



Stallholder Terms & Conditions 2025



City of
Canada Bay

Table of Contents

→ General	Page 4
→ Application	Page 5 - 6
→ On the day	Page 7
→ Bump in / out	Page 8 - 9
→ Loading and unloading	Page 10
→ Trading hours	Page 11
→ Not for Profit Groups	Page 11
→ Fees and Payment	Page 12 - 16
→ Insurance, loss and damage	Page 17
→ Disputes	Page 18
→ Removal of Rubbish	Page 18

Table of Contents

→ Power and Water	Page 19
→ Political Stalls	Page 19
→ Stall Dimensions	Page 20
→ Games and Lotteries	Page 20
→ Social Media	Page 21
→ Wet Weather	Page 22
→ Vehicles and Parking	Page 23
→ Stallholders	Page 24
→ Items for Sale	Page 25
→ General Safety	Page 26
→ Fire and Safety	Page 27 - 29

Table of Contents

→ Food Vendors	Page 30
→ Protection of Food	Page 31
→ Temperature Control	Page 32
→ Food Preparation and Transportation	Page 32
→ Cooking	Page 33
→ Washing Facilities	Page 33
→ Alcohol	Page 34
→ Sustainability	Page 35
→ Show bags and Sample bags	Page 36
→ Sustainable Alternatives	Page 37
→ Contacts	Page 38
→ Timeline	Page 39

General

Every August, Great North Road in Five Dock is transformed into a huge celebration of Italian food, culture and heritage. With an array of performances, market stalls and live cooking demonstrations, Ferragosto has something for everyone and we want to ensure it continues to be an annual celebration that is loved by residents and visitors alike.

- 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.
- Council Staff, Security and Contractors may conduct ongoing safety and technical checks at bump-in and throughout the day, and all Stallholders are required to cooperate with any queries raised.
- 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.
- All stalls providing activities for children must hold a valid Working With Children Check (WWCC).
- This is a smoke and drug free event.

Application

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 amount 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 may need to be considered in order of date and time of receipt)
- Current completed copies of relevant paperwork as requested with the application

Application

Council reserves the right to refuse 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 and Temporary Food Stall Checklist
- Stallholder applications will be subject to the date and time they are submitted, with correct supporting documents.
- Council will not reserve positions for Stallholder applications until all supporting documents have been submitted.
- Council will not take responsibility for applications not meeting these requirements.

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.
- Stallholder details concerning set up on the day will be provided prior to the event once your payment has been made. There is an ordered sequence to ensure a smooth bump-in, please only arrive at your designated time. If you arrive early, you will be made to wait. If you arrive late, you will have to wait until a suitable slot allows you to enter.
- 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 Team will be removed from the event and not be invited to participate at future events.
- Only one vehicle per Stallholder will be permitted to enter the site at the allocated times.
- Council recommends that all Stallholders bring a backup Wi-Fi dongle or a cash float to ensure no interruptions to trading.

Bump in / out

- 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

Bump in / out

- 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, you must ensure your rubbish is removed and taken with you. Fees will apply for any Stallholder found leaving rubbish behind.

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 or Event staff member will meet you at your allocated entry point and direct you to your stall.
- At 5pm when the event concludes, trading must cease to allow for the road to be reopened on time.
- At the conclusion of the event, vehicles will not be allowed access to the event site until it is deemed safe. This decision will be made by the Events Team, Traffic Control and Security.
- 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.
- 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 a direction will be considered a breach of Terms and Conditions and will be considered sufficient grounds for removal of your stall and/or activation on the day without refund.

Trading hours

- Stallholders are required to operate for the full duration of the event.
- All stalls must be ready to trade by 9:30am.
- At 5pm when the event concludes, trading must cease to allow for the road to be reopened on time.

Not-For-Profit groups

- NFP community groups will need to provide evidence on letterhead or other documentation of their status in order to receive a lower rate if applicable.
- Stallholders partnering with charities are required to pay the applicable stallholder rate for their space.

Fees and Payment

- Please note there are fees associated with this event for Stallholders.
- 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.
- Stall structures are only available for Merchandise / Information stalls, if you require one there will be a fee associated.
- Stallholder fees do not include stall structure hire.
- A fee has been introduced in 2025/2026 for Stallholders found not following the requirements set out in these Terms and Conditions such as, but not limited to:
 - No Fire Extinguisher/Blanket for food stalls
 - No / insufficient weights for their stall structure
 - Exceeding their allocated space
- Where relevant, Stallholder fees include the cost of a health inspection.
- Full payment for your stall is required by 1 June. If payment is not received your spot will be cancelled and released to another on our waitlist. Payment received after this date will not reinstate your position.

Fees and Payment

- Stallholders requiring a Stall Structure 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.
- Council will only offer refunds in full if the event is cancelled prior to commencement due to unforeseen circumstances.
- Stallholder fees for 2025 Ferragosto are as stated on page 13 – 16:

*Temporary food stall admin/inspection fee included

Local Businesses Based in Five Dock Town Centre & Not For Profit Groups	
Local Business Based in Five Dock Town Centre - Merchandise / Other Site	\$230
Local Business Based in Five Dock Town Centre - Pre-packaged Food Site	\$230
Local Business Based in Five Dock Town Centre - Alcohol Site	\$230
Local Business Based in Five Dock Town Centre - Food Stall*	\$285
Not-For-Profit Community Group Site	\$230

Fees and Payment

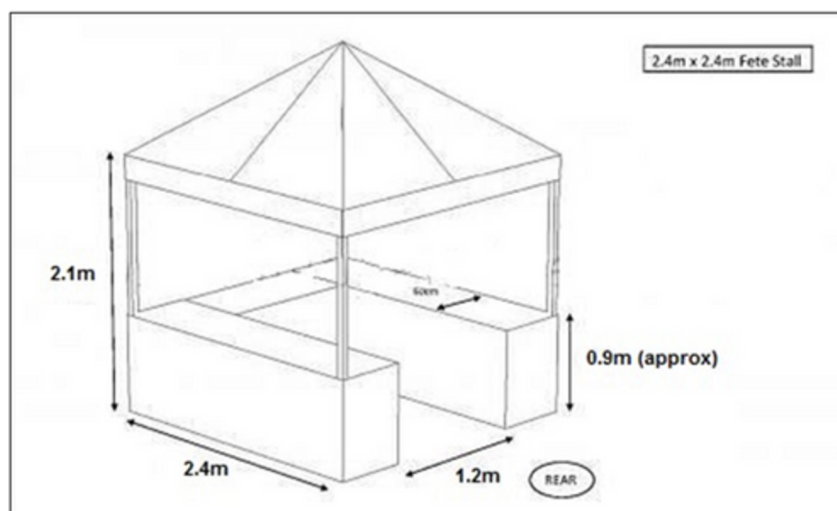
City of Canada Bay Businesses	
City of Canada Bay Business - Merchandise / Other Site	\$460
City of Canada Bay Business - Pre-packaged Food Site	\$460
City of Canada Bay Business - Alcohol Site	\$460
City of Canada Bay Business - Food Stall*	\$630
City of Canada Bay Business - Food Van* (up to 6 metres)	\$1,090

Fees and Payment

Standard Stallholder Fees	
Merchandise / Other Site	\$610
Pre-packaged Food Site	\$610
Alcohol Site	\$610
Food Stall*	\$780
Food Van* (up to 6 metres)	\$1240
Food Van per metre over 6 metres	\$100

Fees and Payment

Administration fees	
Site Safety Non-Compliance Fee (e.g., unsafe structure, no fire extinguisher etc.)	\$150
Late Application Fee (only applicable if application is approved)	\$50
Stall Structure Hire (available to Merchandise / Information stalls only)	\$165
Cancellation Fee (prior to 1 month before event)	50% of fee
Cancellation Fee (within 1 month of event)	100% of fee
Post Event - Garbage Clean-Up penalty	\$150



- 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.
- Colour of fete stall will vary and unfortunately, we cannot assign specific colours to stall holders

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 involved in this event 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 their stall during the activities / event.
- Stallholder must accept liability for any damage caused by the operation of the stall to Council property or contractor's property.

Disputes

- At the time of the event, the decisions of City of Canada Bay's event staff, health inspectors and rangers, is final and must be adhered to. Any disputes can be pursued after the event in writing addressed to the General Manager, City of Canada Bay.

Removal of rubbish

- All stalls 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.

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 written consent from the event organisers.
- Water is not be available at the event site. Stalls must bring their own supply of water to use.
- If Stallholders are using power from their shop front on Great North Road, all cables must be safely covered by the means of cable trays or similar.
- Generators must not obstruct foot traffic.
- All stalls must provide their own lighting to ensure clear visibility after sunset.

Political Stalls

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

Stall dimensions

- Standard stall spaces for Stallholders are 3m x 3m unless otherwise agreed upon with the Events Team.
- Stallholders must keep within their allocated space.
- Any additional space required e.g., cool rooms will be charged accordingly.
- Fete stalls hired through Council (applicable only for Merchandise/Information stalls) measure at 2.4m x 2.4m.

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 expressed prior written consent from Council's Events team.
- Appropriate terms and conditions must be available at the stall where the competition is taking place.

Social Media Guidelines

- In order to avoid confusion, Stallholders are not permitted to create independent Facebook events.
- Stallholders are encouraged to get involved in promoting the event by;
 - Sharing the City of Canada Bay's official Ferragosto Facebook event
 - Liking, commenting and sharing Ferragosto posts from the City of Canada Bay's official Facebook and Instagram page
 - Promote their involvement in the event via their own social media channels including but not limited to
 - Facebook, Instagram and/or X by tagging @canadabay and using the official hashtag #Ferragosto

Wet Weather

- In the event of inclement weather, the event will continue unless deemed too hazardous for the safety of all involved.
- Council's Event team will continue to monitor and assess work, health & safety risks associated with wet weather and advise all involved of event continuation or cancellation. In the event of a cancellation please refer to the cancellation terms found within these Terms & Conditions.
- As 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.

Vehicles and Parking

- Limited parking is available in surrounding streets.
- There will be no parking of vehicles for Stallholders on event grounds for any reason unless prior approval has been granted by Council's Events team. This includes both Kings Road and Waterview Street Carparks.
- No vehicles are to be left on site unless previously agreed.
- Any vehicle left on site is liable to be booked by City of Canada Bay Rangers outside of the bump in and bump out times. In some instances vehicles may be towed.
- Stallholder must not drive faster than 10km/h and must turn their hazard lights on while driving within the event site.
- Stallholders must 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 8:45am. Vehicles will only be permitted back on site from 6pm onwards and only as directed by event staff.

Stallholders

- Stallholders participating in the event must provide their own equipment, this includes but is not limited to:
 - Trestle tables
 - Chairs
 - Generators
 - Electrical cables and cables trays / covers
 - Sandbags / weights
 - Marquee / stall structure (where applicable)

Items for Sale

- No balloons (helium or air-filled) are to be sold or given away.
- No disposable plastic and polystyrene items. For further information see pages 35 - 37
- 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 including (but not limited to): weapons, toy guns, cap guns, swords, knives, bungers, throw downs, noise makers, 'silly string', counterfeit goods or other similar product are not permitted at Ferragosto.
- 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.
- If you are approached on the day to sell goods or services for another party, please notify Event Staff immediately.

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 Stallholders), 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.
- If you see or hear anything that might impact on safety or security, please notify authorised Council staff or contractors immediately.
- Stallholders are advised to bring their own small first aid kit.
- Stallholders providing their own structures must bring adequate weights to secure the structure safely and without causing trip hazards.
- All Stallholders are required to adhere to the following:
 - Bare feet and open toed shoes are not allowed on site at any time, this includes sandals and thongs.
 - Hi Vis vests must be worn at all times on site during set up and pack down.
 - Children under the age of 16 must not partake in event bump in or out.
- All exposed electrical cables running along the ground must be adequately covered by the means of cable trays or similar. Cables running over stalls must be safely secured to the structure.
- In the event of an emergency, follow the instructions of Council staff, Security and Police.

Fire and Safety

- A Council appointed licenced 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 Stallholders responsibility to make alternative arrangements. In some cases the licenced gas plumber may be able to repair or replace parts; however this will be an additional cost directly to the Stallholder during the event.
- Council will not take responsibility for any costs incurred by a stallholder. If you are using a generator, you must ensure you have maintenance records for the equipment and the generator complies with the relevant Australian Standards. If the generator is deemed to be unfit or does not meet requirements, you will not be permitted to use it. Should complaints of a noise nuisance be justified, Council will require the equipment to cease operation and an alternative sought.
- All stalls must ensure that any gas cylinders meet the requirements of the relevant Australian Standards and are used and stored correctly during the event.
- All stalls containing cooking facilities **MUST** provide a fire extinguisher and/or fire blanket.
 - A fee has been introduced in 2025/2026 for stallholders found not providing a fire extinguisher and/or a fire blanket.

Fire and Safety

Part 1 – 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 bottles to have 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)

Fire and Safety

Part 2 – For those using gas appliances, the following Hazard Checklist for all Gas appliances at Public Events should be considered.

- 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 bottles to have safety fuses installed & bottles turned off at the end of the night
- 45Kg bottles 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

Food Vendors

- Food stalls must comply with Councils Environmental and Health Policy 'Food Handling at Temporary Events'
- Pre packaged food may include (but is not limited to):
 - Pre packaged biscuits
 - Jars/bottles of honey, jams, oils and preserves
 - Lollies and chocolates
- Council's Environmental Health Team will conduct a health inspection to ensure your compliance with Environmental Health Regulations.
- 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 EnvironmentalHealthTeam@canadabay.nsw.gov.au or on 9911 6555 if you have any questions or concerns.

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 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 waste water to be washed or swept down storm water drains.

Alcohol Sites

- 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 reusable or biodegradable 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 alcohol.

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.
- Plastic carry bags, bubble wrap or foils are prohibited. Please consider paper for packaging such as carry bags and wrapping.
- 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.
 - Condiments in single serve plastic sachets
 - Plastic, polystyrene or plastic lined drink containers.

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.

Biodegradable plastic bags are also not accepted as these are not recyclable.

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 EnviroTeam@canadabay.nsw.gov.au

Sustainability Alternatives

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 packing
Sugar or sauce single packets	Bulk dispenser
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

Contact Details

For more information about the event please contact Council on
02 9911 6555



Events Team

✉ Events@Canadabay.nsw.gov.au



**Environmental Health
Team**

✉ EnvironmentalHealthTeam@Canadabay.nsw.gov.au



Sustainability Team

✉ EnviroTeam@Canadabay.nsw.gov.au

Application Timeline



**Dates subject to change*