



# Creative Clunes Inc.

PO Box 287 Clunes Vic. 3370 • ABN: 43 846 959 541

## 2024 CLUNES BOOKTOWN FESTIVAL - INFORMATION FOR BOOK TRADERS

Dear Book Trader,

On behalf of the team at Creative Clunes Inc, it is a pleasure to welcome you to the 2024 Clunes Booktown Festival being held on 23 and 24 March, 2024.

This letter contains key information around the event, your stall, our expectations, and your obligations. Please read through all sections carefully.

Network coverage during the event can be unreliable due to the large crowds, although Telstra have made improvements over the last 12 months. It is a common frustration for our booksellers. If you are planning to accept cards, we strongly recommend you bring cash and offer cash sales as a backup in case the network becomes too unreliable.

While marquees are provided at our event, further equipment (e.g., tables and chairs) are not provided unless booked in advance. We will be charging for hiring tables and chairs due to the logistic burden it places on us to supply them. Once our supply is exhausted, no further will be provided so book quickly to avoid disappointment.

Bookending our event, we traditionally hold a Friday Meet & Greet and a Sunday Wind Down event. We are delighted to invite you to these events in 2024. They are opportunities for us to thank you for your participating in our event, and for you to socialise and network with authors, other book traders, the organisers and our volunteers.

To confirm you have read and agree to the information below (particularly the final page), to request equipment for your stall, and to RSVP for the bookseller social events – you must [complete the registration form at this link](#).

If you have any queries regarding the festival, please do not hesitate to contact our office on 5345 3947 or email [admin@creativeclunes.com.au](mailto:admin@creativeclunes.com.au)

Thank you,

Sue Beal  
CEO  
Creative Clunes Inc  
27 September 2023

## Our event and your stall

### 2024 fees

| Name          | Writers package                  | Traders, small | Traders, medium | Traders, large |
|---------------|----------------------------------|----------------|-----------------|----------------|
| Dimensions    | Small space with 1 table & chair | 2.5 x 5m       | 5m x 5m         | 5m x 10m       |
| Area          |                                  | 12.5 sq m.     | 25 sq m.        | 50 sq m.       |
| Outdoor price | \$125                            | \$200          | \$400           | \$800          |
| Indoor price  | N/A                              | \$220          | \$440           | \$880          |

| Additional hires | Chairs | Table | Power** |
|------------------|--------|-------|---------|
|                  | \$5    | \$20  | \$25    |

All prices are GST inclusive.

\*\* to be used for payment systems, phone charging, etc only (no heating/cooking appliances please due to limited capacity). Lighting can be provided for evening trading on request.

- Invoices will be sent out. Fees must be paid by Friday 9/02/2024.

### Check-in

- Please check-in on arrival at the Festival Marquee located at the Fraser/Service Street corner.
- Stalls positions at the festival are pre-allocated. You will be directed at check-in to your site.

### Arrival and departure times

- **Set up: Friday 22 March from 1.00 pm – 5.00 pm ONLY.** Your scheduled window will be communicated closer to the Festival.
- Pack up: Sunday 24 March from 4.00 pm.

### Trading hours

- Trading on Friday is not permitted by festival stall holders as the site is reserved for setup and not open to the public.
- The festival officially opens to the public on Saturday morning. Trading times are Saturday, 23 March 2024 from 9.00am to 5.00pm and Sunday, 24 March 2024 from 9.00 am to 4.00 pm. As the festival is now within daylight saving and in warmer weather and there is an evening program of events, there are larger numbers of people staying in the festival precinct until later in the day. Any traders wishing to continue operating after 5:00pm on Saturday are free to do so.

### Access

- Two entry passes will be provided at check-in to each stall. Additional passes may be purchased for \$10.00 each.
- The general public will not be permitted into the festival area on Friday, 22 March.
- Only local residents are permitted pedestrian access to Fraser Street on Friday, 22 March.

### Vehicles, parking & road safety

- Stall holders will be permitted reasonable vehicle access to their allocated sites to allow for the drop off of books, etc. on Friday 22 March from 1.00 pm.
- On the setup day, vehicles must move through the area travelling at walking pace. Drop off your books and then remove the vehicle from the site.

## Facilities

- Water, toilets, general waste, and recycling bins are all provided on-site.
- Unless you have pre-booked through us, **you need to provide all your own equipment** (e.g. tables and chairs). They will not be available to you on the day unless a hire fee is paid.
- Unless otherwise arranged, Creative Clunes will provide your marquee so you do not need to bring a tent.
- Power will be supplied to a single point in each marquee. We suggest you bring an extension lead so you have more flexibility in setting up phone chargers and payment devices.

## Phone coverage

- We are not responsible for phone or internet coverage during the event. We cannot guarantee coverage.
- Reception in the township is limited to Telstra 3G or 4G. Due to the very large crowds, coverage can often drop out or run very slowly during the festival. This can hinder EFTPOS sales.
- Free WIFI is available from Hepburn Shire around The Warehouse (Clunes Library) and adjacent Collins Place in Fraser Street. We cannot guarantee it will extend to your site and are not responsible for the provision.
- **We highly recommend you bring cash and organise to offer cash sales as a backup to avoid frustration and disappointment.**

## Waste management

- Please limit or refrain from using or distributing products with unnecessary excess packaging. As of February 2023, the use and distribution of single use plastics was banned by the State Government.
- We are keen to make your back-of-house waste management as practical as possible and there will be general waste and recycling bins available throughout the festival area. It is your obligation to ensure your site is left clean.

## Book Trader Events

As a way of thanking you for your support to the Booktown Festival each year, we would like to invite you to:

### Friday Night – The Meet and Greet Gathering

An informal gathering that includes you. Come meet authors, presenters, funders, sponsors, and Booktown Festival organisers from 7:00pm at Attitude, 25 Fraser St Clunes.

Light refreshments will be provided.

### Sunday Night - Wind Down Event

An informal gathering to thank volunteers and Creative Clunes staff will be held at 5:00pm at Attitude, 25 Fraser St Clunes. A light BBQ supper will be provided. If you are still in Clunes at that time you are more than welcome to attend the event.

RSVP using the form linked on the first page.

# The legal stuff

## Our commitments

1. The Booktown Festival operating times are Saturday, 23 March 2024 from 9.00am to 10.00pm and Sunday, 24 March 2023 from 9.00 am to 4.00 pm.
2. Creative Clunes Inc reserves the right to determine and direct the site allocation. The stall holder accepts that the decision of Creative Clunes Inc, in its absolute discretion, is final and binding.
3. Creative Clunes Inc takes no responsibility for damage, loss or theft of property, losses due to poor attendance, bad weather, natural disasters, and noncompliance to Health regulations, competition from other vendors or power failure. We provide an overnight security service for festival booksellers.
4. Creative Clunes Inc will not be required to refund any monies paid due to:
  - a. Failure by stall holders to appear at the Booktown Festival; or
  - b. The stall holder cancelling after Sunday 3 March 2024.
5. Creative Clunes Inc makes no guarantee as to financial returns or otherwise for stall holders at this event.
6. Creative Clunes has insurance, including Public Liability, for the festival.

## Your obligations

1. Site fees are to be paid by 9 February 2024. There can be no exceptions.
2. If a Book Stall Holder cancels a booking on or before Sunday 3 March 2024 a refund of the site fee paid will be granted less 10% cancellation fee; if a Book Stall Holder cancels a booking after Sunday 3 March 2024 or fails to attend the festival, no refund of the site fee paid shall be granted.
3. The operator is restricted to offering for sale only what is permitted by Creative Clunes Inc.
4. Stall holders must be responsible for any damage they cause.
5. Stall holders are not permitted to display signage outside of their allocated stall space unless otherwise approved by Creative Clunes Inc.
6. Stall holders are advised to take out their own public liability insurance cover against any occurrence attributable to the activities of any persons for whom it is directly responsible and for injury to any third party.
7. No public address systems are to be used or entertainment of any kind provided, without the prior written approval of Creative Clunes Inc.
8. Sites must be left in a clean and tidy condition on departure, and all operators agree to cooperate to keep their site in a clean and tidy condition for the duration of the festival. All waste including packaging and cardboard boxes must be removed from the site.
9. Stall holders are not permitted to share, sub lease, or assign a site with other operators, or any other party without the prior written approval of Creative Clunes Inc.
10. The stall holder agrees to release Creative Clunes Inc from any liability where items belonging to the stall holder, or third party are not removed following closing time of the festival.
11. Abuse of Clunes Booktown Festival committee members, staff or volunteers will not be tolerated under any circumstances. Any stall holder or participant who is deemed to be abusive or aggressive will be escorted from the festival immediately.
12. Creative Clunes Inc may terminate the stall holder's participation forthwith where the stall holder breaches any of the terms and conditions of this agreement and may require the stall holder to remove its products and services immediately.
13. The applicant agrees that Creative Clunes Inc will be entitled to remove the stall holder's products from the allocated site at the operator's cost if the stall holder does not remove such products when required by the Booktown Festival staff or volunteers.