



Stallholder Information Pack

Contents

<i>Stallholder Terms & Conditions</i>	2
1.1 GENERAL	2
2.1 PAYMENT AND CANCELLATION	2
3.1 FOOD ITEMS	3
3.2 RISK ASSESSMENT	3
3.3 COVID-19 SAFE EVENT GUIDELINES	3
3.4 POWER	4
4.1 SUSTAINABILITY*	4
5.1 PROHIBITED ITEMS	4
5.2 WASTE AND RECYCLING	5
5.3 SITE RULES	5
6.1 SITE ACCESS	5
6.2 SAFEWORK.....	6
7.1 EMERGENCY PROCEDURES	6

Stallholder Terms & Conditions

Successful applicants will be subject to the following terms and conditions:

1.1 GENERAL

1. Sites will be allocated by Camden Council staff at its sole discretion.
2. Stall sites are allocated based on the width of your stall, including clearance areas (awnings, tow bars etc.) Please advise the correct height, length and depth of your site in your application to ensure suitable positioning at the event.
3. Site fees: Site fees are charged at \$50 per metre (width-frontage)* for the duration of the event. If you require additional width on the day of the event, you will be charged an additional \$50 per metre, or part thereof if required.

Up to 3 metres depth is included within your site fees. If additional depth is required, a fee of \$50 per metre depth will be charged.

All fees are inclusive of GST.

4. Fete Stall or Pagoda hire fees: Inclusive of site fee and GST
Single Fete stall 2.4m x 2.4m - \$334.80 approx.
Double Fete stall 4.8m x 2.4m - \$641.60 approx.
Pagoda marquee 3m x 3m - \$480 approx.
Pagoda marquee 6m x 3m - \$960 approx.
5. Not-for-Profit (NFP) site fee: Once you have provided Council with and we have accepted your ATO NFP status, the site fee will be waived if you provide your own marquee. Should you require Council to hire a marquee on your behalf, it is your responsibility to arrange this with council staff and additional charges will apply.
6. Stallholders who are not operating from a truck, van or trailer are required to provide their own branded shade coverings as well as any counters, tables and chairs. If you do not have a custom designed stall you will be required to have a white pagoda/fete stall. Should you require Council to hire a marquee on your behalf, it is your responsibility to arrange this with Council staff and additional charges will apply.
7. Payment for all stallholders is due upon acceptance of your application form. Stallholders who do not pay their fees and received their approval prior to the event will not be permitted to attend the event.
8. All stallholders must hold valid and current public and products liability insurance from an insurer acceptable at Council's discretion in the amount of at least \$20 million per incident. Please provide a copy of this with your application form.
9. Site fees for local businesses on Argyle Street will be waived. Should businesses require the hire of a marquee, hire fees apply.

2.1 PAYMENT AND CANCELLATION

1. Please DO NOT send cheques with your application as they will not be accepted. Successful applicants will be advised via email and an invoice will be raised. Full payment is due 5 business days prior to the event. Any payments not received prior to the event day will not be allowed operate.
2. Cancellations must be received by Council in writing at least 5 working days prior to the event start date. Cancellations received less than 5 days but more than 48 hours prior to the event

will receive a 50% refund. Notification of cancellation within 48 hours prior to the start time of the event will not be refunded.

3. Approved stallholders will be notified of cancellation or postponement as soon as practicable:
 - If cancellation by Council occurs more than 14 days prior to the commencement of the event, 100% of the site fee and 50% of the stall fee (if booked) will be refunded.
 - If cancellation by Council occurs within 14 days yet more than 48 hours, 100% of the site fee will be refunded, however 50% of stall fees (if booked) will be retained.
 - If cancellation by Council occurs within 48 hours of the event, 100% of the site fee will be refunded, however 100% of stall fees (if booked) will be retained.
 - If cancellation by Council occurs after the commencement of the event, stallholders will receive 50% refund on the site fee, however 100% of the stall fee will be retained (if booked).

3.1 FOOD ITEMS

1. All food stallholders are required to hold a current Annual Temporary Food Stall Approval or a Single Event Temporary Food Stall Approval from Camden Council for the event attending. Application for temporary food stall approvals are subject to fees and processing times. Payment for all approvals is due upon acceptance of your application form.
2. Any stall selling food or beverages may be subject to an inspection by Council's Environmental Health Officer. Inspection fees may apply, and these will be invoiced separately. If you have any questions regarding Council food inspections, please call (02) 4654 7777. Environmental Health Officers are authorised to take appropriate regulatory action on any stall not complying with the Food Act 2003, Food Regulation 2015 or Food Standards Code (FSANZ). No refunds will be given.
3. All food stallholders must provide a site plan of their stall set up.
4. All food stallholders at this event must provide a copy of their menu with their application. Camden Council reserve the rights to refuse any food or beverage provider it feels not suitable for the event.
5. Gas will not be provided therefore food stallholders requiring gas for cooking must supply their own. Please refer to the [Event Planning Guide](#) for information on Gas use.

3.2 RISK ASSESSMENT

1. Event stallholders are required to sign-on to Council's Event Risk Assessment and adopt it controls, along with the Stallholder Application Form.

3.3 COVID-19 SAFE EVENT GUIDELINES



1. Stallholders are required to provide a copy of their COVID-19 Safety Plan with their Stallholder Application Form, if required by current Public Health Orders (PHO's) or Camden Council. If required, applications that do not include this plan with their form will not be accepted.
2. Stallholders are required to have registered as a COVID-19 Safe Business and provide Council with valid evidence, if required by current PHO's or Camden Council.
3. Camden Council reserves the right to cancel your application and booking at any time if it becomes aware that any of the items above have not been satisfactorily provided or completed.

3.4 POWER

Powered sites are only available in certain locations at each venue. Generators are permissible but must be regularly serviced, have an earth leakage or be fitted with a Residual Current Device (RCD), be fully fueled before use, must produce noise that is minimal (at the sole discretion of Council) and can be isolated from unauthorized persons, otherwise use of generators must be discontinued. If you require a powered site, there is additional charge of \$30 incl GST per day. Please include this information in your application.

4.1 SUSTAINABILITY*

1. Camden Council is committed to the implementation of sustainable development principles in the planning and delivery of Council operated events and festivals.
2. To maintain a culture of sustainable practice, Council is committed to promoting and encouraging the following guidelines for stallholders at all Council operated events:
 - No plastic single-use service ware (plates and cutlery)
 - No plastic straws
 - No styrofoam
 - No single use condiments

Plastic items	Alternatives
Plastic/polystyrene plates, cups/glasses, bottled drinks, cutlery, sample pots	Reusable serving-ware such as crockery or glass Paper, bamboo, cardboard, sugarcane fiberboard products, Glass jars, aluminum cans Cocktail sticks, toothpicks
Plastic straws or stirrers for beverages	Re-usable cutlery such as bamboo or sugarcane cutlery Paper straws or wooden stirrers
Plastic bags	Paper or calico bags
	

**Sustainability measures should only be implemented if in accordance with the stallholder's COVID Safety Plan*

For more information please refer to NSW Single-use Plastics ban - [Single-use plastics ban in NSW | NSW Dept of Planning and Environment](#)

5.1 PROHIBITED ITEMS

The following items are not to be sold or distributed from your stall (this includes free giveaways):

- Plastic bags
- Helium Balloons
- Balloons of any kind, as free giveaways

- Toy Guns (bubble guns are ok)
- Counterfeit goods including toys

The above list is not exclusive and does NOT supersede all other responsibilities, obligations requirements and conditions lawfully required of you.

For more information on product safety, please see the national Product Safety Rules and Standards: <https://www.business.gov.au/products-and-services/selling-products-and-services/product-labelling/product-safety-rules-and-standards>

5.2 WASTE AND RECYCLING

- The stallholder must ensure that its site or sites are left in it's original condition at the end of the event. Otherwise, a cleaning fee of \$100.00 will be invoiced to you should sites be left untidy on departure.
- The stallholder will aim to provide and serve their product in 100% biodegradable materials, and to serve condiments in a COVID safe way. Preference is given to stallholders who operate in this way.
- Stallholders must ensure removal of oil and waste from the site at the end of the event.
- See Waste Management Plan for further information
- Organics (*for interested traders*)
 - Camden Council will at times work with OzHarvest for the collection of food waste for re-distribution from interested traders. If you would like to request a food waste bin for your stall, please advise the Event staff.
 - Cylinders must be upright & secure (*with chain or similar*)
 - Cylinder safety outlet must face away from the stall structure
 - Cylinders stored away from public access

5.3 SITE RULES

- Enclosed shoes must be worn at all times while operating your stall
- High-Vis vests must be worn during bump-in and pack down. It is the stallholder's responsibility to ensure they and any person assisting them is provided with a High-Vis vest. Camden Council only has a limited number of vests available to be borrowed.
- No taking or being under the influence of alcohol or drugs
- No smoking within event boundaries
- Violence, bullying, pranks or horseplay will not be tolerated
- Sexual harassment or racial vilification will not be tolerated
- Report any issues to Camden Council Staff and Event Security
- All stallholders and their staff **must** wear all appropriate Personal Protective Equipment (PPE) required for the tasks being performed.



6.1 SITE ACCESS

- No vehicle can access the site prior to scheduled bump in times
- Hazard lights must be turned on **at all times** when on the event site
- The stallholder must arrive and set up within the designated timeframe advised by the Events team
- **Parking permit** provided by the Events team must be displayed on vehicle windscreen. Without the permit attached to the front windscreen, vehicles may not be allowed on-site by the traffic controllers

- Security and Traffic Management officers may hold back vehicles during bump in and bump out if too many vehicles are already on the site
- Do not exceed a speed limit of **5km/hour** on entry and while at the event site
- If you arrive late, the entry for unloading on-site may be CLOSED and your vehicle may not be permitted to enter
- All Vehicles must be off site no later than 30 minutes prior to the event commencing and may not access the site again until 15 minutes following the end of the event, or when deemed safe to do so by Council staff/traffic controllers (*once all pedestrian traffic is cleared*).



6.2 SAFEWORK

<https://www.safework.nsw.gov.au/legal-obligations/employer-business-obligations>

- The stallholder will comply with industry standards relating to your activity, at all times as well as the certification, licenses and registration conditions that they have submitted.
- The stallholder will take reasonable care for their own health and safety, and that of their employees, and take reasonable care that their acts or omissions, and that of their employees, do not adversely affect the health and safety of other persons.
- Camden Council expects that the stallholder will have systems in place that manage hazards and control their subsequent risk
- For stallholder safety, Camden Council suggests all stallholders and their workers follow SunSmart advice.



7.1 EMERGENCY PROCEDURES

- The stallholder must immediately notify the Event Organiser or other Camden Council staff of any emergency matters or significant risks that have arisen during the event.
- In event of an evacuation, Camden Council staff and Security Guards will direct persons to an assembly area (*See site map*).
- Leave the site quickly if safely to do so.
- **DO NOT** return to an evacuated area until instructed to do so.
- First Aid will be located within or directly adjacent to the Camden Council Information Tent. Both are shown on the site map  
- If someone is injured:
 - Remain calm
 - Assess injury
 - If injury is life threatening contact Emergency Services on Triple Zero (000)
 - Do not move injured party unless increased risk of danger
 - Ensure area safe and poses no further risk
 - Contact the Event Organiser
 - Barricade area from general public
 - Assist Event Organiser and emergency services as required
 - Complete an incident report as soon as possible after the incident
- All injuries & incidents, near misses and hazards must be reported to Camden Council staff
- Incident report forms are available from the Camden Council Information Tent

- I understand myself and my staff will adhere to Camden Council's COVID Safety measures and procedures throughout the event
- I have read, understand, and accept the above terms and conditions.