



### Timetable:

14 <sup>th</sup> November 2021	Applications for stall holders open
14 <sup>th</sup> January 2022	Applications close by close of business. No late entries accepted.
7 <sup>th</sup> March 2022	Acceptance letters, and letters of decline, are sent to all stall holders NOTE: Payments will be deducted once applications are accepted. Not before.
2 <sup>nd</sup> April 2022	Stall holders set up and collect their receipts from 10am to 4pm
3 <sup>rd</sup> April 2022	Day of the festival. Stall holders set up their sites and collect receipts from 7am

## Terms and Conditions

**Hours of trading on Sunday 3<sup>rd</sup> April 2022 will be from 10.00am to 4.00pm.**

**Hazard lights are to be on while moving around the area during set up Saturday 2<sup>nd</sup> April, and Sunday. Failure to do so will result in being unable to attend the following years festival.**

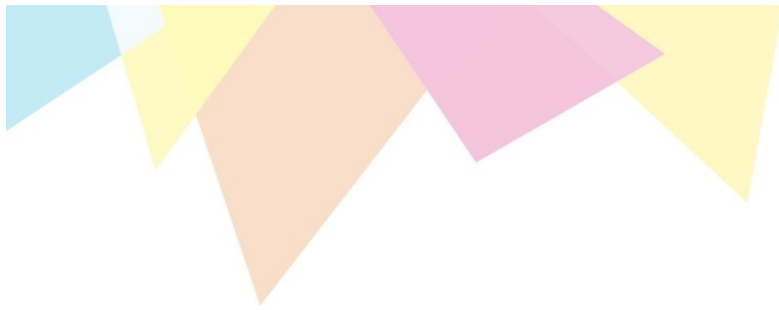
**No vehicle access to the Esplanade will be permitted after 9.00am. Only essential vehicles will be allowed.**

### Stall Requirements

- No late stalls will be accepted.
- Each stall holder must provide a copy of their COVID-19 Management Plan upon application. Applications failing to provide the document will not be accepted.
- All stalls are required to provide a current copy of their public liability for a minimum of \$10,000,000. Failure to do so will result in the application form not being accepted-even if this goes beyond the deadline date.
- The organisers reserve the right to refuse an application that is not completed correctly, includes all attachments, and or, that is not considered suitable for the event.
- Location of all stalls, displays and vendors will be at the discretion of the organisers.
- No vendor or exhibitor is to cease trading or pack up until the conclusion of the event without permission of the event organiser.
- The organisers will not offer or imply sole rights or exclusivity for any product or service on display.
- The event will proceed regardless of weather conditions unless the committee is advised of an extreme weather warning.
- Site fees are non-refundable for non-attendance.
- Stall holders, display organisers and vendors will ensure that the goods/services provided, comply with relevant laws and health and safety regulations, and that no illegal, dangerous or offensive goods are displayed or offered for sale.
- Parking for stall holders, display organisers and vendors will be provided outside the perimeter of the arena as close as possible to your site.
- Vehicle access for delivery and removal of display/stock will be provided only during the hours listed above. Only approved vehicles are to be kept on The Esplanade during the hours of the event.
- Sound amplification will not be permitted unless with the written authority of the event organisers.
- All stalls are required to use their own tents and marquees, with suitable weights.

### Food/Alcohol Stalls

- If you are operating a food stall you are required to have either a current food notification licence or a mobile food licence. If you have a current food notification licence or mobile food business licence, from any Council,



please provide a copy with your application form. Otherwise you will need to fill out the Notification of a Food Business application form provided

- If you are operating a stall that is selling alcohol, you must provide a copy of the RSA certificates of all persons involved on the stall with your application form.

#### **Electrical Requirements**

- All electrical leads require tagging and testing by a certified electrician IAW Australian Standard AS/NZ 3760:2010.
- All Internal leads (ie. Inside your van/shelter) should be tagged, tested, unravelled and placed in a safe manner
- External leads(ie to the power source) should be tagged, tested unravelled and placed in a safe manner
- External leads must not be dug into the ground.

#### **Rubbish**

- Cleanliness of your site and surrounding areas is the responsibility of each stall holder, display organiser and vendor.
- Rubbish areas are provided outside the arena for stall holders, display organisers and vendors. All cardboard boxes are to be collapsed
- **Wheelie bins** are **not** to be used by stall holders, display organisers and vendors. **They are for patron use only.**
- Stall holders, display organisers and vendors are required to remove all food waste and general refuse from the area following the event. Vendors must also provide containers for sullage, failure to leave the area in a clean and tidy condition will result in the stall holder being invoiced for clean-up of their site following the event.
- **Animal stalls** are responsible to dispose of their animals' waste accordingly. Do **NOT** place in the wheelie bins.

#### **Setting Up**

- A site plan will be available at The Esplanade, New Norfolk on Saturday 2<sup>nd</sup> April, 2022 from 10.00am
- Stall holders, display organisers and vendors are encouraged to set up on Saturday 2<sup>nd</sup> April 2020
- Setting up of stalls on Sunday 3<sup>rd</sup> April 2020 commences at 7.00am
- No unauthorised vehicles will be allowed on the arena
- All vehicles must be off the arena by 9.00am sharp as gates will be locked due to public liability.
- Late arrival of stallholders on the morning of Sunday 3<sup>rd</sup> April 2020 may result in non-admittance and non-refundable site fee.

#### **Security**

- General security at the venue will be provided overnight on Saturday. Security will not be held responsible for any theft or damage to stallholders goods.
- Security of your site will be your responsibility.

#### **Health and Safety Requirements**

- Tasmanian Governments amendments to the tobacco laws now enable the Director of Public Health to designate Public events as **SMOKE FREE** – our event has been included. An appropriate smoking area will be provided but you will need to acquaint yourself with the new legislation in relation to requirements for your particular stall.

#### **COVID-19 Management**

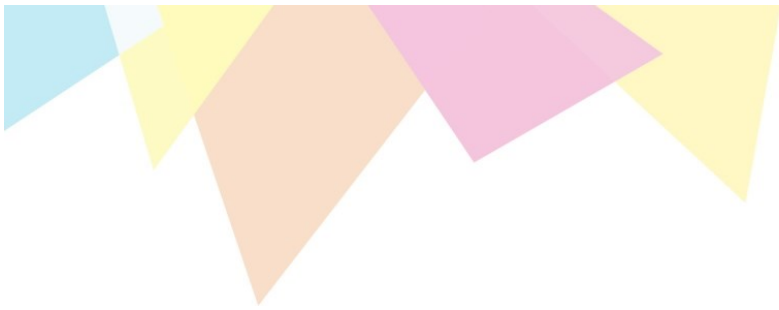
- All stalls must provide a copy of their COVID-19 Management Plan upon application.
- Should the event be cancelled due to lockdown restrictions etc., every effort will be made to refund your site fee, minus admin fee.

Please sign the Application Form indicating you have read and understood the Terms and Conditions and return with your payment to Autumn Festival, C/- Derwent Valley Council, PO Box 595, NEW NORFOLK, TAS 7140

For more information contact *Derwent Valley Autumn Festival*

*Festival Chairman-.....*

*Web: [www.derwentvalleyautumnfestival.com.au](http://www.derwentvalleyautumnfestival.com.au)*



### Stall Holder Application Form - Sunday 3<sup>rd</sup> April, 2022

I / We are interested in operating (Circle) Food Stall / Alcohol Stall / Craft Stall / Other Stall

Stall Name: .....

Business Name (if applicable) .....

Name: .....

Address: .....

Contact – Mobile: ..... Home: .....

Email: .....

ABN Number: .....

**Detail ALL goods you wish to sell at the Festival. These details may be used for publicity and also for assessing your application. Please also attach a photo/description of your site e.g. standard marquee, food truck.**

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.....

Standard Site Fee: 4m x 4m \_\_\_\_\_ @ \$99 (incl GST) = .....

Additional space \_\_\_\_\_m @ \$29metre (incl GST) = .....

POWER \$28 per 15 amp outlet (incl GST) I require \_\_\_\_\_ @ \$28 = .....

Total = \$=====

**Power usage stalls, please indicate power usage below.**

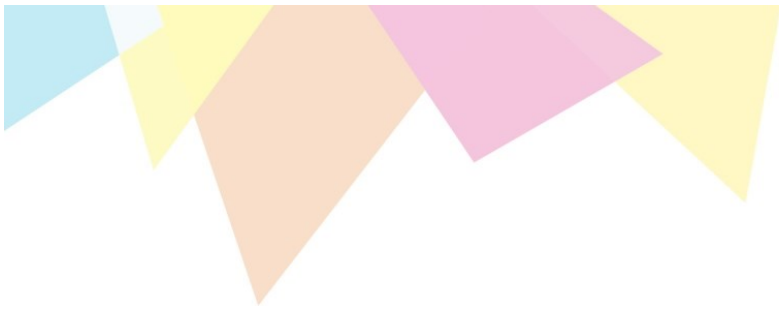
High power usage (e.g. deep fryer)  Medium power usage (e.g. microwave)

Low power usage (e.g. television)

By ticking this box, I wish to be positioned nearby a water source

**Due to increasing costs standard site fees will apply to all stalls including community groups who have previously been exempt. Exemptions may apply if stall are providing free activities where patrons can participate.**

**The Committee reserves the right to ACCEPT or REJECT your application if there are too many stalls of a similar nature. If your stall is not accepted, no payment will be made and your application form with documents will be returned.**



Return payment by **Friday 11th February 2022** together with this signed APPLICATION FORM and all relevant documents indicating you have read and understood the Terms and Conditions.

**Please select from the relevant checklist to ensure that you have included the necessary paperwork with your application.**

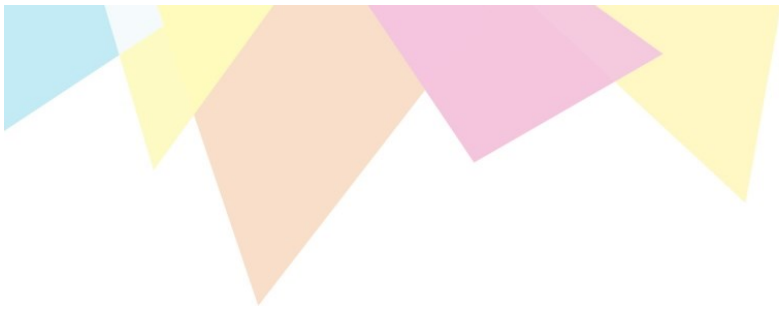
- I have read and understood the Terms and Conditions of the Derwent Valley Autumn Festival and will abide by all the conditions.
- I have attached a certificate of currency for public liability insurance for my stall.
- I have attached a copy of my COVID-19 Safety Plan for my stall (Templates available from Business Tasmania).
- If selling food, I have attached a copy of a current food licence or mobile food business licence issued by any Tasmanian Council, OR a completed Food Business Notification Form from Derwent Valley Council available at <https://www.derwentvalley.tas.gov.au/development-and-building/permits-and-applications/food-business-forms>
- If selling alcohol, I have attached a copy of Liquor Licence/Small producer's permit for this event, and copies of current RSA certificates for people working at the stall.
- If applicable, I have attached a risk assessment for my stalls activities that covers any potential risk or danger to stallholders, staff, or members of the public.

Signed: .....

Date: .....

Print Name: .....

**Derwent  Valley**  
COUNCIL



## Derwent Valley Autumn Festival

### Credit Card Payment

Contact Name: .....

Stall Name: .....

Contact phone / Mobile: .....

Email: .....

Card type e.g. Visa / MasterCard .....

Name on Card .....

Card Number .....

Expiry Date .....

\$ Amount .....

**Please note:** Your credit card will not be charged until your stall has been accepted. This is expected to occur between 7-11 March 2022. Please ensure funds will be available at that time.

Once accepted as a stallholder and your credit card is charged (approximately 4-weeks prior to the event) we cannot provide a refund if you cancel and no longer wish to participate. If you wish to withdraw your application, you will need to do this prior to 7 March 2022 by emailing to not be charged. Refunds will only be granted in the event that the festival is cancelled.

### Payment Details:

**By Mail** - Make cheque or money order payable to Derwent Valley Council and send with your signed Application Form indicating you have read and understood the Terms and Condition to: Autumn Festival, C/- Derwent Valley Council, PO Box 595, NEW NORFOLK TAS 7140

**E-mail**- Send completed and signed Application Form, indicating you have read and understood the Terms and Conditions to: [dvautumnfestival@outlook.com](mailto:dvautumnfestival@outlook.com) with completed Credit Card Details for payment.