

# Riverstone Festival Stallholder Application Form

## 1. EVENT DETAILS

Saturday 14 May 2022

Mill Street Reserve, Riverstone

9 am - 3 pm

Applications close 5 pm, Friday 15 April

Completed applications to be sent to [riverstonefestival@outlook.com](mailto:riverstonefestival@outlook.com) or P.O. Box 50, Riverstone NSW 2765

Enquiries please contact Phyllis McAlpine on 02 4572 3271 • **Web:** [www.riverstonefestival.com.au](http://www.riverstonefestival.com.au)



## 2. STALLHOLDER DETAILS

Business/organisation name: \_\_\_\_\_

Trading as:  **SOLE TRADER**  **PTY LTD**  **HOBBY**

Do you have an ABN?

Contact name: \_\_\_\_\_

Mobile: \_\_\_\_\_

Facebook page: \_\_\_\_\_

Postal address: \_\_\_\_\_

Email: \_\_\_\_\_

Stall/truck dimensions: \_\_\_\_\_

Items being sold (be specific): \_\_\_\_\_

## 3. STALL REQUIREMENTS

**TYPE OF STALL** - (price listed are for both days)

	<i>COST</i>	<i>QTY</i>	<i>PLEASE TICK</i>
Market Stall – 3m x 3m	<b>\$30.00</b>		<input type="checkbox"/>
Food Stall – 3m x 3m	<b>\$60.00</b>		<input type="checkbox"/>

## 4. DIRECT DEPOSIT PAYMENT

Account Name: Riverstone Festival 2000

BSB: 062 596

Account Number: 10117436

Receipt No:

ref:your name/organisation

Amount:

## 5. FOOD STALL - ADDITIONAL INFORMATION

Are you bringing a generator?

Are you bringing a cool room?

Do you require space behind your stall for preparation?

Are you providing bio-degradable products (ie) plates, napkins, fork?

Do you require a Council Fete Stall to be supplied? **(additional \$100 fee applies)**

Do you have weights to secure your stall/marquee?  
If yes, how many kgs and qty of weights?

Will you have anyone working with you in your stall?

Blacktown Council is in the process of phasing out single use plastics at all Council run events. The following items will be banned from 1 June 2022: Plastic bags, plastic cutlery, plastic stirrers, plastic straws and polystyrene food items. Events prior to June, preference will be given to stallholders who are able to comply with bio - degradable products.

### Food Safety Supervisor Number *(food stalls only)*

Name:

Document Number:

Expiry Date:

## 6. ARTS AND CRAFT - ADDITIONAL INFORMATION

Are you bringing a generator?

Do you require a Council Fete Stall to be supplied? **(additional \$100 fee applies)**

Are patrons able to walk into your stall?

Are you providing bio-degradable bags?

Will you have anyone working with you in your stall

Do you have weights to secure your stall/marquee?  
If yes, how many kgs and qty of weights?

Blacktown Council is in the process of phasing out single use plastics at all Council run events. The following items will be banned from 1 June 2022: Plastic bags, plastic cutlery, plastic stirrers, plastic straws and polystyrene food items. Events prior to June, preference will be given to stallholders who are able to comply with bio - degradable products.

## 7. POWER DETAILS

No power is supplied to stallholders. If you are bringing a generator and any electrical items onsite, please ensure that they are tagged and tested prior to arrival, as non-compliant items may result in the closure of your stall.

Please list all electrical items you will be using (eg) extension leads, power boards, bain arie, electric fryer etc

Do you use gas for cooking?

If yes, please ensure that the expiry date on the bottle is valid, otherwise you will not be able to commence trade.



## 9. STALL HOLDER CHECKLIST

Before submitting your application, please ensure that you have provided the following:

Completed application form

Copy of your Public Liability Insurance Certificate of Currency

Copy of your Workers Compensation Insurance (if applicable) OR

Copy of letter advising you do not have Workers Compensation Insurance, and accept full liability for any workers (paid/unpaid), in the event of an accident or injury.

Copy of your Food Safety Supervisor Certificate (food vendors)

Image of your stall set up

## 10. DISCLAIMER

I have read and understood the stallholder terms and conditions and agree to comply with all regulations.

I declare that all information in the application is to the best of my knowledge, true and correct

I also understand that if the information is incomplete, the application may be delayed or rejected

I acknowledge that if the information provided is misleading, any approval granted may be void

I understand that once the stallholder application form is signed, dated and submitted to Blacktown City Council, it becomes a legally binding contract

Applicant Name:

Date:

Signature:

The details provided in this form may contain information that is personal information; for the purposes of the Privacy and Personal Information Protection Act 1998.

The purpose of collecting this information is to enable Blacktown City Council to consider matters under related legislation, issue related documentation, where required associated matters as provided by law and will be utilised by Council Officers when assessing the proposal and other associated activities.

The information may also be made available to other persons where such access is in accordance with the relevant regulations and requirements in this regard. The submission of personal information in this case is required by law and if not provided (wholly or in part) may affect or prevent consideration of the matter by Council. The information will ultimately be stored in Council's record system.





## **STALLHOLDER TERMS AND CONDITIONS**

All Stallholders must meet terms and conditions (set out below). The decision of which “Stallholders” will be included remains at the sole discretion of “event organiser”.

### **Definitions**

- “Stallholder” refers to any person and/or company including any employees, contractors, agents or representatives who have applied for a stall at the event.
- “Stall” means a space that you hold as a stallholder at the event
- “Organiser” refers to Blacktown City Council or the festival committee

### **Applications**

Council and the festival committee reserves the right to reject any stall application it considers inappropriate.

To ensure the quality and diversity of our events, we apply certain criteria for the selection of stallholders.

Priority is NOT always given on a first-in-first-served basis.

Stallholder selection criteria is based on quality, variety, presentation and product suitability.

The organiser will attempt to avoid duplication of products sold. Non-acceptance is not always a reflection on your quality. The organisers decision on stall selection and location of stalls is final. No correspondence will be entered into.

The organiser reserves the right to exclude any group, individual and organisation from participating in the Event.

All successful applicants will be sent a letter or email of confirmation.

Unsuccessful applications will be returned with monies refunded if required. Notification will be given after the stall closing date whether successful or unsuccessful.

Stall applications will only be considered upon receipt of the application together with all required safety documents and payment section completed in full. Please refer to Mandatory Stallholder document for more information.

Stallholder is NOT permitted to sublet their stall and may only sell the items listed on their application form.

No political parties will be allocated stalls or allowed to distribute information.

### **Products**

The following items have been banned from all festivals: Oil-based (non-biodegradable) plastic cups, straws, cutlery and containers, plastic bags, small single serve sauce containers, all balloons and polystyrene cups, plates and containers.

Body piercing, sexual products or alcoholic supplies cannot be provided by stallholders.

Prohibited goods are not to be sold at the event. This includes live birds or animals, items associated with illegal use of drugs, offensive, counterfeit or unauthorised products may not be sold.

### **Mandatory Stallholder Documentation**

Stallholders are required to provide the following valid documentation to organiser before the event and have a copy on onsite:

- Public Liability Insurance \$20 million
- WHS051.1 Contractor Code of Conduct
- WHS051.11 Contractor Scope of Works & Requirements
- NSW Subcontractor statement where applicable
- Food Safety Supervisor Certificate. Note: Supervisor must be present for the duration of the Event. (Food stalls only)
- Worker's Compensation Certification (if applicable)
- Letter with your reason for no Worker's Compensation Certificate, if you are employing people to work at your stall
- All vendors will be required to complete the WHS008.2 Site Induction on event day, prior to the commencement of trade

### **Stall Operations & Compliance**

Stalls must operate for the duration of the event.

All stallholders must be onsite and completely set up by the designated bump in time. Late arrival may result in the forfeit of your position and any paid fees.

All structures must be weighted and secured properly in accordance with manufactures guidelines. Pegging may not be possible depending on the site selected.

Food and safety inspections will be conducted at the event by Council's Environmental Health Officers and Safety team.

Food Stallholders must comply with the NSW Food Authority: Guidelines for Food Businesses at Temporary Events, NSW Food Act 2003 and ASNZS Electrical Regulations.

A Perspex or sneeze guard must be used by any Food Stallholders performing open cooking on stall tables to protect the public from burns, spillages, and food contamination.

No amplified music or sound can be used unless prior consent is given.

All equipment must be in good condition and operated in a safe manner.

Stalls must be presented in a clean, tidy and presentable manner.

The organiser will not be held responsible for any loss, damage or injury arising from adverse weather conditions or any other cancellations factors that are not within the organiser's control.

The organiser has the right to remove any person exhibiting anti-social behaviour i.e. anyone causing annoyance, nuisance or injury to another person or the community.

The stallholder gives consent for the organiser to take photos and videos of their product, stand and stall for Council use.

### **Fire Safety**

A fire extinguisher and fire blanket **MUST** be supplied in any vehicle or stall where cooking or heating processes take place.

Fire safety equipment should be easily accessible. The extinguisher should be suitable for dealing with the type of combustible materials present.

Stalls with naked flames should not be left unattended when the flame is alight.

Food stallholders intending to use gas cylinders must notify the Organiser. LPG cylinders shall not exceed 9kg in size with a maximum of two (2) per 3m x 3m stand.

Fire safety equipment should be tested annually and have current tagging in accordance with Australian Standard 1851. Contact Fire and Rescue NSW for more information.

### **Power/Gas Equipment**

No electricity will be supplied to stallholders.

All leads must be tagged and tested.

Butane cookers are not permitted.

### **Waste and Rubbish Removal**

All waste must be taken by stallholders at the closure of the Event. A clean-up fee will be issued to any stallholder leaving rubbish at their site including cooking oil spills, coal, food scraps and general waste.

### **Workplace Health and Safety**

Please arrange alternative staffing of your stall if you are unwell, or see 'Covid-19 Information' for more options.

Stallholders are encouraged to use cash-less payment systems to minimise risk of spreading germs and infections.

Stallholders are also encouraged to provide hand sanitiser at their stalls.

Please ensure you are familiar and abide by the latest COVID-19 guidelines founds at <https://www.nsw.gov.au/covid-19>.

All vehicles entering the site must:

- display access pass on dashboard
- drive at walking pace of a speed no greater than 5km/hr
- have their hazard lights on
- follow traffic controller instructions, they may direct/walk you to your location
- access site at the appropriate bump in/out times as instructed by your site manager

For health and safety reasons children should not be permitted to enter the food preparation area of the food stall.

Smoking is not permitted on event site or within 5 meters of any entry / exit point at the event.

Animals are not permitted to enter into any food stalls what-so-ever. Assistance animals are permitted in dining and drinking or other “customer only” areas. \*Assistance animal means an animal referred to in section 9 of the Disability Discrimination Act 1992 of the Commonwealth, such as a guide dog.

### **Refund Policy and Cancellations**

Unsuccessful stallholders who are declined from participating by Blacktown City Council (prior to the event) will be entitled to a full refund of stallholder fees. No other refunds are available.

Any cancellation made by the stallholder in the week before the event will forfeit any payment and no refunds will be given.

If any strike, act of God, inclement weather, or any other event beyond the reasonable control, which prevents the stallholder from occupying the site, this is/will be at the risk of the stallholder.

The organiser will not be obliged to refund any part of the site fee to the Stallholder.

In the instance that the event is cancelled (such as inclement weather) stallholders shall be notified as soon as possible. Wet weather hotline is 9839 6577.

### **COVID-19 Information**

If a stallholder cancels due to illness relating to COVID-19 testing or isolation, proof of positive COVID-19 test and/or official isolation letter is required to receive a full refund



The organisers have the right to refuse entry to stallholders and/or ask stallholders to leave the event if they are showing visible COVID-19 symptoms such as fever, consistent coughing and sneezing and obvious signs of illness.

In the event of a cancellation due to COVID-19 government health guidelines and restrictions, a full refund will be issued to stallholders

### **Event Day**

Stallholders will be sent all confirmation details via email or post 1 week prior to the event day with full instructions.

Access to the site for pack up will be at the organiser's discretion.

Stallholders must comply with any directions given by event officials. Failure to follow instructions could lead to immediate exclusions from the event and forfeit of stall fee.

Stall numbers will be located on each stall or on the floor.

By signing below, I acknowledge that I have read and understood the above terms and conditions.

Signed \_\_\_\_\_ Date \_\_\_\_\_