

# Stallholder/Food Vendor Terms and Conditions

## General Guidelines and Information:

Expressions of Interest open on **Monday 15 May 2023**

Expressions of Interest close at **3pm on Friday 07 July 2023**

Applicants will be notified by **5pm on Friday 14 July 2023** (if not sooner) as to their success, and shortly after issued with a Booking Confirmation to sign and return to secure their site in the festival.

- All products sold/promoted or offered as free activities must be listed on the Expression of Interest. Photos may be requested.
- Stallholders/Food Vendors offering a raffle must comply with the Victorian Commission for Gambling and Liquor Regulation.
- Stallholders/Food Vendors will not be given preference to an indoor or outdoor location; however, the Festival and Events team will consider indoor locations where products may not be suited to an outdoor environment.
- The positioning of each Stallholder/Food Vendor will sit with the Site Management team.
- Stallholders/ Food Vendors are required to complete an online induction and on site induction prior to bumping in at the festival.
- Stallholders/Food Vendors are required to set up marquees and large equipment on the Saturday prior to the festival. Festival day access will be limited to drop off of small equipment and/or stock only. Vehicles can access the site for drop off only.
- Maker Stallholders are individuals that sell products that are handmade, home grown or up-cycled by themselves either as a hobbyist or a business. Additional information may be requested to ensure that the handmade, home grown and/or up-cycled criteria is met.
- Community groups or not for profit organisations are asked to provide a free activity that aligns with our theme. This does not include information-gathering exercises, such as raffles, petitions or database registrations.

## Stallholders/Food Vendors must:

- Hold a current certificate of public liability insurance (and in some cases product liability insurance) to the amount of \$20mil, and state *anywhere in Australia or Stringybark Festival*.
- Trade between 10am and 4pm
- Ensure that all equipment and products fit into the allocated stall size.
- Serve food and drink in environmentally friendly packaging and where possible keep to a minimum.
- Use the appropriate bins on site (general waste, recycling and food waste) to dispose of waste.
- Comply with WorkSafe Risk, Safety and OH&S standards and regulations in line with their activity, including items in the section below.

## Electrical, Gas, Food and General Safety as follows:

- A Safety Officer and Environmental Health Officers will be inspecting stalls each day of the festival.

- All owned electrical equipment must be tested and tagged within six (6) months of event date.
- All hired electrical equipment must be tested and tagged within three (3) months of event date.
- Food Vendors (and some Stallholders) are required to be registered at Streatrader and lodge a Statement of Trade for the event. <https://streatrader.health.vic.gov.au/>
- Food Vendors operating gas appliances must adhere to the Code of Practice for the Safe Use of LP Gas at Public Events in Victoria.

#### **Stallholders/Food Vendors must not:**

- Sub-let all or part of their stall
- Use amplifiers or loud speakers
- Distribute individually packaged or wrapped condiments
- Distribute large quantities of promotional materials
- Distribute plastic bags, balloons or plastic based giveaways

#### **The following are not eligible for Knox event participation:**

- Political parties, political candidates and related campaign activities
- Religious activities that could be perceived as canvassing of religious beliefs, church memberships/subscriptions and religious-based campaigns

#### **Cancellation/Payment**

- Stallholder/Food Vendor invoices will be issued via the mail within one week of returning the Booking Confirmation. Invoices are to be paid within 30 days of the invoice issue date or 30 days prior to the festival, whichever comes first.
- Stallholders/Food Vendors not making payment by the due date may forfeit their site at the festival, and give up their right to have their invoice cancelled if no written correspondence is received and acknowledged by the Festival and Events team prior to the invoice due date.
- Stallholders/Food Vendors withdrawing from the festival within 30 days to 14 days prior to the event start time will receive 50% refund of total invoice.
- Stallholders/Food Vendors withdrawing from the festival with less than 14 days' notice to the event start time will not receive a refund.
- If the event is cancelled (due to activities beyond the control of Council) Council will notify the Stallholder/Food Vendor at the earliest possible time and full refunds will be issued.
- If the event is postponed (due to activities beyond the control of Council) Council will notify the Stallholder/Food Vendor at the earliest possible time and the option will be given to transfer the site booking to the new event date or seek a full refund.