

# Kyneton Christmas Festival

## Saturday 7<sup>th</sup> December, 3-8pm

### Kyneton Mechanics Institute Reserve

## Vendors Terms & Conditions

### APPLICATIONS

Selection criteria will be based on locality, product quality and diversity. Stallholders must provide their own equipment (e.g. marquees tables, anchor weights, chairs, racks, signage, etc.) and stalls must be presented in a neat and tidy fashion. Stall sites cannot be transferred, sublet, franchised or sold to any other person without approval from organiser.

### PAYMENTS

Payments must be made by the due date, 24th October 2019. Failure to return all required paperwork AND pay your site fee in FULL by the due date, will result in forfeiture of your site booking.

### TRADING HOURS

Stallholders are required to have their stall open and manned for the entire operating hours of the Festival:

Saturday 7th December, 3pm - 8pm

### STALL SITE

Vendors shall not extend their goods beyond the boundaries of their nominated site. It is not acceptable for stallholders to encroach onto walkways or restrict access to other stalls. Vehicles will not be permitted unless it is essential to your operation; i.e. a food truck. If a vehicle is essential, prior approval must be given.

### RUBBISH AND RECYCLING

Stallholders are responsible for keeping their site and surrounding area clean and tidy. Boxes / cartons / rubbish must be removed from the event area. Sites are to be left as you found them. Rubbish bins are provided for patron usage only. Please take home any empty boxes etc.

### BUMP IN/BUMP OUT

Bump in will commence on Saturday 7th December at 1pm, and MUST end 2.30pm. No shows or late arrivals (after 1.30pm) will not be entitled to a refund. You will receive an information pack which will include a map showing your site location and entry gate. It is important that you arrive at your allocated entry gate. Please take direction from the organiser's staff upon arrival.

Bump out will commence at 8pm when the event closes. Please be patient and mindful that patron safety is paramount. You may be asked to wait until an area is clear before leaving. Please take direction from the organisers staff.

## VEHICLES

Vehicles will not be permitted to remain onsite without prior consent from the organiser. If a vehicle is essential to your operation, eg food truck, it must be nominated in your application. Vehicles not allocated to a site may be unload in a timely manner and then park in surrounding car parks.

Vehicles **MUST** be removed from the event area by 2pm. When entering or exiting the event **DRIVE CAREFULLY** observing the 5km/hr speed limit. Please turn your hazard lights on while driving on the grounds.

## SUBLETTING

Vendors are not entitled to assign, share or sublet all or part of their site without prior written consent from the organiser.

## CANCELLATION

Written notice of cancellation must be given to the organiser 1 weeks prior to the Festival ie: 30<sup>th</sup> November 2019. If you cancel after this date, the organiser will retain 50% of your total site fee. No shows or late arrivals (after 2.30pm) will not be entitled to a refund.

Markets will operate in all weather conditions except when a Code Red Day is declared for the Central Fire District. If the market is cancelled due to a Code Red Day fees paid will be refunded.

## PUBLIC LIABILITY INSURANCE

Public liability insurance is compulsory for all vendors. A copy of your Certificate of Currency with a minimum of \$10,000,000 cover must be uploaded with your application.

## WORKERS' COMPENSATION

If you are employing people to work on your stall, you must have a current WorkCover policy for your staff, a copy of which must be provided to the organiser.

## WORKING WITH CHILDREN

All vendor and their staff must hold a Working with Children's Check. A current copy must be provided to the organiser by 29<sup>th</sup> November 2019.

## PERMITS & LICENCES

All vendors selling food & beverage items must register with Streetrader. The organiser must receive a copy of your Statement to Trade by 29<sup>th</sup> November 2019.

All vendors selling or offering samples of alcohol, must hold a Temporary Liquor Licence, valid for the festival date and times. The organiser must receive a copy of your Liquor Licence by 29<sup>th</sup> November.

It is the responsibility of the stall holder to ensure that their products conform to all safety or compliance requirements.

All equipment must be in good repair, be operated in a safe, responsible manner and conform to any General OH&S requirements published by Worksafe Victoria, and any compliance standards pertaining to the handling and use of the stallholders equipment.

Stallholders must obtain and display any licences and registrations required for the sale of their goods.



34 MOLLISON STREET, KYNETON VIC 3444

ABN: 68 752 983 345

ASSOCIATION No.: A0019409X

T (03) 5422 3433 | F (03) 5422 3602

[admin@kynetoncommunityhouse.org.au](mailto:admin@kynetoncommunityhouse.org.au)

[www.kynetoncommunityhouse.org.au](http://www.kynetoncommunityhouse.org.au)

All food vendors must provide Market Management with evidence of their Food Handlers' Certificates, Council Registration and Organic Food Certificate if their product is labelled "Organic" by 29<sup>th</sup> November 2019.

#### OTHER REQUIREMENTS

All vendors must have their own fire safety equipment

Power is not provided at this event. If you choose to arrange your own power, all leads must be tested and tagged prior to arriving at the event. Leads must be suspended overhead where possible, and/or ramps must be used to cover leads on the ground.

Mobile food catering vehicles using LPG must be fitted with a current compliance plate from Energy Safe Victoria or equivalent body, a fire blanket and suitable fire extinguisher.

Food stallholders must comply with any Local, State and Federal Health Regulations and Food Acts. Failure to comply with health department standards and regulations may result in immediate closure of stalls.

#### VENDOR MARQUEES

Marquees are required to be of a professional standard that will tolerate all weather conditions. It should be able to withstand strong winds. The Vendor will be financially liable for any damage caused to their own structure or property or by their structure to patrons, other vendors, staff, volunteers, the organisers or Council infrastructure due to inclement weather, incorrect installation or being insufficiently anchored. It is the responsibility of the vendor to ensure their marquee is anchored securely for all weather conditions. Vendors must have their marquee securely weighted, with a minimum of 15kg at each anchor point. Pegging is NOT allowed at this event. The organiser reserves the right to remove a marquee that they deem not securely anchored. It is the responsibility of the vendor to secure all goods and chattels before, during and after trading hours. Marquees must remain on their allocated site for the duration of the event.

#### Agreement

I \_\_\_\_\_ have read and understand the above Terms & Conditions and agree to abide by them at all times.

Signed,

#### Payment

*Once your application has been accepted*, the artisan stall fee of \$30 and food vendor stall fee of \$50 can be paid via E.F.T to the following account before **24th October 2019**.

**Account Name** Kyneton Community House, General Account

**BSB.** 633 -000

**Account No.** 138 682 901

**Reference** Business Name and XMAS