



Sunday Street Party Stallholder Agreement

Requirements, Regulations, Terms and Conditions

This year the Dungog Festival will hold for the first time a FREE (to patrons) Sunday Street Party which sees Dowling Street between Mackay and Brown Street closed off to traffic and the installation of the Street Party from 0700-1800 on Sunday, 6th October 2019

Opportunities to participate and trade at the Sunday Street Party include:

- Arts, Craft and Community Markets (inc retail)
- Food Stands or Food Vans
- Wine, Beer and Cider Tastings
- Kids Corner* - face painting and other child / family friendly products and services. (*must provide evidence of [Working With Children Check](#))
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We have a wide variety of stall options across many industries. From handmade crafts and jewellery to fresh, locally-grown produce and so much more, we welcome a wide selection of stall holders to our Sunday Street Party.

If you are interested in a stall, please complete this form, attach required supplementary documentation and submit it to eventmanager@dungogfestival.com or mail to Sunday Street Party Stallholder Agreement, 224 Dowling St, Dungog NSW 2420

Available sites

Stall Type	Local* Site fees	Site fees	# of stalls
Community group	\$20.00	\$30.00	8
Art and craft retail stand	\$35.00	\$45.00	52
Food and non-alcoholic beverage stand	\$75.00	\$75.00	8
Alcoholic beverage	\$75.00	\$75.00	10
Workshops	\$20.00	\$30.00	8
Total stalls			86

Local * To qualify for local stallholder rates your stall must represent a local business or organisation registered or resides in the Dungog LGA.



Documentation

Please forward current copies of the following along with receipt of payment to:

eventmanager@dungogfestival.com Attention: Sunday Street Party Coordinator by **20/09/19**

Food stalls only

- \$20M Public Liability Insurance - Certificate of Currency
- Temporary food stall licence
- Food safety supervisors certificate

The food you sell at a Sunday Street Party must comply with the [Food Standards Code](#) (the Code).

Dungog Council requires the following linked documentation to be filed:

- [Temporary Food Event Guidelines](#) (PDF 1.11MB)
- [Temporary Food Premises Application](#) (PDF) (135.75 KB)

These documents can be found at:

<http://www.dungog.nsw.gov.au/environment/public-health/temporary-event-food-guidelines>

Dungog Council officers may inspect Sunday Street Party stalls at any time to check that the Australian Standard of food safety practices are being followed. Please be prepared and make sure your stall complies.

Payment

On completion and approval of your application Dungog Arts Foundation will invoice you for the appropriate site fees which is payable within 14 days of invoice or ten days prior to the event (21/09/19), whichever comes first. Failure to make payment, may result in you stall being allocated to another vendor.

Please make payment to Dungog Arts Foundation using your business name as reference and email confirmation of your payment to eventmanager@dungogfestival.com

ACC NAME: Dungog Arts Foundation

BANK: Westpac

BSB: 032208

ACCOUNT #: 000436

Applications

Acceptance and non acceptance of applications will be at the sole discretion of Dungog Festival and will be based on the information given by the applicant on their application, meeting the approved Product criteria, quality, product distribution, diversity (Sunday Street Party mix) and availability. Management reserves the right to reject applications and not enter into any correspondence or otherwise explain the reasons for its decisions. All decisions made by management are final.

Stall rental and stall positions are totally at the discretion of Management.

Stalls cannot be transferred, sublet, franchised or sold to any other person, nor can they be shared without written approval.

Upon applying for a stall, stallholders agree that any images that they supply can be used to promote Dungog Festival events. Stallholders must only provide images that are they own or have copyright there of.



Stallholders must also agree that they will exercise good judgement and always be respectful and courteous to Dungog Festival Management & Staff, fellow stallholders and customers at all times and on all platforms of social media.

Fees & Insurance

Stall fees are outlined in the application procedure form and at dungogfestival.com.au

Fees must be paid by due dates set by Management and failure to pay the stall fee on time is a breach of these regulations and all bookings will be cancelled.

Stallholders who pay by a cheque that is dishonored will be charged an administration fee of \$15

Registered stallholders must be in attendance during the Sunday Street Party trading times as advertised

Stallholders must be in the Sunday Street Party area 30 minutes prior to Sunday Street Party opening hours and ready to trade at the commencement of the trading hours and must continue trading until the Sunday

Street Party closing time. Cars may not move until 15 minutes after closing time unless otherwise advised.

Cancellations Notification of non-attendance is required via mobile 0468 442 420

No refunds/credits will be given or considered on Sunday Street Party day.

A \$30 admin fee/cancellation fee will be charged if a booking is confirmed and then cancelled. There is no fee if more than two weeks notice is given and any monies paid will be refunded

NO refunds are given for cancellations that occur 7 days before the Sunday Street Party Management is not responsible for adverse weather conditions; there are no refunds for this reason.

Weather

Dungog Festival Sunday Street Party will operate in varying weather conditions and stallholders must be prepared for adverse weather.

No refunds/credits are given for the cancellation of Sunday Street Party and/or reduced trading hours on Sunday Street Party day due to adverse weather conditions by the stallholder and/or Management.

Vehicle Movements

Stallholders must drive within the Street Party area at a safe speed that is no greater than 5km.

Vehicles are not permitted to move within the Sunday Street Party area 30 minutes prior and 15 minutes after the Sunday Street Party advertised trading times.



Stall Set-up and Equipment

Stallholders must provide their own covers and stall set-up which must be good in presentation.

Management do not provide any stall equipment, they only provide site area.

All stall equipment including racks, tables, signage etc. must be contained to the stall site boundaries. Public access ways must be clear at all times.

Tents, covers and all stall equipment must be erected securely and weighted or secured at all times regardless of the weather.

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

Food stalls

It is the Stallholders responsibility to apply to the local Shire/council (Health and Environmental Services department) and obtain and pay any registration required.

Stallholders must supply copies of registration with their local council and also the council in which they are trading, to Management.

Food stallholders must comply with any local, state & federal health regulations and food acts.

Stalls selling alcohol (unopened bottle only) must supply management copies of their liquor license prior to Sunday Street Party day.

Lights Power and Gas Equipment

All stallholders must supply their own battery operated lanterns or battery operated lights.

Powered sites are limited and power outlets may only be used with the permission of Management.

You must notify us upon booking if power is required and we will advise of availability.

Stallholders must ensure that all electrical equipment and leads be tagged in compliance with relevant workplaces regulations. All cords, electrical appliances (refrigeration, lamps etc.) need to be tested & tagged labeled by a certified Electrician and be current.

Stallholders must ensure that all gas appliances are approved and in date.

Stallholders using gas and or electrical appliances must have a suitable fire safety equipment, certified extinguisher or fire blanket on site.

It is the responsibility of the stallholder to ensure they conform to any safety and compliance standards pertaining to their equipment. Random safety and compliance inspections will occur and all stallholders and their staff / volunteers must be prepared for this event.

General

Loud product promotion and spruiking at stall sites or in walkways by stallholders and their staff is not permitted.

Within the Sunday Street Party area, smoking is not permitted at any stall site.

Stallholders are required to remove their own rubbish and waste from their immediate stall location. Boxes & cartons must be removed from Sunday Street Party area. Failure to do so may result in an imposed levy.

The waste bins provided at the Sunday Street Party are for the general public use only. Stallholder waste is to be disposed of in the designated area, the location of which will be provided when you bump-in.

Stallholders are responsible for leaving their site and surrounding area clean, tidy and undamaged.

In the interest of health & safety, stallholders DOGS are not permitted at Sunday Street Party.

Raffle tickets may not be sold, unless the organisation and or stallholder has obtained ALL relevant [permits](#) ([see link for compliance](#)) and informed Dungog Festival Management prior to the event.

General - Stallholders Code of Conduct and Responsibilities

Stallholders must respond co-operatively to any direction given by Festival Management in relation to the operation and occupation of their stall, equipment, goods and vehicle during operating times and any direction of a security or safety nature.

Stallholders must not act in a verbally or physically abusive, dangerous, or disruptive manner indications of this will result in immediate termination and removal.

Stallholders must ensure that their activities do not endanger the safety or security of any people at the Sunday Street Party.

Stallholders must not cause damage, make alterations or additions of any nature to, or carry out works of any nature to Sunday Street Party site property, or permanent Dowling Street fixtures. If any damage is caused, the costs of any repairs, making good or replacement are borne by the stallholder.

Stallholders must comply with all the terms contained in these regulations and must comply with any changes to the Sunday Street Party regulations, or any relevant local government and other statutory laws & regulations.

Stallholders must report to the Management any incident or accident to any person or property that involves loss or could be expected to give rise to a claim.

Management Representations

The Manager's consent to the stallholder to attend the Sunday Street Party does not convey to the stallholder any ongoing rights in relation to the Sunday Street Party into the future and such approval can be terminated by the Festival Management at any time in writing and without any period of notice. The Festival Management reserves the right to undertake any of the following actions without notice:

Re-locate a stallholder to another stall site within the Sunday Street Party.

Require the stallholder to remove from sale any goods or services offered by the stallholder which are not approved products; or Requests the stallholder undertake any reasonable measure, which in the opinion of Festival Management will improve the safety of the stall or raise the level of presentation of the stall & its products.



TERMS

Without limiting the generality of these terms, the stallholder acknowledges and agrees the manager is not liable for any claim or loss suffered or incurred by the stallholder in relation to or in connection with:

Theft or damage of approved products, equipment or goods under the control of the stallholder or any other property of the stallholder at any time including times when the Sunday Street Party is not trading.

- Any failure by the stallholder to sell the approved products;
- Any journey from or to the Sunday Street Party;
- Anything occurring off the Sunday Street Party site or
- Damage or injury to any property or person.

Business Name	
Contact Name	
Email	
Phone/Mobile	
Postal Address	
Detailed description of your products or business	
Do you make your own product?	
Web and social media links.	

Please provide 5 or more images of your product and stall setup so we can better understand your business and position you in the market.

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Signed by:

Please Print name

By signing this document you agree to all Terms and Conditions outlined in this application.