cardboard (clean)

- o Organics/compostable
- o Paper (straws/serviettes/plates/carry bags)
- o Cardboard containers for food
- o Glass bottles
- o Cans
- o Bamboo cutlery

3. Disposing of waste

- o Stallholders can dispose of recyclable waste onsite as long as it is sorted and disposed in the Resource Recovery System categories listed in point 2.
- o Any landfill waste or products that do not fit into the Resource Recovery System categories will need to be taken off site and disposed of.
- o Stallholders will be charged a disposal fee if NCF needs to dispose of your waste

Before you arrive onsite, please read and understand these guidelines and have a plan for your waste. A member of our waste management team will be coming around during bump in to discuss your plan and show you the proper sites to dispose of your sorted waste.



8. INSURANCE

- a. All stall holders **MUST** have Public Liability Insurance with a minimum of \$20 million cover
- b. Attach copy of your current Public Liability Insurance policy to the application (must be current over Festival weekend or supply once renewed)

9. GENERAL GUIDELINES

- a. All stallholders are to provide their own tables and/or display equipment, chairs etc.
- b. Stalls should not extend their displayed goods beyond the boundaries of their nominated site – do not encroach onto the walkways with racks or displayed goods
- c. No smoking will be permitted inside stalls, within 10 metres of a building entrance, around combustibles or while handling hazardous materials
- d. It is the responsibility of the stallholder to ensure that your stall area is safe at all times and no part of your stall poses a hazard to any persons
- e. Council staff and/or NCFF organisers will conduct inspections of all stall sites and any stalls found to have inadequate facilities and/or contravening the conditions of this agreement will not be permitted to operate
- f. Stallholders will not assign, share or sublet all or part of site without written consent of the NCFF
- g. NCFF organisers reserve the right to enter any stall site and remove any article, sign, picture or printed matter that is not eligible for display, poses a risk or hazard or is deemed offensive
- h. Use of amplifiers or loud speakers to play pre-recorded music is not permitted without the consent of NCFF organisers

10. SECURITY

- a. Stallholders are totally responsible for the security of their stall, equipment and goods
- b. Stallholders will not be permitted to sleep overnight onsite
- c. The market area is patrolled by professional security guards during the Festival

11. BOOKINGS AND PAYMENTS

- b. Approved applicants will be sent written confirmation as soon as possible after closing date
- c. NCFF organisers reserves the right to refuse applications at its own discretion

12. COVID SAFE EVENT

- a. The Festival will operate on the current public health advice in relation to COVID-19

13. FESTIVAL PASSES

- a. In thanks, each stall will be offered 2 festival passes
- b. Tickets can be collected in the Festival Ticket Office at Guest Registration, and you will be issued a Festival Pass wristband and program
- c. It is up to the discretion of each stall to decide who will receive tickets on which days of the festival

14. TIMELINE

Applications close on the 17th of March 2024.

Applicants will hear from the Market Team within two weeks of applications closing.