

National Celtic Festival 2017

Stallholder Terms and Conditions

PLEASE READ CAREFULLY

1. STALL SITES

OUTDOOR UNDERCOVER STALL SITES

- a. Several rows of undercover stalls – 3 x 3 metres
- b. Framed / Structured open front tent, with a front closing door, 5 to 8 stalls in row

OUTDOOR NO COVER / FOOD VENDOR / ONE DAY STALL SITES

- a. 3 x 3 metres for Outdoor No Cover
- b. 3 x 4 metres or 3 x 6 metres for Food Vendors
- c. 3 x 3 metres for 1 Day Only
- d. **Must provide own** safe, secure and presentable marquee, structure or food outlet
- e. No umbrella or sunshade style cover permitted
- f. Steel frame marquee system with tubing no less than 30mm square or diameter with PVC covering is permitted
- g. A pop up / pullout aluminium frame system with Gore-Tex roof covering or PVC is permitted
- h. Heavy duty pegs (approx 50-60cm in length) & heavy duty ropes required

2. HOURS OF OPERATION

- a. All stalls must remain open for the duration of the Festival for the following hours of operation unless otherwise agreed
 - **Friday** 9th June 6pm -10pm (optional)
 - **Saturday** 10th June 10am-5pm
 - **Sunday** 11th June 10am-5pm
 - **Monday** 12th June 10am-3pm
- b. Stallholders have the option of and are encouraged to **extend hours until 10pm** on Saturday & Sunday nights
- c. Friday night trading is at the discretion of the stallholder but can trade once set-up from 6pm

3. SET-UP TIMES

- a. Stallholders are **strongly encouraged to set-up on Friday** rather than Saturday morning – can trade from 6pm Friday night once set-up
- b. **Friday 9th June** – area available from **11am - 2pm OR 2pm – 4pm**
- c. **All vehicles must be off-site by 4.30pm**
- d. **Saturday 10th June** – area available from **7.30am to 9.30am** by arrangement
- e. One Day stall site area available from 7.30am to 9.30am Saturday and Sunday
- f. All stall sites must be **ready to operate by 10am** every morning of the Festival
- g. No vehicles to be in the market area after 9.30am on any day of the Festival

4. PARKING, VEHICLES & ACCESS

- a. All market stalls are required to load in and out during the allocated times
- b. Entrance to the Festival site on Friday & Saturday morning is from **Newcombe Street**, please drive slowly and carefully. You will be required to take instruction & directions from the Market Coordinator, site crew and wardens
- c. Areas for unloading & loading of vehicles will be allocated on Festival site
- d. Stallholders can park their vehicles on **The Esplanade** or **Fisher Street** which has free all day parking available close to Festival site

5. NO CAR ACCESS DURING FESTIVAL except for -

- Saturday & Sunday 5:15 – 6:15pm (for pack-up)
- Saturday, Sunday & Monday 7:30 – 9:30am (for set-up)
- Monday - From 3:30pm (for pack-up)

6. FLOOR PLAN OF STALL SITE

- a. Include a basic floor plan of your stall showing the exact overall dimensions, frontage and the infrastructure that you will bring with you such as tables and display stands
- b. Food Vendors must also include the location of cooking appliances, gas bottles, fire extinguishers, fire blanket, preparation areas etc
- c. Food vendors using a Cool room must include it within their stall size limit & show on plan

7. POWER REQUIREMENTS

- a. Power supply is only available to selected areas
- b. Stallholders requiring power will be provided with an **inclusive 10A supply** which will be supplied via a lead which is protected by a safety switch
- c. **Additional power supplies** will incur costs as listed under Site Fees
- d. Be mindful that the extra prices only apply if the supplies are ordered prior to arriving on site
- e. Stallholders requesting additional power without notice will be charged at double the rate and will need to be pay in full prior to connection
- f. All stallholders requiring power must detail all equipment and how much electricity each unit draws in the application
- g. It is the stallholders responsibility to ensure that all electrical equipment has a **current electrical test tag** & is in good working order before connection to the site power
- h. All power leads must be taped, covered or strung overhead where applicable
- i. Double adaptors are not permitted & all power boards must have current overload protection
- j. A **30 metre lead** is required for connection to NCF site power or nominated points, joints in leads will not be accepted

8. FOOD VENDOR GUIDELINES

- a. The number of Food Vendor sites are **strictly limited** due to the nature of the site and power supply restrictions
- b. Preference given to **Food Vendors who can provide their own generator** – provide details
- c. All food vendors must be registered under the Food Act 1984 (Vic) – all Statutory & food handling regulations & standards must be followed at all times
- d. Complete a **Notification of temporary food premises** (temporary and portable food registration for businesses – tent, stall or marquee) OR
- e. Complete a **Notification by a community group for temporary food premises** (temporary and portable food registration for community groups – tent, stall or marquee) OR
- f. Complete a **Mobile food registration** (van, cart or moveable vehicle where food is prepared or sold, including coffee and other drink vans or carts)
- g. Apply at your principal council or go to www.geelongaustralia.com.au, Services and Topics, T (Temporary food premises) or F (Food registration - mobile) to apply online or contact a Customer Service Centre (Phone: (03) 5272 5272)
- h. Food stalls must ensure heating or cooking appliances are in good order and comply with all statutory regulations. A **fire extinguisher** in good working order and a **fire blanket** must also be supplied. An NCF Electrician will inspect appliances and connect power whilst setting up
- i. All **gas bottles and appliances** must be securely fixed to inhibit toppling
- j. A total of 2 bottles at any one time can be kept on site, max size 10 kg
- k. All gas bottles shall be connected to appliances
- l. There is no storage on site for spare gas bottles
- m. **Food vendors who are able to operate for extended hours on Friday, Saturday and Sunday nights will be given preference**

9. WASTE & RUBBISH REMOVAL

- a. Stallholders are expected to reduce their environmental impact through the use of recyclable materials, separation of waste & litter control
- b. Food & beverage vendors are required to supply food in recyclable packaging where possible
- c. Stallholders will be expected to maintain general cleanliness around their site & leave their site in a clean & tidy condition
- d. Rubbish bins will be provided for general waste and recyclable materials – please **flat-pack** all cardboard boxes

10. INSURANCE

- a. All stall holders **MUST** have their own **Public Liability Insurance** with a minimum of \$10 million cover
- b. Attach copy of your **current** Public Liability Insurance policy to the application (must be current over Festival weekend or supply once renewed)

11. SECURITY

- a. Stallholders are totally responsible for the security of their stall, equipment & goods
- b. Stallholders will not be permitted to sleep overnight on site
- c. The market area is patrolled by professional security guards during the Festival

12. GENERAL GUIDELINES

- a. All stallholders are to provide their own tables and/or display equipment, chairs etc
- b. Stalls should not extend their displayed goods beyond the boundaries of their nominated site – do not encroach onto the walkways with racks or displayed goods
- c. **No smoking** will be permitted inside stalls, within 10 Metres of a building entrance, around combustibles or while handling hazardous materials
- d. It is the responsibility of the stallholder to ensure that your **stall area is safe** at all times & no part of your stall poses a hazard to any persons
- e. Council staff and/or NCF organisers will conduct inspections of all stall sites & any stalls found to have inadequate facilities and/or contravening the conditions of this agreement will not be permitted to operate
- f. Stallholders will not assign, share or sublet all or part of site without written consent of the NCF organisers
- g. NCF organisers reserve the right to enter any stall site & remove any article, sign, picture or printed matter that is not eligible for display, poses a risk or hazard or is deemed offensive
- h. Use of amplifiers or loud speakers to play pre-recorded music is not permitted without the consent of NCF organisers

13. BOOKING & PAYMENTS

- a. Please do not send payment with Application – Expression of Interest
- b. Approved applicants will be sent written confirmation as soon as possible after closing date
- c. NCF organisers reserves the right to refuse applications at its own discretion
- d. All fees are to be paid in advance once application has been approved and official confirmation received (30 days from receipt). Stall sites will not be reserved without payment and may be reallocated to applications on waiting list
- e. Successful stallholders will be able to pay their site fee once confirmation has been received by Cheque, Money Order or Direct Deposit
- f. Site fee will not be refunded unless notice is given 1 week prior to Festival commencing

14. STALL RATES

- a. Site fees are set to cover the costs of infrastructure hire and installation, access to power supply and security
- b. Sites not requiring power are discounted by a minimum of \$50 from powered sites (inclusive 10A supply which is supplied via a lead which is protected by a safety switch)
- c. **Additional power supplies** incur the following costs as listed
- d. Remember the following prices only apply if the supplies are ordered prior to arriving on site
- e. Stallholders requiring additional power without notice will be charged at double rate and will need to pay in full prior to connection

FESTIVAL STALL RATES (Friday to Monday inclusive except for 1 Day Only)

OUTDOOR	NO POWER	POWER
Undercover - 3m frontage x 3m depth	\$300	\$360
No Cover – 3m frontage x 3m depth	\$180	\$240
1 Day Only - 3m frontage x 3m depth	\$70	Not available

FOOD VENDOR	NO POWER	POWER
Food Vendor - 4m frontage x 3m depth	\$320	\$420
Food Vendor - 6m frontage x 3m depth	\$360	\$460

* Limited availability of powered Undercover sites & Food Vendor sites

** Strictly limited availability of power to No Cover sites

ADDITIONAL POWER	TYPE	EXTRA COST
10A Single Phase Supply	Standard Extension	\$70
15A Single phase Supply	Heavy Duty Extension	\$95



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