

# *Stallholder Information Pack*

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# Stallholder Terms & Conditions

## GENERAL

- Priority is **NOT given** on a 'first in first served' basis. Stall applications are assessed by a panel of Council event staff. Council reserves the right to decline applications, regardless of the date the application was received and any prior participation the business has at Camden Council events.
- Council will not be held responsible for loss or lack of income generated on the day, or if any pre-held expectations have not been met.
- Late requests made on the event day, e.g. Power supply, specific stall location, may be refused.
- The stallholder is liable for damage to the event site caused by them or their sub-contractors and vehicles.
- Stallholders must ensure that their stalls are constructed and decorated to a high standard. Signage, banners and visuals are encouraged if you do not invade the space of your fellow stallholders.
- Stallholders not in a truck, van or trailer are required to provide their own branded shade covering. If you do not have a custom designed stall you will be required to have a white pagoda and to cover the hiring costs. If this will be required, it must be indicated in your application.
- Stallholders are responsible for supplying all their own tablecloths, signage, equipment and seating arrangements required to run the stall
- Sites will be allocated by Camden Council Event staff.
- Stall sites are allocated based on the width of your stall, including any clearance areas (awnings, tow bars etc.) Please ensure to advise the correct height, length and depth of your site in your application to ensure correct positioning at the event.
- All stallholders must hold current Public and Products Liability Insurance cover to the amount of \$20 million. Please provide a copy of this with your application form.
- Successful applicants will be advised by email and an invoice will be raised. Any payments not received 2 days before the event day will not be allowed to operate. Please **DO NOT** send cheques with your application.
- Cancellations must be received **48 hours prior** to the event date. Refunds will not be given to stallholders who do not advise within this period.

## SITE FEES

- Fees are charged at \$50 per metre (*width*). If you require additional space at the time of the event you will be charged at the rate of \$75 per additional metre, or part thereof that is required, should additional space be available
- All food vendors will be subject to an additional Section 68 Temporary Food Stall in a public place fee.
- All fees are required to be paid in full prior to the event

## POWER

- Powered sites are only available in certain locations at each venue. Generators are permissible but must be silenced. If you require power but are unable to provide it yourself, please include this in the additional information field in your application.

## FOOD ITEMS

- Any vendors selling food or beverages will be subject to a Council Environmental Health Inspection and the Section 68 Temporary Food Stall in a public place fee. If you have any questions regarding Council food inspections, please call (02) 4654 7777. Environmental Health Officers are authorised to close any stallholder who does not comply with the NSW health regulations. No refunds will be given.
- Gas will not be provided, therefore food vendors requiring gas for cooking must supply their own.
- All food stalls are required to complete the [Temporary Food Application](#) and upload as part of your submission.

## SUSTAINABILITY

Camden Council is committed to the implementation of sustainable development principles in the planning and delivery of Council operated events and festivals.

To maintain a culture of sustainable practice, Council is committed to promoting and enforcing the following conditions for stall holders at all Council operated events:

- No plastic single-use service ware (plates and cutlery)
- No plastic straws
- No single use condiments
- No Styrofoam
- Stallholders who are unable to maintain a sustainable practice may not be chosen to participate in future events, as preference will be given to those with sustainable practices.

## CANCELLATION

- Approved stallholders will be notified of cancellation or postponement as soon as practicable. If cancellation by Council occurs before the commencement of the event 100% refund of the site fee will be made to the stallholder but 100% of the stall fee will be retained, if booked.
- If cancellation by Council occurs after the commencement of the event 50% refund of the site fee will be made to the stallholder but 100% of the stall fee will be retained, if booked.

## 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. Camden Council has a limited number of vests available to be borrowed, as required
- 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 Personal Protective Equipment (PPE) as required for the tasks being performed.



## 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 time
- **Parking permit** 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*).

## STALL OCCUPATION

- All equipment must be kept inside the site boundary – nothing is permitted outside your allocated space (other than gas bottles)
- No additional structures/marquees are permitted – You may only erect what has been approved
- If additional space is required you may be charged additional fees or refused, depending on available space
- Do not use another stallholder’s power
- If you require power, you need to provide this information in your application. There is no additional charge for access to power if this is requested during your application.
- Use of LP Gas
  - Cylinders must not be damaged, rusty or more than 10 years old
  - Gas cylinders must be kept outside the stall
  - Spare cylinders, full & empty, must also be stored externally
  - Cylinder must not block exit ways
  - Cylinders must be on a level, non-combustible surface
  - 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

Gas cylinder safety checklist	
<input type="checkbox"/>	Has a competent person checked all cylinders?
<input type="checkbox"/>	Are supply hoses in good condition?
<input type="checkbox"/>	Check all joints and connections for leaks with soapy water
<input type="checkbox"/>	Ensure all combustible materials clear of cylinders
<input type="checkbox"/>	Ensure suitable fire extinguisher and fire blanket available (must have one fire blanket for each deep fryer unit)
<input type="checkbox"/>	Ensure appropriate first aid kit available and in date

## 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 quickly
- **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  
- What to do if somebody 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

## 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.



## WASTE AND RECYCLING 2019

- The stallholder shall ensure that its site or sites are left in a clean and tidy 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 from large containers instead of single use. 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 Minimisation 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

## 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 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>

## FOOD OPERATORS

All stallholders providing food are subject to additional guidelines, set forth by the Food Authority, and further information can be found online.

“Food Standards Code” <http://www.foodstandards.gov.au/code/Pages/default.aspx>

“Food Safety Practices and General Requirements Standard 3.2.2”



<http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/foodsafetypracticesa70.aspx>

# Waste Minimisation Plan

Camden Council is committed to the implementation of sustainable development principles in the planning and delivery of Council operated events and festivals. In 2018 through the introduction of recycling initiatives, we diverted 41% of the 1347kg of waste at our TASTE Festival Event.

To maintain a culture of sustainable practice, Council is committed to promoting and enforcing the following conditions for stall holders at all Council operated events:

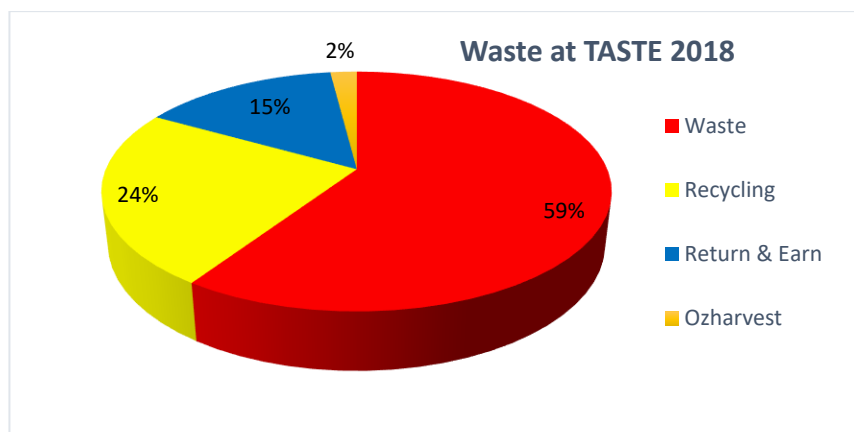
- No plastic single-use service ware (plates and cutlery)
- No plastic straws
- No single use condiments
- No Styrofoam

Single-use Plastics and Sachets	Alternatives
Individually packed sachets such as sugar, salt, pepper, sauces condiments, soy sauce.	Sauce bottle dispensers, bulk shakers/pepper mills
Plastic/polystyrene plates, cups/glasses, bottled drinks, cutlery, sample pots, cutlery	Reusable serving-ware such as crockery or glass Paper, bamboo, cardboard, sugarcane fibreboard products, Glass jars, aluminium cans Cocktail sticks, toothpicks
Plastic straws or stirrers for beverages	Re-usable cutlery to be washed Paper straws or wooden stirrers
Plastic bags	Paper or calico bags
Bottled water	Council provides bottle refill stations or bubbler at each event and asks attendees to BYO drink bottles
	



## 2018 Waste Minimisation Statistics – TASTE Food, Wine and Music Festival

Waste Stream	Kgs	%	Diversion
Waste	800	59%	
Recycling	320	24%	
Return & Earn	200	15%	
OzHarvest	27	2%	
<b>Total</b>	<b>1347</b>	<b>100%</b>	<b>41%</b>



### Macarthur Centre for Sustainable Living – Love Food, Hate Waste

- Education program outlining ways to reduce and reuse food to minimise waste in the home

### Scouts – Return & Earn

- 3,208 units collected for a total of \$320.80 raised for the Australian Scouts Jamboree

### Sydney Water

- 200L dispensed at the water refill stations and bubbler saving approximately 333 single use bottles

### Camden Council Sustainability

- OzHarvest donations – 81 Meals / 27 kg

