



Saturday 22<sup>th</sup>, Sunday 23<sup>th</sup> April 2017  
Morning session 8:30am – 12:30pm  
Afternoon session 1:30pm – 5:30pm

## 1. Stalls

***It is essential that stallholders accurately assess the space required. Failure to advise correct size could result in the stallholder not being allowed to trade at the event.***

- The area requested on your EOI must include the total length and width of your vehicle or marquee (when fully erected) and any additional apparatus required e.g. tow bars, other display items etc.
- No additional space will be available at the event.
- Stallholders found to be using more than the approved area will be asked to remove part of their stall to comply.
- Stallholders must arrive to set up in the allocated time advised by the Organizer. If you do not arrive to setup in the allocated time the Kids Big Carnival may deny access to the event.
- If you do not arrive to set up in the allocated time and are denied setup on the day, no refunds will be given.
- All stalls/vans that require electrical and environmental health inspection must be set up no later than 2pm on Friday 21<sup>st</sup> April. This includes all food and beverage vendors
- All other stalls must be set up and ready to trade by no later than 8am each day. The event will officially open at 8:30am and trade until 12:30pm for the morning session. The event will officially re open for trading at 1:30pm until 5:30pm each day. **Gates for the afternoon session will re open at 1:10pm vendors are required to re open their stalls at 1pm for trade**
- Stallholders must trade for the full duration of the event. Strictly no packing up of equipment prior to 5:30pm
- Operators must be present all days
- The stall area must be kept clean and tidy and safe (hazard free) – please pay particular attention to tripping and slipping hazards.
- The cost of all food, drinks and products must be clearly displayed.
- You must not unreasonably interfere with or disturb/annoy other stallholders or visitors at the event.
- All stock should be removed or secured at the end of each day (stock remaining at

the site remains the responsibility of the stallholder).

-The approval is not transferable to any other person and stallholders are not permitted to share, sublease or assign a site to another stallholder or third party.

-Any damage caused by a stallholder to the site or elsewhere shall be made good, by, and at the expense of the stallholder.

## 2. Fees

**-Market/novelty stalls.** Payment must be received **no later than Thursday 13th April 2017** - failure to pay your invoice in the timeframe may result in the cancellation of your stall.

**-Food & Beverage.** The rent payable on your participation in the event is **10%** of total gross turnover on food and beverage. "Z" till reports are required to be submitted by e-mail to: [daniel@carnivalpromotions.com.au](mailto:daniel@carnivalpromotions.com.au) by **no later than 4pm Tuesday 25<sup>th</sup> April 2017**

## 3. Products for sale

-Food and beverage vendors will need to complete a Food Business Notification form for the City of Wanneroo.

-Merchandise not listed on the stallholder EOI form will not be accepted for sale at the event.

-Stallholders are not permitted to sell or display offensive, illegal, prohibited, counterfeit or unauthorized goods including goods bearing trademarks for which the stallholder does not have a license to sell or goods bearing registered trademarks which are not genuine products, items and services of an 'adult' nature which are not suitable in a public place, items associated with the illegal use of drugs, items not in accordance with the relevant Australian Standards; any item which may impose a threat to the health and wellbeing of anyone or other items that in the opinion of the organizers are unsuitable for the event.

-If, in the opinion of the Event Coordinator, the goods are deemed inappropriate for the event, the applicant must remove those goods.

## 4. Structures, Equipment and Vehicles

-The Kids Big Carnival is outdoors and therefore your own marquee is essential and must be secured

-Tables, chairs, marquees etc. for the stall are to be provided by the stallholder.

-Stallholders must confine their displays to the stall site and all items must be stable and firmly secured to avoid possible risk or injury.

-Under no circumstances are vehicles permitted into the event between the hours of 8am and 5:30pm

-Stallholders are not permitted to park in or behind the marquees during the festival, only during set up and pull down unless you have prior permission to do so

-If the Event Coordinator determines your structure or display to be unsafe in any way it must be rectified immediately with all costs borne by the stallholder, or the Event Coordinator has the right to request the stallholder to leave.

## 5. Electrical and Gas Compliance

-Electrical compliance inspections by a certificated electrician will be carried out prior to commencement and during the event.

-Stallholders must supply their own power leads. No additional power leads will be available at the event.

-All electrical appliances and leads **must** be tagged by a certified electrician and tags must be in date.

-In date safety tags must be attached before connecting to the power supply and the safety tag must remain on the appliance at all times.

-10amp outlets may be available upon request and will be charged. You may not overload your line with power boards or adapters beyond the 10amp service limit. If you ignore this rule and overload the circuit to the detriment of other stallholders, you will be disconnected without further notice.

-An electrician will be onsite to ensure the electrical compliance of all stallholders. Please note any work required by the electrician to tag your equipment will be charged to you directly.

-No electrical leads are to be left exposed on the ground to cause a trip hazard

-All electrical cords and cables must be secured/covered or placed overhead so as not to create a hazard.

-All gas and LPG bottles are to be in date and inspected.

-All gas installations and other gas work must be performed by a licensed gas fitter. Gas fitters must be able to produce a valid licence on request and provide you with a gas certificate of compliance after the completion of any gas work.

-Stallholders that do not comply may not be approved for future events

## **6. Food stallholders and water provision**

-Food and beverage vendors will need to complete a Food Business Notification form for the City of Wanneroo.

-All food and beverage vendors must supply a copy of their food business registration from their Local Government.

-All food and beverage vendors will be required to comply with the *Environmental Health Requirements for Temporary Food Premises and the Food*

-All food and beverage vendors and operators will be responsible for providing their own van and all requirements necessary for your operation

-Water connection is available for food and beverage vendors who require

-Waste water is the responsibility of the vendor and must be disposed of appropriately. Waste water is not to go directly onto the ground or in any storm water drains

-Drinking water will be provided free of charge throughout the event.

## **7. Legislative requirements**

-Stallholders will comply in all respects with requirements of all Government, Local Authority and Statutory Bodies during the event.

-Stallholders will comply with the relevant laws relating to the products/services sold or displayed at your stall.

-Stallholders selling licensed products (i.e. those that require a royalty to be paid to the licensee of the character/product) must have the appropriate license to sell the products in WA, as provided by the wholesaler/distributor.

-Selling of raffle tickets is discouraged as part of the event, and must first be approved by the Event Coordinator a minimum of two (2) weeks prior to the festival.

## 8. Photography

-Any photographs or images taken of your stall and/or staff at the event will remain the property of the Kids Big Carnival who reserves the right to use these images for future promotion of the event.

## 9. Pyramid selling

-Whilst the Shire of Murray does allow market stallholders to sell products from legitimate network marketing and/or multi-level marketing businesses at its events, pyramid selling schemes (as per the definition set out in the Trade Practices Act 1974 Section 65AAD) involving the recruitment of new members is not permitted.

## 10. Cancellations / refunds

-Applications may be withdrawn prior to **Friday 7<sup>th</sup> October 2016**.

-Cancellation after this date will result in no refund being provided.

-The Kids Big Carnival will not refund any stallholder fee as a result of:

1. The stallholder failing to appear at the event.
2. Non-compliance with the information and conditions of the event.
3. The event being cancelled due to inclement weather or factors beyond the organizer's control.

-Any stallholder failing to pay their invoice by the due date or prior to the event will be denied access to their site.

## 11. Insurance

-Food and beverage vendors **must** have their own public liability insurance for an amount not less than \$10,000,000 (ten million dollars) for any one event; covering against any occurrence attributable to the activities of any persons for whom they are directly responsible for injury to any third party. ***Details of Certificate of Currency must be included.***

-It is the responsibility of each market stallholder to ensure they hold the appropriate insurances to cover themselves, their staff and their goods on the day and under no circumstances will the organizer's be held liable for any harm, loss or damage suffered. The Kids Big Carnival specifically disclaims any responsibility for any harm, loss or damage that may occur to exhibitor's goods, staff or displays.

## 12. Rubbish disposal

-Bins will be provided for waste disposal. It is the stallholder's responsibility to dispose of or remove any rubbish and ensure that the stall area is kept clean and tidy.

-Large boxes and packaging are not to be disposed of on site. Stallholders are responsible for removing these items.

### **13. Accidents, incidents and risk**

-The stallholder must take full responsibility at **all times** for their market stall, goods and equipment and allocated area. The organizer will not be liable for any theft, damage or loss of cash, personal effects, merchandise or any other goods.

-The stallholder must make all efforts to eliminate hazards that might injure/harm you or visitors to your stall.

-It is the responsibility of each stallholder to promptly report to the onsite event officer any incidents including:

- Anti-social behaviour
- Lost children
- Property damage
- Illness, accident or injury (to yourself or to patrons)
- Any other issue raising concern for health, safety and security of stallholders or the public

### **14. Pass's**

-Stallholder's are required to submit staff list to the organizer's no later than Thursday prior to the event

-Stallholders staff pass's will be available for collection on Friday at bump in

-Pass's are strictly for the use of staff entry only for the operation of your stall. The organizer's reserve the right to refuse entry for miss use of allocated pass's

### **15. General**

-Acceptance of stallholder applications and allocation of sites and performances will be at the final and absolute discretion of the Kids Big Carnival organizer's.

-Each stallholder/participant or provider will be issued with one vehicle permit. This will provide access to the festival area during bump in and bump out times as well as the stallholder parking area.

-Stallholder positions will be determined by the organizer's, taking into account appropriate groupings of stallholders and other relevant requirements.

-Please note no smoking is permitted as this is a Smoke Free Event and there is no consumption of alcohol at any time.

**-Failure to comply with any of these requirements may result in the stallholder being asked to leave the event and the organizer's not accepting any future applications.**

Please note that you are entering into a contract with Ryda Group Pty Ltd the organizers of "The Kids Big Carnival". I have read and understood the terms and conditions provided and the compliance required by successful stallholders at the 2017 Kids Big Carnival. Any breach may result in the revocation of the approval and require me to vacate the event

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

Printed Name:\_\_\_\_\_