



# 2022 STREET PARTY VENDOR APPLICATION FORM

Fields marked \* are required.

## BUSINESS DETAILS

**Business/Organisation Name\***

**Business Category\*** *please tick one*  Local Business  Local Community Group  Other

A Local Business is defined as any business or sole trader based in the Bridgetown-Greenbushes Shire. A Local Community Group is defined as any not-for-profit community group or association based in the Bridgetown-Greenbushes Shire.

**Contact Name\***

**Postal Address\***

**Email Address\***

**Day Phone Number\***

**Mobile\***

**Website**

## PRODUCT DETAILS

**Product Category\*** *please tick one*  Food  Merchandise

**Product Description\*** Description of your business including list of good/services. Attach additional page if more space required.

**Power\*** I require power and will PROVIDE MY OWN generator and electrical equipment.

Yes  No  
*Please tick one*

**NOTE:** Blues at Bridgetown DOES NOT SUPPLY ANY POWER to Vendor Sites.

## IMPORTANT INFORMATION

- Each Street Party Vendor Site is a standard 3m deep x 6m long. Festival Vendors will have different site footprints according to their approved application. Your set-up **MUST** fit within these dimensions.
- Applications close 15<sup>th</sup> September 2022
- Do not send payment with your application. If your application is successful, you will be invoiced.
- For your application to be considered, it must be accompanied by all required documentation and fully completed.

## TERMS AND CONDITIONS

I have read, understood and agree to all Terms and Conditions\* *please tick to confirm*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

# EVENT DETAILS

Event Date: Saturday, 12 November, 2022  
Event Site: Hampton Street, Bridgetown

## BUSINESS CATEGORY DEFINITIONS

### Local Business CBD

a business or sole trader with a permanent shopfront/premises on Hampton or Steere Streets Bridgetown that falls within the event road closure.

### Local Business Other

a business or sole trader based in the Shire of Bridgetown-Greenbushes but not within the Bridgetown Local Business CBD as defined above.

### Local Community Group

a not-for-profit community group or association based in the Shire of Bridgetown-Greenbushes.

### Non-Local

any entity not based in the Shire of Bridgetown-Greenbushes.

### Festival Vendor

a three day festival venue food trader, non local.

## FEE SCHEDULE 2022

	FOOD Vendor				MERCHANDISE Vendor			
	Local Business CBD	3 day Festival Vendor	Local Community Group	Non-Local Street Party	Local Business CBD	Local Business Other	Local Community Group	Non-Local Street Party
Vendor Fee (ex. GST)	\$200.00	\$480.00	<i>exempt</i>	\$225.00	\$125.00	\$125.00	<i>exempt</i>	\$150.00
GST	\$20.00	\$48.00	\$0.00	\$22.50	\$12.50	\$12.50	\$0.00	\$15.00
Shire Fee (GST exempt)	<i>exempt</i>	\$161.80	<i>exempt</i>	\$103.80	<i>exempt</i>	\$36.80	<i>exempt</i>	\$36.80
Total Fees (inc GST)	\$220.00	\$689.80	\$0.00	\$351.30	\$137.50	\$174.30	\$0.00	\$201.80

- Successful applicants will be invoiced.

## ONLINE APPLICATION

Before you start your application, ensure you have read the terms and conditions on the following pages as you will need to agree to them before your application can be submitted.

Also, all vendors are required to hold Public Liability Insurance and food vendors must also be registered as food business. Having a scan or image of the following documents ready to upload with your application is ideal:

- A copy of your Public Liability Certificate of Currency
- For Food Vendors, a copy of your Certificate of Registration as per Food Act 2008.

You can fax or post these documents to us later, but please note – we won't process your application until these documents have been provided.

## APPLICATION CHECKLIST

Your application will only be considered if it is accompanied by all required documentation and fully completed. Use this checklist to ensure you are submitting your application correctly.

- Entire application is fully completed.
- You have acknowledged the Terms and Conditions, signed and dated the application.
- A copy of your Public Liability Certificate of Currency is attached.
- For Food Vendors, a copy of your Certificate of Registration as per Food Act 2008.

## SUBMITTING YOUR APPLICATION

You can fax, email, post or submit your application online via the website.

Email: [streetparty@bluesatbridgetown.com.au](mailto:streetparty@bluesatbridgetown.com.au)

Post: PO Box 206  
Bridgetown WA 6255

Online: To submit online you will need to scan your completed form and all the required documents and attach them as ONE document. The webpage to submit online is:

[streetparty@bluesatbridgetown.com.au](mailto:streetparty@bluesatbridgetown.com.au)

# STREET PARTY VENDOR – TERMS AND CONDITIONS

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## GENERAL

1. Vendors are to treat other vendors, customers and event personnel with respect. Inappropriate behavior will not be tolerated.
2. Vendors must adhere to all applicable laws and regulations, including but not limited to those governing the areas of food preparation and service, health and safety, consumers and fair-trading.
3. Blues at Bridgetown Inc. reserves the right to decline any application. Decisions are final and no correspondence will be entered into.
4. Vendors are required to hold a Public Liability Certificate of Currency. A copy must be provided with your application for your application to be considered.
5. Food Vendors must have the appropriate registration as required per the Food Act 2008. A copy must be provided with your application for your application to be considered.
6. Vendors are responsible for any damage they cause to other property.
7. The following goods are not permitted: • Weapons or imitation weapons (including toys) • Hazardous or flammable goods • 'Fun string' and 'silly string' type products • Shaving cream • Any goods prohibited by law.
8. Failure to comply with any Term or Condition will adversely affect any application for a future event. It may also result in you being removed from the event site.

## TRADING HOURS

9. It is a condition of application that you trade for the minimum duration of 9:00am – 6:00pm.
10. Vendors are permitted to trade at their discretion from 6:00pm – 9:30pm. Note that Vendor sites must be clear by 10:00pm (refer to Bump-out section).

## VENDOR SITE ALLOCATION

11. Vendor Sites are allocated at the discretion of Blues at Bridgetown Inc. in the best interests of the Festival. There are limited shade positions.
12. Vendor Site locations may not be the same as in previous years due to changes to event layouts or operational logistics.
13. Blues at Bridgetown Inc. reserves the right to reallocate Vendor Sites at any time as/if required for any operational reason(s).
14. Your designated Vendor Site is your approved trading area. Set-up/trading in any other area is not permitted.

## VENDOR SITES

15. Each Vendor is allocated a Vendor Site of a specific size (footprint). You must fit within the size allocated to you and are not permitted to encroach into neighboring Vendor Sites or shop areas.
16. All Vendor Sites must be left in same condition as they were found.
17. Vendors are required to maintain their stall and surroundings in a clean and tidy manner at all times.
18. Vendors are responsible for the security of their stall, equipment and products. Any loss or damage to your property or stock is your responsibility.
19. Use of amplifiers, loud speakers or loud hailers by vendors is prohibited.
20. No dogs or other animals are permitted.

## VENDOR'S EQUIPMENT

21. Vendors must bring all their own equipment for trading.
22. All structures must be firmly anchored to the ground in a manner to withstand reasonable winds.
23. Vendors should ensure they have adequate sun as well as rain protection for inclement weather.

*Terms and Conditions continued on next page*

## VENDOR'S POWER & ELECTRICAL

24. Blues at Bridgetown Inc. does not supply power to Vendor Sites. If power is required, vendors will need to supply their own **silent and low emission** generator.
25. All electrical equipment including power cables and generators **MUST** have passed inspection and be tagged by a licensed electrical contractor.
26. Blues at Bridgetown Inc. production personnel may impound non-tagged electrical equipment including power cables or non-compliant generators. Impounded items can be collected at the conclusion of the event.
27. Blues at Bridgetown Inc. will have a licensed electrician on-call to offer a test and tag service during bump-in. The charge will be \$55 (including GST) per electrical item.

## PARKING

28. Vendors will receive one pass for parking in a designated area. Vehicles cannot be parked beside your Vendor Site.
29. Vendors are strongly encouraged to bring a suitable trolley to enable you to transport stock between your vehicle and Vendor Site at any time particularly for bump-out. There may be some help to Bump Out but this must be noted at Bump In to allow for rostering.

## ROAD CLOSURE

30. Road closure is planned to be in effect from Saturday 7:00am to Sunday 4:00am. Road closure is in effect when advised, not strictly the planned time as it may be delayed for operational reasons.
31. During road closure times, **no vehicles or vehicle movements are permitted on the road.**
32. Outside road closure times, vehicles are permitted and must abide by all normal traffic and parking rules/regulations as the road is in normal operation.

## BUMP-IN

33. Vendors are not permitted to set-up on the road until advised by event personnel that the road closure is complete and in effect.
34. Drop-offs for bump-in are permitted from 4:00am to 7:00am prior to road closure.
35. Any drop-offs prior to road closure being in effect must be placed on the footpath adjacent to your allocated Vendor Site, not on the operational road.
36. Equipment and goods on the footpath must be placed with care as to not create trip hazards.

## BUMP-OUT

37. Vendors must have their Vendor Site completely clear by 10:00pm.
38. All equipment and goods must be carried or trolleyed back to vehicles. Vehicles are not permitted on the road as the road closure is still in effect.
39. Care must be taken during pack-down/bump-out as the road is still crowded with pedestrians.
40. All vendors are required to clear away their own 'trading waste' from their Vendor Site such as boxes, containers etc. There are ample bins throughout the site for you to use.

## FEES & CANCELLATIONS

41. Fees are charged according to the Vendor Fee Schedule for year of the event.
42. Successful applicants will be invoiced and must pay their fees within 21 days of the invoice date. Failure to pay by the due date will result in your Vendor Site being reallocated to another vendor.
43. Cancellations must be requested in writing. No fees will be refunded for cancellations after 30 September.
44. Fees will not be refunded should inclement weather or factors beyond the control of Blues at Bridgetown Inc. affect the event. Vendors participate at their own risk.
45. Vendors are required to comply with all Terms and Conditions.