



Ferragosto

FERRAGOSTO 2024 TERMS & CONDITIONS

GENERAL



- If you see or hear anything that might impact on safety or security, please notify authorised Council staff or contractors immediately.
- In the event of an emergency, follow the instructions of Council staff, Security and Police.
- Please work with us to keep Council's event a safe and fun environment for everyone.
- No vehicles are permitted to be on Great North Road during the event (other than Council approved display vehicles).
- Parking – Due to where the event is held there is no designated parking for stallholders. We encourage stallholders to park in the surrounding residential streets.
- Applications will be assessed on the following criteria:
 - Full completion of the booking form and corresponding information
 - Italian products or links to Italian culture;
 - Product quality;
 - Demonstrated professionalism and event experience;
 - Product duplication (Council reserves the right to limit the number of stalls selling the same product);
 - Compliance with environmental management procedures and the requirements for one day food stalls;
 - Base of operations (local/non-local);
 - Application date (applications will be considered in order of date and time of receipt).
 - Current completed copies of relevant paperwork as requested with the application.

GENERAL



- This is a smoke and drug free event
- Council Staff, Security and Contractors will be conducting ongoing safety and technical checks at bump-in and throughout the day, and all stallholders are required to cooperate with any queries raised.
- Stallholders must complete and submit all questions outlined in the online booking form
- Businesses partnering with charities are required to pay the applicable business rate for their space
- 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
 - Food applications which do not include copies of their Food Safety Supervisor Certificate.
- Council will not take responsibility for applications 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

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.
- Businesses partnering with charities are required to pay the applicable business rate for their space

SOCIAL MEDIA GUIDELINES

- As organizer of the event, the City of Canada Bay will create an official Facebook event for this year's Ferragosto. In order to streamline communications and avoid confusion, stallholders are not permitted to create independent Facebook events for Ferragosto. Stallholders are encouraged to get involved in promoting the event by;
- Liking, commenting and sharing Ferragosto posts on the City of Canada Bay's official Facebook page and event, Instagram and Twitter
- Promote their involvement in the event via their own social media channels (including but not limited to Facebook, Instagram, Twitter), tagging @canadabay and using the official hashtag #Ferragosto

TRADING HOURS, LOADING AND UNLOADING



- All stalls must be ready to trade by 10am and must immediately stop trading at 5pm
- **At 5pm** when the event concludes, **trading must cease** to allow for the road to be reopened on time.
- 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.
- All directions from authorized members of City of Canada Bay staff or appointed contractors (including security and traffic management) are to be observed. Failure to comply with or observe a direction will be considered a breach of contract and will be considered sufficient grounds for termination of the contract without refund.
- 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 **do not** include stall hire on the day. Fete stall hire is at an additional cost.
- Stallholders requiring a fete stall provided by Council are liable for 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.
- Payment **MUST** be made by **30 June 2024**. Failure to meet this deadline will result in your stall application being cancelled or withdrawn upon Event Producers' discretion.

SUSTAINABILITY



- This event aims to be single-use plastic free.
- Plastic and polystyrene cutlery, plates and food containers are prohibited. Food sold at Council events must be served in compostable, recyclable or reusable containers. Please use paper, corn-starch or bamboo cups and plates.
- Council is committed to waste minimisation and sustainable procurement practices. These are an integral part of the planning and delivery of Council run events, Council supported events and all public events held on Council owned and managed property. Under Council's Sustainable Event Policy, all stallholders agree to not use, sell and distribute the following plastic and polystyrene items:
 - Straws
 - Balloons
 - Bags
 - Cutlery, plates and food containers.

Item (not acceptable)	Approved alternative
Polystyrene	Cardboard or compostable packaging
Plastic cups	Paper cups
Plastic straws	No straws or paper straws if necessary
Plastic takeaway containers, plates or food trays	Cardboard or compostable packaging
Sugar or sauce single packets	Bulk dispensers
Plastic cutlery	Compostable starch or wood
Plastic bags	Reusable or paper bags
Coffee cup lids	Please avoid if possible or use compostable paper
Plastic bottles	Refer people to water stations or they can purchase water bottles if necessary

SUSTAINABILITY



- Under Council's Sustainable Event Policy, all stallholders agree to avoid using the following plastic items:
 - Condiments in single serve plastic sachets
 - Plastic, polystyrene or plastic lined drink containers.

SHOWBAGS 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
- Biodegradable plastic bags are also not accepted as these are not recyclable.
- Plastic carry bags, bubble wrap or foils are prohibited. Please consider paper for packaging such as carry bags and wrapping.

Stallholders found to be supplying prohibited single-use plastics or polystyrene items will receive a letter of warning. If the stall is found to be supplying single-use plastics or polystyrene again after receiving a warning letter, the stallholder will be prohibited to participate in future Council events.

The NSW Government, under the NSW Plastics Action Plan, introduced legislation to phase out selected single-use plastic items from 1 June 2022. For more information on what the ban means for you, visit [Single Use Plastics Ban](#) or email Council at environment@canadabay.nsw.gov.au

ON THE DAY



- When you arrive on site, please report immediately to event staff located at your designated entry point. Event staff will undertake a site induction advising of any identified safety hazards relevant to your stall area. You will be required to have undergone this induction prior to setting up.
- Bump in and bump out details will be provided to you prior to the event. Note your bump in and bump out details carefully. There is an ordered sequence for bump-in, so you should only arrive at your designated time. If you arrive early, you may be made to wait. If you arrive late, you may have to wait until a suitable slot allows you to enter.
- Only one vehicle per stallholder will be permitted to enter the site at the allocated times.
- Access will not be permitted without the front page of the T&C's pack.
- 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 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 and Tourism Coordinator will be removed from the event and not be invited to participate at future events.
- Council recommends that all stallholder bring a backup Wi-Fi dongle or a cash float to ensure no interruptions to trading.

SETTING UP



- When lifting or moving equipment, use good manual handling techniques.
- Do not leave your belongings unattended at any time.
- If you are using a generator, you must ensure that you have maintenance records for the equipment and that the generator complies with relevant Australian Standards. If the generator is deemed to be unsafe or does not meet requirements, you will not be permitted to use it. All generators should be fitted with a silencer, and should complaints of a noise nuisance be justified, Council will require the equipment to cease operation and an alternative sought. Stallholders must provide generator specifications as part of this agreement indicating dB (A) levels emitted by the equipment's operation.
- All electrical leads must be tagged and tested by a certified electrician.
- If an authorized member of Council staff deems any equipment to be unsafe, it will not be permitted to be used. Council also reserves the right to prohibit anything that has not been declared in the application process.
- Cables and equipment are to be kept tidy to eliminate trip hazards.
- All display materials must be adequately secured and must not impede the flow of pedestrians.
- Members of the public are not to be allowed behind stalls.
- When bumping out all equipment, rubbish is to be removed and taken with you.

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 and Tourism Coordinator
- 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.
- Pull up as close to your stall as possible and make sure there is room for other vehicles to pass.
- Unload/load equipment quickly and remove your vehicle from the site immediately.
- No vehicles are permitted to be on Great North Road during the event and all vehicles must be off site by 9:30am. Vehicles will only be permitted back on site from 6pm onwards and only as directed by event staff.
- 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.
- No vehicles will be able to access the site until after 6:00pm this time is at the discretion of the event organizer as we must be sure that all patrons are off site before we can proceed with the bump out. Use the same entry and exit points as this morning.

ITEMS FOR SALE



- No balloons (helium or air-filled) are to be sold or given away
- No disposable plastic and polystyrene items such as:
 - Straws
 - Balloons
 - Bags
 - Cutlery or food/drink packaging to be used once and then discarded e.g. single use plastic sachets for tomato sauce, sugar, salt or sunscreen.
- Biodegradable plastic bags are not accepted as these are not recyclable
- Food must comply with the 'City of Canada Bay'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.

GAMES AND LOTTERIES

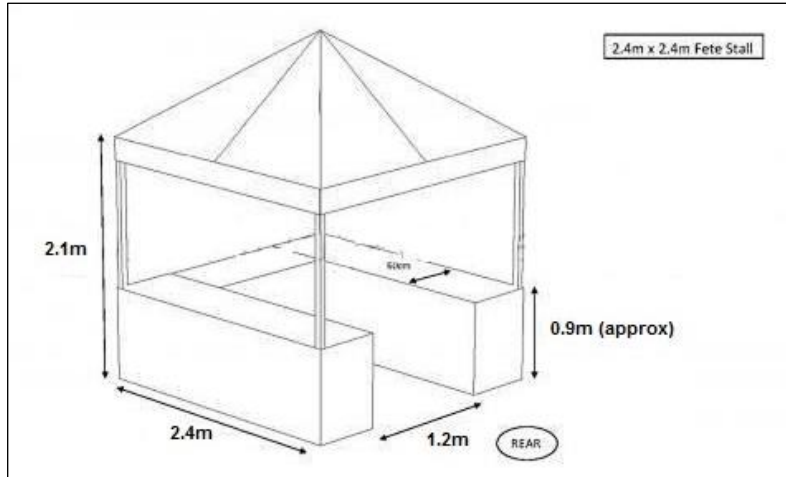
- Games of chance such as lotteries, lucky dips, guessing competitions, raffles etc. are not to be conducted by any Stallholder without the express prior written consent of the Council
- Appropriate terms and conditions must be available at the stall where the competition is taking place

STALL SIZE



- Standard stall spaces are 3x3m unless otherwise agreed upon with the Events Producer prior to the event. You must keep within this space.
- Any additional space required for cool rooms will be charged accordingly

FETE STALL HIRE



- Fete stall hire is an additional **\$75.00**.
- Fete stalls measure 2.4m x 2.4m. The allocated space is 3 x 3m – this allows 600mm shared access between stall sides with trading to the front.
- You must keep within the allocated space.
- Colour of fete stall will vary and unfortunately, we cannot assign specific colours to stall holders
- This is not an option for food stalls

WET WEATHER



- In the event of wet weather, the festival will continue
- Money paid will NOT be refunded, unless the event is cancelled by Council prior to commencement
- 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 weighed down and secured.

CANCELLATIONS AND REFUNDS

- Council must be notified of cancellation in writing via email events@canadabay.nsw.gov.au or post, attention Events and Tourism Coordinator, Locked Bag 1470, Drummoyne NSW 1470
- There will be no refunds for any reason within one month of the event. Any cancellations within one month of the event, including any no shows on the day will incur a 100 per cent cancellation fee
- A 50 per cent cancellation fee applies for any stalls who cancel prior to one month before the event
- Council will only offer refunds in full, if the event is cancelled prior to commencement due to unforeseen circumstances.

POLITICAL STALLS

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

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
- Stallholders are responsible at all times for all damage or injury they may cause. 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.

POWER AND WATER

- **All sites are without power**
- **All sites are without water**
- Power and water will **not** be supplied to any stallholder at the event
- Stallholders are not permitted to bring their own generators without prior written consent from the event organisers
- Water will not be available at the event site. Stalls must bring their own supply of water for use.
- Cables and equipment are to be kept tidy to eliminate trip hazards
- Generators must not obstruct food traffic

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.
- **PLEASE NOTE: ALL RUBBISH MUST BE TAKEN WITH YOU. FINES WILL APPLY SHOULD YOU DUMP YOUR RUBBISH AND LEAVE ON SITE.**

DISPUTES

- On the day of the event, the decisions of City of Canada Bay's events staff and rangers, is final and must be adhered to. If there is a dispute regarding direction this can be pursued after the event in writing to the General Manager, City of Canada Bay.

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)
- 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.
- You are not permitted to commence selling food at the event until Council staff have conducted a health inspection to ensure your compliance with Environmental Health Regulations.

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 is NOT sold and served in the supplier's original package
- A copy of the Food Safety Supervisor Certificate must be submitted online during the 'Event Application' process and the Food Safety Supervisor must be onsite during the event. For more information please visit www.foodauthority.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.

FOOD STALLS



Protection of Food:

- Food must be screened and shielded from dust and from handling by the public.
- Any food on display must be covered so as not to be openly accessible by the public.
- Stallholders must supply their own sneeze guards for food service.
- Only disposable (recyclable) eating and drinking utensils may be used.
- All food must be stored 150 mm above the ground or in covered/enclosed containers.
- All condiments and sauces must be contained in squeeze type dispensers.
- Drinking straws, paper cups, spoons etc. must be dispensed from an enclosed container or wrapped in a napkin. They must also be recyclable.
- Tea, coffee, cordial, and other beverages must be sold in a lidded container which has a spout or straw and is made from recyclable materials.
- All pre-packed foodstuffs must be labeled in accordance with the provisions of the Food Act 2003 and Food Regulation 2015.

Temperature Control:

- All food prepared on the stall must be for immediate sale and consumption unless a suitable food warmer or food display is provided. Hot food must be kept at a temperature of at least 60°C and cold food below 5°C.
- All raw food and perishable foods such as meat products and dairy products must be stored in a portable cooler together with an adequate supply of ice or a cooling medium and kept below 5°C.

FOOD STALLS



Food Preparation/Transport:

- Potentially hazardous food which promotes bacterial growth, such as chicken, sea food and rice must not be pre-cooked.
- All other pre-cooked food must be transported and stored at a constant temperature of at least 60°C for hot food and below 5°C for cold food.
- Only food prepared off site must be made in a registered commercial kitchen.

Cooking:

- All heating and cooking equipment including cooking plates must be located within the stall and suitably protected from contamination. Alternative set ups for open flame barbecues may be available by special arrangement with council prior to the event.
- Cooking and heating equipment must not be within reach of the public.
- The cooking area is to be kept free of dust borne contamination and droplet infection i.e., coughing, sneezing by the public.
- Where cooking is carried out, adequate provisions must be provided to protect the stall walls and ceiling from heat flame and splashing.
- Any area in which any open flame cooking is carried out must be equipped with a readily accessible fire extinguisher of adequate size.

Washing Facilities:

- Separate hand washing and utensil washing facilities such as plastic trays or buckets, must be provided within the stall.
- Hand towels, anti-bacterial liquid soap and detergent must be provided in each food stall.
- Please note all water must be brought to and removed from the site. **It is a punishable offence for wastewater to be washed or swept down storm water drains.**

WINERIES



- Liquor may only be sold or supplied by way of tastings and takeaway sales.
 - Winery and/or wine distributors can only supply tasting and point of sale by takeaway sales only between the hours of 10am and 4pm on the day of the event as specified by the Independent Liquor and Gaming Authority in their licences
 - Tastings can be no more than 50ml in size, and all glassware must be plastic and provided by the stallholder
 - Takeaway sales cannot be consumed on site and must be sealed in a brown paper bag
 - Anyone selling takeaway's or pouring tastings MUST have their RSA card - no exceptions and stallholders who cannot present an RSA card will be asked to cease trading
 - All stalls must display a copy of their Licence
 - All Stallholders MUST have their own RSA register on site (to be made available to any licensing officer, security, police or event staff on request) with the following information:
 - Name of person
 - Shift time allocated
 - RSA card number
 - RSA card expiry
 - No refunds will be issued to stalls who are affected by staff unable to work due to a lack of original RSA documents on the day
 - It is the Stallholders responsibility to check the ID of all patrons wishing to purchase or taste wine.

Please note that liquor licencing rules may change closer to the date depending on rules imposed by the Independent Liquor and Gaming Authority and NSW Police. In the event of changes, Council will notify all wine stalls as soon as possible.

FIRE AND SAFETY – GAS BOTTLES



- A Council appointed licensed gas plumber will conduct a gas bottle safety inspection to ensure that gas bottles are up to standard and stored correctly. Please note that if your gas bottle does not meet safety requirements it is the stallholder's responsibility to make alternative arrangements. In some cases, the licensed gas plumber may be able to repair or replace parts; however, this may be an additional cost directly to the stallholder on the day.
- It is the stallholder's responsibility to ensure that any gas cylinders meet the requirements of the relevant Australian Standards and are used and stored correctly on the day of the event
- All stalls containing cooking facilities **MUST** provide a fire extinguisher and/or fire blanket

FIRE AND SAFETY – GAS BOTTLES



For those using gas appliances, the following Hazard Checklist for all Gas appliances at Public Events should be considered.

- 4.5kg Fire Extinguisher CO2 or powder type to be accessible (Tagged & dated)
- Fire blanket to be hung up near entrance/ exit or near appliance to be visible (Tagged & dated)
- All staff to be told & trained how to fight a fire if this occurs.
- 9kg bottles inside only (forklift size bottle 18kg are not allowed)
- 45kg 1.5m Clearance from source of ignition & outside
- Storage cages or Site compound barricades to store gas bottles (with CO2 Fire Extinguisher & Class 2 Dangerous goods sign & no Smoking in this area)
- No trip hazards.
- Install heat shield behind Fryers & open flame wok burners (Villa board, fibro, cement sheeting, Hardie Plank or similar non-flammable materials fire rated)
- Flammable distance from Marquee & other items
- Wok, ring burners, fryers and open flames are to be on pavers or non-flammable materials.
- All Spare bottle fuel or empty are to be outside of stalls and put in a compound.
- All 9kg Bottle to have safety fuses installed & bottles turned off at the end of the night.
- 45Kg bottle to be installed by licenced plumber & Gasfitter With a compliance plate.
- All food vans to have Gas compliance plates.
- All gas appliances are to be approved AGA, SAI, etc.
- Bottles changed over are to be tested for leaks with soapy water or electronic detector.
- Have heat shields mandatory behind all Fryers & cook tops & wok burners.

GENERAL SAFETY

- The City of Canada Bay will have a designated safety officer on site for this event. The safety officer's role is to inspect all stalls, amusement rides, contractors (including stall holders), environmental areas etc. to ensure that the event is run in a safe manner. The safety officer reserves the right to request termination of any activity performed by a group or an individual where Council's safety requirements are not met.

Clothing requirements

- All contractors and stall holders are to wear appropriate clothing throughout the day. Council requires that all persons entering the site before and after the events operating hours i.e., during set up and shut down must wear a hi visibility garment, see example below.
- All contractors and stall holders must also wear appropriate footwear throughout the day. Thongs, sandals and other open toed shoes are not permitted on site. Shoes should cover the entire foot and be in a condition that prevents the footwear slipping off the foot or trips occurring from loose soles or other parts of the shoe.



GENERAL SAFETY



Stallholder Safety Briefing

- Stallholders are advised to bring their own small first aid kit
- Stalls taking a space and providing their own structures must bring adequate weights to secure the structure safely and without causing trip hazards
- To report a hazard, incident, or security risk, contact event organizers immediately.

Please use extreme care when driving on site:

- Put hazard lights on
- Do not exceed 10km/h
- Do not block road – pull into parking bays so others can get by
- Unload your equipment and have your vehicle off site within 15 minutes
- Do not start to set up your stall until after your vehicle is off site
- Use the specific exit designated to you

Throughout the day all stallholders are responsible for:

- Looking out for safety hazards and reporting them to event organizers
 - Taking action to avoid, eliminate or minimize risks
 - Following safe work methods and using any protective equipment required
 - Not willfully placing at risk the health, safety, and welfare of others.
- Event officials have been issued with 2-way radios. Look for the people in event uniform if you require assistance during the day. If an event official instructs you to do something during the day, please do so immediately.

2024 STALL APPLICATION TIMELINE



* Dates are subject to change





CONTACT DETAILS

- **Erin Matic**
 - Events and Tourism Coordinator
 - Erin.matic@canadabay.nsw.gov.au
- **Kristyne Arneill**
 - Event Producer
 - Events@canadabay.nsw.gov.au
- **Jessica Mcleod**
 - Sponsorship and Marketing Coordinator
 - Sponsorships@canadabay.nsw.gov.au
- **Zoe Hawkins**
 - Place Management and Venue Officer
 - Zoe.Hawkins@canadabay.nsw.gov.au