

Stall Application Requirements

Vendors must ensure the following items have been provided with the Vendor Application Form & Agreement:

- Completed Application Form including all relevant stall particulars
- Payment of Stall Fee + GST
- Diagram of Vendor Stall Layout
- Photo of stall (from past displays or markets)
- Details of stall products
- Copy of current Public Liability Insurance (minimum \$10 million)
- Be available to trade for the entire duration of the event.

These items are required in order for applications to be considered and must be provided at the same time. Please send these by either:

- Email to maff2631@gmail.com
- Post to: MAFF Coordinator, PO Box 3, Nimmitabel NSW 2631

Withdrawals / Non-Selection

If for any reason Vendors withdraw from the Monaro Art Food Fashion market the site will be reallocated to another vendor where possible with no refund payable. As MAFF aims to cross-promote vendors in our marketing we seek loyal regular vendors. We do understand that illness and family issues may arise from time to time, so encourage communication between vendors and the MAFF Coordinator to ensure we all work cooperatively for the mutual benefit of all interests.

Covid-19 & Related Health Policies

MAFF is duty-bound to follow Government legal requirements where clearly announced. MAFF encourages the following of standard health and hygiene practices such as washing hands, use of hand sanitizer and the common sense approach of reducing the potential of spread of Covid-19 or any other pathogens. There is no mandatory vaccination requirements of any type at MAFF at the time of producing this document.



Nimmitabel — @ 1,100 metres elevation situated in the middle of nowhere & halfway to anywhere!

MONARO

ARTS

FOOD

FASHION

VENDOR

INFORMATION

How Do We Select Vendors?

We select a diverse range of art/craft, clothing, jewelry, trade and food stalls that complement each other and are in keeping with the Art Food Fashion theme. Selection and final decision of stalls and site locations is at the discretion of the MAFF Coordinator. The following are all taken into consideration when selecting vendors:

- We select stalls based on loyalty, product quality and diversity.
- Stalls must be available to trade for the entire duration of the event.
- Appearance and stall presentation. A photo of past or proposed stall MUST accompany Vendor application
- Accurate description of products/services. For Food items please ensure you have met various food hygiene and health regulations.
- Where possible, MAFF does not encourage vendors with same or similar products as we foster vendors to trade on their unique strengths. Where vendor applications are submitted for same or similar products the vendor that submits their application first will typically be accepted ahead of any same or similar product vendors.

2023 Fees

Stall Fees / Payments

Vendor Fees are based on site size and frequency of attendance over the year. 2x3 m vendor sites are \$15 each per month with 3x3m sites at \$20 each per month. Larger sites based on these combinations can be applied for upon discussion with the MAFF Coordinator. For example: If requesting a 3x3 m stall site for the months of June - October the total cost will \$20 x 5 (months) = \$100 payable upon application either by direct bank deposit or cheque. Vendor applications will not be considered unless this payment has been made and the information required as outlined in this brochure has been provided

Monaro Art Food Fashion attracts visitors from across the region and beyond on the first Sunday of each month. Food and trade vendor stalls are an integral part of the markets and provide the public with a colourful village style atmosphere. This brochure provides information required to facilitate vendors decision to participate, size, power, etc. For further inquiries please contact the MAFF Coordinator maff2631@gmail.com 0439-600 967

Types of Vendor Stalls

- Arts - visual, music, dance, woodcraft, paintings, photography, etc
- Food and beverages - organic, processed, confectionery, etc
- Fashion - textiles, clothing, jewelry, ornamental, imagination endless
- Community organisations - not for profit district groups
- Display - Various Government and related agencies/programs

Art Stalls

Often provocative, but always interesting and attractive artists are encouraged to show their works and services at MAFF. Prices need to be clearly marked on items for prospective buyers to be unambiguously aware. Bargaining is at the discretion of the artist or representative retailer.

Food Stalls

We choose food stalls based on the uniqueness described, which must consist of a healthy, interesting cuisine. Organic foods, fresh and processed are encouraged. Please ensure all relevant health and hygiene procedures are closely followed. Please note that high power usage vendors 2kW+ must provide their own generator.

Fashion Stalls

These may comprise a wide variety of items ranging from textiles to finished clothing to jewelry and ornamental items. Whilst discretion is always taken MAFF may limit the vendors offering similar products and services.

Community Stalls

MAFF offers a limited number of subsidized not-for-profit Community Stall sites to promote the activities of their organization. These stalls can not sell items, but may seek donations, fundraising, membership and provide information on activities.

Display Stalls

These comprise exhibitions by Government agencies, NGOs and commercial organizations promoting various activities and located either in/outdoors.

MAFF 2023 Dates

Always the 1st Sunday of the month, with the exception of May (which is a themed market as part of the annual 2-day Steampunk @ Altitude festival)

- -
- -
- -
- -
- Sunday 1 October
- Sunday 5 November
- Sunday 3 December

Nimmitabel Pioneer Memorial Hall

- 34 Bombala Street, Nimmitabel (main highway & centre of town)
- Power leads and appliances must meet Australian Standards with leads a valid safety test tag. MAFF does not supply power extension leads.
- With limited taps onsite and access to water, vendors must share.

Vendor Stall Sites

MAFF Vendor sites are allocated in accordance with MAFF theme requirements & site capacity. To avoid placement issues, Vendors must provide clear and concise information on operating needs. These include stall power, water and sullage requirements where relevant. Please read all information in this brochure.

Two sites are offered externally, these generally being food vendors. 21 Vendor sites are provided within the Nimmitabel Pioneer Memorial Hall.

Preference will be given to placement of Vendors which agree to regular attendance at MAFF, in order to promote familiarity with visitors as well allow for effective cross-promotion.

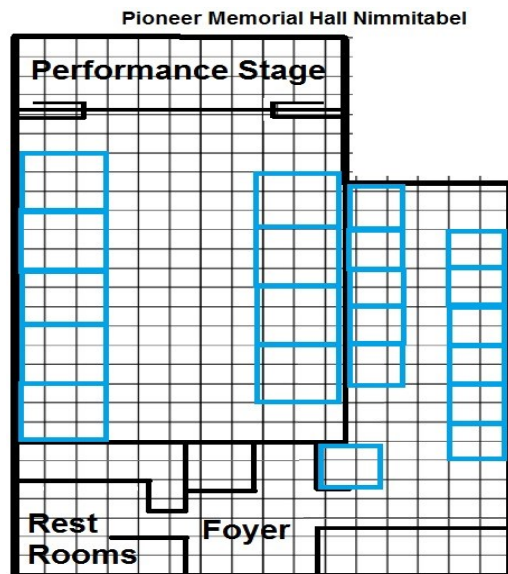
Stall Size

Generally stall sizes are 2 x 3 metres or 3 x 3 metres or 6 x 3 metres these measurements use the formula width and depth, stall sites and pricing are calculated on a m² units. If stall needs are outside these standard dimensions or Vendors need increased space, please specify the size required on the application form by specifying the total frontage x depth and by indicating your stall size on a scale drawing. Extra space will be charged on a pro-rata basis as determined by the MAFF Coordinator.

Having the exact Vendor stall dimensions is crucial to be able to fit all stalls accepted on site. This includes information for back of house, food preparation areas, change rooms and storage space where relevant.

Stall Set-up

Set-up of Vendor sites is available from 8am on the morning of the MAFF. No setup is allowed the evening prior to MAFF. Bump out with cleanup of Vendor sites is permitted until 6pm on the day of the MAFF event. No storage of materials or cleaning is permitted overnight or into the following day.



Outdoor Stalls

Outdoor stall sites are located on a flat grassed surface at the front of the Nimmitabel Pioneer Memorial Hall. All outdoors Vendor Marquees/Tents must be weighted, not sharing weights between stalls. If required Vendor Stall Shells and Name Headers are available for hire at reasonable rates from Cooma Equipment Hire 6452 1705, Goulburn Party Hire 1300 782 055 or Barlens Hire 02-6206 2000.

Vehicles

MAFF limits vendor vehicles being on site during bump in and out only - with only emergency vehicles allowed during general public access times. Vendors must use the designated roadways in deliveries and removals. Vendor parking is available in nearby Clark Street, thus making it easier for visiting customers to park along the main street and attend MAFF.

Accommodation

No overnight attendance is allowed in the Nimmitabel Pioneer Memorial Hall or surrounding land. The nearby Federal Hotel and Nimmitabel Motel can accommodate up to 100 persons - telephone 0481 481 034. Camping is available at the Nimmitabel Caravan Park off Boyd Street or Nimmitabel Show-ground off Ryedale Road.

Environmental / Waste Management Information

- All food stalls must use biodegradable or reusable crockery and cutlery.
- Food stalls are asked to serve food in bowls, plates or cups, not large enclosed packaging unless agreed with the MAFF Coordinator.
- MAFF does not allow stalls to provide single-use plastic bags - only recyclable or biodegradable materials can be used.
- Patrons and vendors alike are encouraged to use recycle bins provided.

Food stalls must provide a waste bin for within their stall to collect food waste and if oil products are used in cooking, an oil drum must also be utilized. MAFF takes its responsibility to dispose of waste appropriately. Please assist us by purchasing your own bin for food waste if required, and by disposing of oil appropriately off site.

Promotion

MAFF uses a diversity of social/printed/multimedia to promote interest and visitors to the monthly event. A modest promotional budget is allocated to grow MAFF in a wide range of public spaces.

The key MAFF audiences targeted include ACT Canberra, NSW South Coast, Gippsland as well as our immediate Snowy Monaro region. These areas combined have a prospective visitor population base exceeding 1 million people, by far the largest outside of any Australian state capital city.

Cross-promotion is encouraged with MAFF flyers and posters provided to regular monthly vendors attending MAFF for display at other market events.

MONARO ART FOOD FASHION VENDOR TERMS & CONDITIONS

AVAILABLE TRADING TIMES & DATES

08:00 - 10:00	Setup and
16:00 - 17:00	Bump out 1 hour either side of trading times
08:00— 24:00	Retail hours 1st Sunday of the Month

LOCATION: Pioneer Memorial Hall, 34 Bombala Street, Nimmitabel NSW 2631

SITE FEE: \$15 for 2x3m site or \$20 for 3x3m site per monthly MAFF payable with application

- Vendors can open and close at their discretion, although are expected to trade 12:00-22:00 on Friday, 10:00~22:00 Saturday and 10:00~18:00 on Sunday. Set up and removal is to be prior to opening and past the closing times as indicated above.
- This is a family friendly event – no illicit drug use, violence or foul language within market perimeter. Any breach will be dealt firstly with site security warning, then by police action.
- \$10 million Public Liability is required. If no public liability insurance is held, Vendor agrees by signing this form to indemnify the Nimmitabel School of Arts Inc, sponsors and other vendors from all liability, law suits, actions and claims relating to your presence at MAFF.
- Whilst security is present, the organiser does not accept any responsibility for Vendor items lost, misplaced or stolen whilst at the MAFF venue.
- Vendor personnel must obey all MAFF Occupational Health & Safety policies and Government regulations as well as obeying instructions from the MAFF Coordinator. Failure to do so may result in the removal of Vendor Equipment and Materials and associated Vendor personnel from the market site.
- Due to site limitations and commitments, Vendor Stalls requiring 2kW or more power are required to provide their own power generation
- This agreement covers site only which comprises wooden, grass, bitumen, concrete or carpeted surfaces. Vendors are responsible for providing weights to hold outdoor marquees/ tents etc.
- Mention will be made in the printed MAFF Program, website as well as from the MAFF stage at various times during the event.
- Vendors must return stall site are to its pre-event condition. Before departing MAFF the Vendor will allow inspection by the MAFF Coordinator.
- Vendor withdrawal from any previously booked MAFF event will forfeit their Vendor Fee and site for that specific monthly MAFF event, but will continue to hold their vendor site allocation for subsequent MAFF events, unless advised otherwise to the MAFF Coordinator.
- Vendors unsuccessful in MAFF site allocation will be refunded any Vendor Site Fee paid.

AGREEMENT

I agree to the Vendor Terms and Conditions above by signing below and enclose the relevant fee and required information to reserve my vendor site at MAFF

Signature _____ Date _____

MONARO ART FOOD FASHION VENDOR APPLICATION FORM & AGREEMENT

Vendor Details:

Organisation/Name: _____
ABN: _____ GST Reg: YES / NO
Vendor Stall Title/Name: _____
Contact: _____ Address: _____
Town/Suburb: _____ State: _____ Postcode: _____
Telephone: _____ Email: _____

Vendor Stall Details:

Indicates Stall Type: Arts Food Fashion Community
Stall Size Required: 2 x 3 metres @ \$15 or 3 x 3 metres @ \$20 =
\$ ___
Power Requirements: YES/NO if yes indicate ___ amps
2023 Dates: ___ 5 Feb ___ 5 Mar ___ 2 Apr ___ 4 Jun ___ 2 Jul ___ 6 Aug
___ 3 Sep ___ 1 Oct ___ 5 Nov ___ 3Dec

Total MAFF months applied for _____ Total amount paid with this Application \$ ___

Payment Options:

1. Cheques / Money Orders payable to Nimmitabel School of Arts Inc
2. Direct Deposit: Westpac BSB 633 000 Account 137908950
Please add as a Reference your Vendor Name

Vendor Application Checklist:

- Completed Application including relevant stall particulars
- Payment or Stall Fee
- Diagram of proposed stall layout of stall
- 1 x Photograph of stall (from previous festival, markets, etc)
- Details of Vendor stall products, food menus, display type, etc
- Copy of current Public Liability Insurance (minimum \$10 million)

Remittance Details:

Please send this completed booking form and checklist items to:

Postal: Coordinator
Monaro Art Food Fashion
PO Box 3, Nimmitabel NSW 2631
Email: maff2631@gmail.com
Telephone: 0439-600 957