

ROCKHAMPTON RIVER FESTIVAL



TRADE INFORMATION
KIT 2022



ROCKHAMPTON RIVER FESTIVAL

7-9 OCTOBER 2022

The Riverside will again come to life with the return of Rockhampton River Festival 7-9 October 2022.

This signature Rockhampton event now reaching its 7th anniversary remains in October for the second year. Programming and the event footprint has been revised to utilise more shaded and indoor spaces with a focus on evening entertainment.

LOCATION

Rockhampton CBD and Riverside

The event will spread along Quay Street and down onto the waterfront plaza between Derby and Archer Street, then meander through Quay Lane.

DATES

Friday 7 to Sunday 9 October 2022

TIMES*

Friday	6pm – 10pm
Saturday	10am – 10pm
Sunday	10am – 7pm

*Draft program hours.

KEY ELEMENTS

- Free entry and activities
- Art trails for all ages
- Interactive art activities
- Street performances
- Delicious food & pop-up bars
- Zones for young and old
- Music and entertainment
- Market stalls
- Ticketed events
- Community activated spaces
- Accessible and inclusive



VISION

Our vision is to create an iconic regional Queensland event that celebrates the river and the cultures of the region through music, art, cuisine, entertainment and unique experiences.

KEY DATES & TIMES

All site fees due by 5pm Friday 16 September 2022

Induction paperwork returned by 5pm Friday 16 September 2022

Exhibitor site bump-in Friday 7 October 2022 9am – 3pm*
Bump-in may vary based on your site location.

Event dates Exhibitors must be ready for trade 30 minutes before festival opening.
Site holders must trade for the entire festival hours*.
Friday 7 October 2022 | 6pm – 10pm
Saturday 8 October 2022 | 10am – 10pm
Sunday 9 October 2022 | 10am – 7pm
**Hours subject to change.*

Exhibitor site bump-out Sunday 9 October 2022 | 7pm
Site holders are not allowed to pack up prior to 7pm. No vehicle movement on-site until advised by event staff or security.



SITE FEES

Rockhampton River Festival will spread along Quay Street and down onto the waterfront plaza between Derby and Archer Street, then meander through Quay Lane. Vendor locations will vary from previous years and your location will be discussed if successful.

RETAIL MARKETS

3M x 3M	6M x 3M	9M x 3M	Extra / M	Power
\$220	\$440	\$660	TB Neg.	\$55/outlet

FOOD VENDORS

3M x 3M	6M x 3M	9M x 3M	Extra / M	Power
\$400	\$600	\$800	TB Neg.	\$55/outlet

Site fees are inclusive of GST.

Sites are sold as 'space only'. Site fees do not include any fixtures, fittings or floor coverings unless otherwise stated.

Power can be purchased for an additional cost of \$55 per outlet (power requirements must be selected in your application and will not be provided unless specified in your application).

It is the responsibility of the food vendor, market retailer or business trader to outfit their site in a visually appealing manner to theme with Rockhampton River Festival.



APPLICATION PROCESS

Rockhampton River Festival applications for food vendors and retail markets will close Monday 15 August 2022.

Applications will be assessed based on suitability to the event and the following event selection criteria:

- Preference will be given to applicants with product or experience that will complement and enhance the event
- Applicants must meet all requirements, including festival theming and supply the relevant documentation outlined in the application checklist
- Applicants that can trade during event operating hours as stated in the event program
- Applicants who can bump in on time and leave their site as they found it: clean and devoid of waste

Applicants will be notified of the result of their application via email once applications close.

Successful applications will receive a trade site offer with further details around the event, its requirements and terms of trade. Those selected will then have the opportunity to accept the offer and are required to make full payment by 5pm Friday 16 September 2022.

SITE PAYMENT

Once your site is approved Rockhampton Regional Council Debtors Department will issue your business with an invoice for payment. This can be paid by credit card over the phone, BPOINT and BPAY through your financial institution. Part payments will not be accepted.

By paying for your site this means you agree to all terms and conditions of trade included in this Information Kit.

If you have not paid by the due date your site will be offered to applicants on the wait list.

Once we reach capacity, unsuccessful applicants will be placed on a waiting list. In the event of a cancellation or declined offer, organisers will refer to the waiting list and make second round offers.



1. BUMP IN / SITE SET UP

- Trade site holders will be provided bump-in times closer to the event date based on their festival location.
- Trade site holders will be advised of where to enter the event precinct. If you have not completed your Workplace Health and Safety Induction prior to your arrival you will not be allowed entry.
- Sites are required to be set up and ready for the opening of the event precinct.
- Vehicles are only permitted within the event precincts during the bump in / bump out period. No vehicle access is permitted during event precinct operating hours. Deliveries to trade sites must be completed outside event precinct operating hours.
- All vehicles not part of your site display must be parked outside the event precincts, within the general public parking areas. Vehicles are not permitted to park within the event precincts and will be towed at the owner's expense.
- If your vehicle forms part of your display please note, no vehicle movement is permitted during event precinct operating hours.

2. BUMP OUT / SITE PACK DOWN

- Site pack down may commence at 7pm, Sunday 9 October 2022.
- Vehicles used to pack down sites will not be permitted access until all patrons have left the event precinct. Event staff or security will advise when it is safe for vehicle movement to commence. There will be no exceptions.
- Sites must be left in a tidy manner, all rubbish must be taken with you. Any items left behind will be disposed of and the vendor may be liable for rubbish removal costs.

3. ACCREDITATION

- Each trade site holder will be required to complete a Workplace Health and Safety Induction before arriving on site.

4. PUBLIC LIABILITY INSURANCE

- All trade site holders are required to hold a public liability insurance policy current at the time of Rockhampton River Festival 2022 (including bump-in/bump-out period) for an amount not less than twenty million dollars (\$20,000,000).
- The insurance policy must list Rockhampton Regional Council as an interested party and cover liability to Council for loss of or damage to property and death or injury to any person.
- A certificate of currency issued by your insurer must be uploaded at the time of submitting your application.

5. CANCELLATIONS

- Rockhampton Regional Council reserves the right to cancel or postpone Rockhampton River Festival 2022 for any reason. In the situation of an event cancellation by Council prior to the commencement of the event, Council will reimburse the site fee. All other costs incurred by the trade site holder such as accommodation and travel will not be reimbursed.
- In the event of cancellation by the trade site holder, Council will not reimburse any fees associated with the cancellation including the site fee.

TERMS & CONDITIONS

By submitting an application for Rockhampton River Festival 2022, you agree to abide by and be bound by the following terms and conditions.

1. The trade site holder must submit to Rockhampton Regional Council (the Company) a completed Trade Site Application (the Agreement) via the Rockhampton River Festival website, to apply to book a site at Rockhampton River Festival 2022 (the Event).
2. The site fees must be paid in full to Rockhampton Regional Council (RRC) to the nominated RRC account by the payment deadline to confirm your booking. Payment method will be supplied upon notification of successful application.
3. Rockhampton Regional Council reserves the right to cancel or postpone Rockhampton River Festival 2022 for any reason. In the situation of an event cancellation by Council prior to the commencement of the event, Council will reimburse the site fee. All other costs incurred by the trade/market site holder such as accommodation and travel will not be reimbursed. In the event of cancellation by the trade/market site holder, Council will not reimburse any fees associated with the cancellation including the site fee.
4. The trade/market site holder indemnifies Council against claims by any person in respect of injury, death or loss of or damage to any property, resulting from or in any way connected to the trade/market site holder.
5. All trade/market site holders are required to hold a public liability insurance policy current at the time of Rockhampton River Festival 2022 (including bump-in/bump-out period) for an amount not less than twenty million dollars (\$20,000,000). The insurance policy must list Rockhampton Regional Council as an interested party and cover liability to Rockhampton Regional Council for loss of or damage to property and death or injury to any person.
6. All food vendors must supply only reusable or 100% compostable food ware to their customers at Rockhampton River Festival 2022 (this includes straws, stirrers, cutlery and plates).
7. Trade/market site holders are not permitted to sublet their site.
8. Rockhampton Regional Council event organisers retain the right to enter your site at any time and request the removal of any article, sign, collateral which is deemed not eligible for display or is considered offensive.
9. Power is NOT included in the fees and is available for purchase in addition to your site. All lighting must be supplied by the trade/market site holder.
10. Any electrical equipment or leads brought into the event by a trade/market site holder are required to have been inspected and tagged by a licensed electrical contractor within the last 12 months and be compliant for the entirety of the event.
11. Any faults or power failures caused due to a trade/market site holder's underestimation will be charged to the trade/market site holder.
12. All food vendors must comply with health requirements of the Food Act 2006, Food Regulation 2016 and the Food Safety Standards. Rockhampton Regional Council Environmental Health Officers may inspect your business to ensure the requirements are being met.
13. Successful food vendor applicants are required to have a current Food Business Licence where applicable.
14. Dumping of your used water or waste on the ground/or in the gardens is not permitted and is a direct breach of Environmental Laws in place across Australia.
15. Food Vendors using gas are required to have a current Gas System Compliance Certificate (AS/NZS 5601:2:2010 Gas Installations). Food Vendors at the event must have a copy of their Gas System Compliance Certificate available for viewing by Gas Inspector/s and Council officers during the event. You are required to submit the Gas System Compliance Certificate issued no older than 12 months from the date of inspection with your application and be compliant for the entirety of the Event.

16. Site placement and layout is determined by the event organiser.
17. Trade/market site holders must not encroach onto any walkways or pedestrian access. If the event organiser identifies a potential safety hazard within the site, you must comply with instructions to remove the hazard.
18. Food, retail and business traders agree to comply with Federal, State, and Local laws including but not limited to COVID-19 frameworks and legislation, together with any fire, police, health and/or public safety laws, regulations or ordinances which are or may be applicable.
19. It is the responsibility of the trade/market site holder to maintain a clean, tidy and waste free site at all times. All property must be removed at the conclusion of the event and vacant sites must be left in a tidy manner. Any items left behind will be disposed of.
20. Rockhampton Regional Council will not be liable for any theft, loss or damage to property during the event, bump-in or bump-out period.
21. Trade/market site holders shall not erect or display any form of signage, promotional or advertising material on or around the precinct outside the boundaries of their allocated site.
22. The trade/market site holder shall not conduct any leaflet dropping, questionnaires, surveys or offer to the public any free products and/or materials on or around the grounds outside the boundaries of the allocated site.
23. The trade/market site holder shall not conduct a lottery, raffle, guessing competition, game of chance or sale by auction on the grounds without the prior written approval of Rockhampton Regional Council and the applicable permit/license from the relevant governing body.
24. Microphones, sound amplifiers and machine demonstrations will be permitted only so long as they cause no annoyance to neighbouring trade/market site holders or the visiting public.
25. The site set up must be completed and the display open for business and manned always during the event operating hours. The trade/market site holder shall not dismantle, remove or pull-down the site or any part of it before the close of business on the final day of the event.
26. Vehicles involved in the set-up of trade/market sites must be removed from the event precincts prior to opening. Vehicles are not permitted to park within the event precinct. Vehicles forming part of the trade/market site display are not permitted to move during event operating hours.
27. Vehicles involved in the dismantling of trade/market sites will not be permitted entry to the event precincts before the close of the event on the final event day. Vehicle passes must be affixed to the windscreen to gain access to the event precincts.
28. COVID Safe Event Plan measures may be in place within the trade/market areas dependent on government guidelines at the time of the event.



ROCKHAMPTON

RIVER FESTIVAL



QUESTIONS?

Contact the Events Team:

07 4936 8005
riverfestival@rrc.qld.gov.au

rockhamptonriverfestival.com.au

 [rockhamptonriverfestival](https://www.facebook.com/rockhamptonriverfestival)

The Rockhampton River Festival is brought to you by Rockhampton Regional Council and presented by Advance Rockhampton with the support of various contractors and sponsors.

