

Stallholders Operating Guide for Branch Out Youth Week Pool Party

Wollondilly Leisure Centre, Saturday 13 April 2019, 3:00pm – 8:00pm

STALL HOLDER ELIGIBILITY & ORDER OF PRIORITY

1. Any changes to stalls and/or products after initial application approval must be approved by Council and be covered by the appropriate permits
2. Positions of stalls will be at Councils discretion
3. Council reserves the right at any time to alter the size, shape and position of stall sites as may be necessary for best interests, risk management & legal requirements of the markets
4. Stall holders are to provide their own stall tables, chairs, marquees and equipment required to trade **including power** (a limited number of trestle tables are available)
5. There is no storage available at Council.

HOUSEKEEPING

Bump in is between 1pm-2:30pm

Bump in entry point will be via the Wollondilly Leisure Centre car park, either via the main entrance to the Leisure Centre (Entrance A) or via the lane at the back left side of the carpark (Entrance B). There will be a Festival Staff member at the entry point, who will direct you to your stall area.

Unfortunately, no power options are available. If required you must bring a silent generator to ensure adequate supply to meet your needs.

There is no vehicle access in the Leisure Centre grounds. Bump in must be with a trolley (not provided).

Bump in & Bump out Access & Setup

- a) Access to the site will be between 1pm-2:30pm. Please be patient on arrival as you will have a Festival Staff member directing you to your site. **Please note – if you arrive prior to the bump in time or late, you will not be able to access the site.**
- b) When at your allocated stall, please make sure you are not blocking access for other stall holders
- c) There is no allocated parking for stallholders, however there is limited parking in the car park and other parking on the street. Refer to Google maps for more information.
- d) Access for pedestrians must be clear at all times, so marquees must be placed in a manner that does not hinder flow of pedestrians.
- e) Each stall holder must have all of their display/product etc. within their allocated space. If you have something outside of this space then it must be attached to your

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marquee making it secure so that in the event that it is bumped, it won't fall over or be a danger to passing pedestrians to trip over or bump into. It must also be approved by a Festival Staff member.

- f) All marquees must be well secured AT ALL TIMES with appropriate weights to prevent them from moving or causing damage in windy conditions. Pegs cannot be used to secure marquees.
- g) Stalls must be properly staffed by a competent representative during operating hours.
- h) Pack down commences at when the outdoor movie ends around 8pm. No pack down until the event concludes.
- i) Please ensure you remove all waste from your site and dispose of it appropriately.

QUALITY ASSURANCE

- 1. Vendors are responsible for the presentation and maintenance of their site. **Stalls must be in a clean and neat condition at all times.**
- 2. Wollondilly Shire Council reserves the right to refuse the sale of goods not considered of an acceptable standard.
- 3. **Wollondilly Shire Council will inspecting your stall to ensure your compliance with WHS and Electrical tag & testing. Please ensure you adhere to these requirements.**

WASTE MANAGEMENT

- 1. All stall holders are responsible for the storage and removal of their own rubbish.

SIGNAGE

- 1. All stall holders must have clear signage that displays their name of the product they represent in a prominent location.

ELECTRICAL TESTING & TAGGING REQUIREMENTS

- 1. All equipment must comply with the Act & bear electrical test tags as required by Wollondilly Shire Council.
- 2. All equipment, fittings or materials used may be subject to inspection by Wollondilly Shire Council.

CANCELLATION POLICY

Stall holders must notify Wollondilly Shire Council no later than **4pm Friday 4 April 2019** if they wish to withdraw their stall.

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TERMINATION

Wollondilly Shire Council reserves the right to suspend from trading or terminate stall holders without notice in the event of gross misconduct, unacceptable behaviour or non-compliance with health and safety legislation & requirements.

DISCLAIMER OF LIABILITY

1. Stall holders will indemnify the Wollondilly Shire Council and any of its partners from any damage, expenses or liability arising from any injury or damages to any person, including the general public, the vendor or others, occurring either in the space occupied by the participant or elsewhere arising out of its occupancy or anything connected with occupancy
2. Wollondilly Shire Council will not be liable for any loss or damage to the property of the participants due to fire, robbery, accidents, weather or any cause whatsoever that may arise from use & occupancy of the site.
3. Wollondilly Shire Council assumes no liability for any damages or losses resulting from or relating to the failure of the participant complying with the above stated guidelines.

CONTACTS ON THE DAY

There will be a number of Staff members to assist on the day with any questions or enquiries. In the event of an **emergency**, please contact:

Sarah Gadd –Community Projects Officer – 0429 157 942