

CONCORD CARNIVAL

TERMS AND CONDITIONS



GENERAL

- This is a smoke free event
- Stallholders must complete and submit all questions outlined in the booking form
- Council reserves the right to reject any applications received which:
 - are not completed in full
 - do not include a copy of the stallholders Public Liability Insurance Certificate of Currency to a minimum of \$20 million cover and/or
 - have the incorrect payment amount or no payment
 - Food applications which do not include copies of their Food Safety Supervisor Certificate.
- Council will not take responsibility for applications returned to stallholders for not meeting these requirements
- Stallholder applications will be subject to the date and time they are submitted, with correct supporting documents
- If an application is returned as incomplete, Council will not accept it under the original date it was submitted; the new submission date will apply
- Council will not reserve positions for stallholder applications
- Only registered food stalls are permitted to sell food and beverages. Any stall found to be selling food or beverages without prior Council approval will be asked to cease trading
- Applications will only be accepted via our online application form

NOT-FOR-PROFIT GROUPS

- NFP community groups will need to provide evidence on letterhead or other documentation of their status in order to receive the lower rate.

LOADING AND UNLOADING

- Stallholders may only enter the site as directed on the event map which will be issued to you prior to the event. A traffic controller will meet you at your allocated entry point and direct you to your stall
- At 4pm when the event concludes, trading must cease to allow for the roads to reopen by 10pm
- The time limit for unloading/loading is limited to 15 minutes after which time your vehicle must be removed to permit access to other stallholders.

FEES AND PAYMENT

- If you are successful in your application you will be notified by email
- Full payment is due along with the signed and completed stallholder application form within two (2) weeks of approval notification
- Once your stall has been approved to operate, payment must be made in full by the due date to secure a place. If payment is late, you may risk losing your position at the event
- Stall fees include stall hire on the day (delivery, installation and fete stall hire) unless otherwise specified by the stallholder
- Stallholders requiring a fete stall provided by Council are liable for any and all damages caused to that stall or any other stall as a result of set up, operating during the event and pack down of the stall.

TRADING HOURS

- All stalls must be ready to trade by 10am and must immediately stop trading at 4pm.

ITEMS FOR SALE

- **No helium balloons are to be sold or given away**
- Food must comply with Council's 'Food Handling at Temporary Events policy'
- City of Canada Bay retains the right to enter the site of any stallholder at any time and remove any article, sign, picture or printed matter which in our opinion is either not eligible for display or considered offensive or of a political nature
- Offensive goods include (but are not limited to): weapons, toy guns, cap guns, swords, knives, bungers, throw downs, noise makers, 'silly string', counterfeit goods or other similar product
- Only registered food stalls are permitted to sell food. Any food stall found to be selling food or drink without prior Council approval will be asked to cease trading
- Only goods stated on the application form must be sold. The sale of second hand goods is prohibited.

WET WEATHER

- In the event of wet weather the festival will continue
- Money paid will NOT be refunded
- As covered sites are limited, there will be no relocation of stalls on the day of the event
- Please note it is the stallholder's responsibility to prepare for the possibility of wet weather by bringing portable shelters/tarps which must be properly secured.

ON THE DAY

- Stallholders are required to operate for the full duration of the event
- All participants agree to abide by the instructions and directions of Council and event staff
- Details concerning set up on the day will be provided along with the 'Stallholder Agreement' which you will receive prior to the event and once your payment has been made
- Stallholder positions are finalised prior to the event and will not be repositioned on the day. Any stallholders found to have moved without prior written consent by the Events Producer will be removed from the event and not be invited to participate at future events.

GAMES AND LOTTERIES

- Games of chance such as lotteries, lucky dips, guessing competitions, raffles etc. are not to be conducted by any Stallholder without the express prior written consent of the Council
- Appropriate terms and conditions must be available at the stall where the competition is taking place

POLITICAL STALLS

- No political stalls or advertising is allowed at the event.

STALLHOLDER VEHICLES AND PARKING

- Limited parking is available in surrounding streets
- There will be no parking of vehicles for stallholders on festival grounds for any reason unless prior approval has been granted by the Events Producer
- No vehicles are to be left on site unless previously agreed
- Any vehicle left on site is liable to be booked and fined by City of Canada Bay Rangers outside of the bump in and bump out times
- Stallholders must not drive faster than 5km/h and turn their hazard lights on while driving in the festival site.

INSURANCE, LOSS AND DAMAGE

- All stallholders **MUST** have Public Liability Insurance to the amount of \$20 million or more, covering the activities at the stall site
- A copy of the Certificate of Currency is to be provided with application
- The stallholder hereby indemnifies the City of Canada Bay in respect to any claims for injury, loss or damage by any third party arising from the operations of the stall during the activities subject to the agreement on the stallholder forms
- The stallholder must accept liability for any damage caused by the operation of the stall to Council property or contractor's property.

STALL SIZE

- **NOTE: all sites are without power.**
- Standard stall spaces are 3x3m unless otherwise agreed upon with the Events Producer prior to the event. You must keep within this space

POWER AND WATER

- Power will **not** be supplied to any stallholder at the event
- Stallholders are not permitted to bring their own generators without prior consent from the event organisers
- Water will not be available at the event site: stalls must bring their own supply of water for use.

REMOVAL OF RUBBISH

- All stallholders are responsible for keeping their designated areas clean and tidy, and **MUST** take all their rubbish with them
- A clean-up fee will be issued to any stallholder leaving their area untidy.

SUSTAINABLE PACKAGING

- Food and beverages sold at Council events must be served in recyclable or reusable containers. Please use paper, corn-starch or bamboo cups and plates rather than Polystyrene, which is prohibited
- Provide optional packaging opting for paper or material rather than plastic bags.

HELIUM BALLOONS

- Helium balloons are not allowed at the event.

SHOW BAGS AND SAMPLE BAGS

- The City of Canada Bay no longer allows plastic show bags and sample bags to be sold or distributed at Council events

FOOD STALLS

- Food stalls must comply with Councils Environmental and Health Policy 'Food Handling at Temporary Events' (please refer to Council's website for details www.canadabay.nsw.gov.au)
- Please contact council's Health and Environment team at council@canadabay.nsw.gov.au or on 9911 6555 if you have any questions or concerns
- Pre-packaged food includes (but is not limited to):
 - Pre-packaged biscuits
 - Jars/bottles of Honey, jams, oils and preserves
 - Lollies, chocolates and fairy floss.

FOOD SAFETY SUPERVISOR CERTIFICATE

- Under the NSW Food Act 2003, most food businesses require a Food Safety Supervisor. The FSS requirement applies to retail businesses who process and sell food (prepare and serve) that is ready-to-eat, potentially hazardous (i.e. needs temperature control), and NOT sold and served in the supplier's original package
- A copy of the Food Safety Supervisor Certificate must be submitted with the 'Event Booking form' and the FSS be must onsite during the event. For more information please visit www.foodauthority.nsw.gov.au.