

2019

Terms and Conditions for All Stallholders and Store Owners with Stalls

Date: Sunday 8th September 2019

Trading Times: 9:00am – 4.00pm

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1. WASTE WISE EVENT INFORMATION

The materials to be used need to be controlled so they suit the Waste Wise Event recycling system. All packaging and utensils are to be recyclable. Stallholders are responsible for disposing all waste from their stall by removing it at the days' end. **No waste is to be left in event bins or at stall sites.** A further charge will be issued if non-compliant, as set out in the Terms and Conditions.

Recycled Plastic number 1 – 6 is acceptable. There is to be NO polystyrene or plastic bags to be used at the event.

2. LIST OF BANNED ITEMS

These items will not be tolerated. Stallholders offending this condition will result in removal from the festival.

- ♣ Trumpets/Horns
- ♣ Explicit and Hard-core Materials including T-shirts.
- ♣ Fake Cigarettes
- ♣ Knives (including pen knives)
- ♣ Metal and Wooden martial art nunchucks
- ♣ Playing Cards (nude or lurid)
- ♣ Pressure pack fart gas
- ♣ Drug related goods (including cocaine kits, bongos etc.)
- ♣ Stink bombs
- ♣ Water bombs
- ♣ Silly string
- ♣ Fireworks – crackers
- ♣ Water pistols over 150mm (6")
- ♣ Laser pointers
- ♣ Pellet Guns
- ♣ Ball bearing guns
- ♣ Replica guns (bullet type)
- ♣ Pop downs (throw downs)
- ♣ Eight shot caps
- ♣ Strip caps
- ♣ Roll caps

If you have any doubts regarding products you intend selling please contact the Spring into Corrimal Event Team on 4221 1345 or email admin@springintocorrimal.com.au to avoid last minute cancellation of your site without refund.

3. **BALLOONS**

The committee has decided that from 2018 we would not allow stall holders to give our helium balloons on strings. This has come from the issue of balloons being accidentally released into the atmosphere and creating pollution for our streets and water ways. Balloons can be handed out on sticks only. Those stalls giving away helium balloons on strings will be asked to cease this immediately and failure to comply may result in that stall being unable to trade on the day. We thank you for your understanding and commitment to ensure Spring into Corrimal is a waste wise event.

4. **FOOD OPERATORS**

If you are a Food Operator, you are required to be registered with Wollongong City Council this includes if you are a **local business trading out the front of your permanent storefront**. If you are not already registered with Wollongong City Council, please download the [Food Business Notification Form](#) from Wollongong City Council website.

Requirements for temporary food stallholders:

- Your temporary food premises must be registered with Council's Regulation and Enforcement division by submitting a completed Food Business Notification form via email to council@wollongong.nsw.gov.au or at Council's customer service desk. Food stall operators who have an existing registration for a permanent premise (shop) require a separate registration for their temporary food business.
- You are not permitted to trade at any market or event in the Wollongong Local Government Area until you have received confirmation of registration and a license number from Council's Regulation and Enforcement division.
- Any food stall operator trading at any event or market without a valid license number will receive an on-the-spot fine and be required to cease trading immediately.
- All temporary food stalls must be constructed and operated in accordance with the [Food Safety Standards 3.1.1, 3.2.2 and 3.2.3](#) and [NSW Food Authority's Guidelines for Food Businesses at Temporary Events](#). Failure to comply with these standards will result in enforcement action which may include improvement notices (for which a \$330 fee applies), prohibition orders or on-the-spot fines.
- All food stalls handling unpackaged food for sale and selling ready-to-eat potentially hazardous food must maintain proper hand washing facilities at all times while trading at events in the Wollongong LGA in accordance with the requirements of Food Safety Standard 3.2.2 – 15(2-4) & 17(1). No exemptions will be given to these requirements.
- All food stall operators operating a temporary food stall handling potentially hazardous ready to eat food must appoint a [Food Safety Supervisor in accordance with NSW Food Authority](#) requirements and provide Food Safety Supervisor details to Council prior to commencing trade at any event in the Wollongong LGA.
- All potentially hazardous food must be transported, stored and displayed under temperature control at all times.
- Authorised Council officers may inspect your temporary food stall at any time.
- All Council's charge administration and inspection fees for inspections of food businesses to recover the costs of maintaining the above-mentioned register and ensuring compliance with the Food Safety Standards.

Wollongong City Council Health Inspectors will be in attendance on the day and have the authority to close down any stallholder that does not comply with regulations. No refunds will be given.

Please read the Wollongong City Council's GUIDELINES FOR FOOD HANDLING AT TEMPORARY EVENTS, to read the Guidelines, please click [HERE](#).

5. WET WEATHER POLICY

Spring into Corrimal goes ahead no matter what the weather is. Fete stalls and stall frames can provide some cover, but you would be well advised to come prepared with rain or sun protection. There will be no refunds made to stallholders due to reduced trade caused by inclement weather. All stalls should come prepared for windy weather and should ideally have weights on the stall just in case the wind increases throughout the day.

6. CANCELLATION POLICY

Refunds of stall fees will be made less 25% of the full fee until 2 July. Between 3 July and 3 August refunds will be made less 35% of the full fee. Between 4 August and 23 August refunds will be made less 50%. After 24 August no refunds will be made.

7. INSURANCE

All stallholders must hold current Public Liability Insurance cover to the value of \$10 million. Corrimal Chamber of Commerce and Wollongong City Council must be noted as indemnified on the policy and for those stall holders selling food and drinks, the policy must be extended to include goods sold. A copy of this must be uploaded to your application form. It is the responsibility of all stallholders to arrange Public Liability Insurance to cover any claim arising out of the activities of stallholders.

8. APPLICATIONS CLOSE DATE

Your application, copy of your insurance and payment must be received by close of business 5pm Friday 9 August 2019.

9. RUBBISH

Rubbish is the responsibility of individual stallholders. You must remove all material and rubbish from your allocated site by 5.00pm. Failure to do so will result in non-compliance of these terms and conditions, a charge for rubbish removal will be charged and future applications will not be accepted.

10. POWER FROM GENERATORS

Stallholders are responsible for supplying their own power with a **silenced generator** and must make their own arrangements. Portable generators must conform to noise and pollution regulations and be placed in a safe position. If the generator does not conform, permission for stallholders to operate will be withdrawn. **All stalls who will be using a generator need to confirm this on their application form.** Failure to do so may mean moving position on event day for the health and safety of patrons and the public.

11. TESTING AND TAGGING ELECTRICAL LEADS

All electrical equipment and leads must have been inspected and tagged by a licensed electrical contractor, within the expiry date clearly labelled. Leads that have surpassed the expiry date cannot be used.

If stallholders do not comply with these regulations, permission for stallholders to operate will be withdrawn.

12. ON THE DAY

- Participants must follow instructions of Official Staff, Volunteers, Emergency Services and Council Officers.
- Only 1 car per stall will be permitted to enter the event space. All stall holder vehicles must be moved off the event site after bump in. Vehicles are not permitted to be in the event site

or move during the event time (9.00am – 4.00pm). This is to comply with Traffic Controls as directed by Wollongong Police.

- No rudeness to Official Staff or Volunteers or public or fellow stall holders will be tolerated.
- In this regard, you will be advised of the location at which you must enter the event site on the day prior to setting up your stall. This information, as well as the location of your stall, will be marked on the map. As various streets are closed this your only access at the times indicated.
- No tables, chairs, stall, power etc. will be provided. Applicants must supply all their own items.
- All loose items must be secured in a safe manner. Please consider the risk of high winds and all stalls must be weighted regardless of the weather noting that many stalls will be on the road and not on the grass. Please bring sufficient weights. All stalls will be checked that they are sufficiently weighted after bump in
- All stalls must be packed up and removed, along with all rubbish and other associated materials be removed from the site by 5.00pm.
- If you fail to comply with any of these regulations, you may be fined by the local authorities and removed from the event space.
- No refunds will be given if you breach any of the terms and conditions in this document.

13. STALLHOLDERS BREIF

All stall holders will be sent briefing notes and car access passes close to the event date. This will include all the information you need for the day including emergency numbers, maps and location of first aid.

14. QUESTIONS

Should you have any questions, please contact the Spring into Corrimal Event Team on 4221 1345 or email admin@springintocorrimal.com.au