



PENRITH CBD FESTIVAL – STALLHOLDERS TERMS AND CONDITIONS_2019

THE FESTIVAL

The Penrith CBD Festival is an on-street open air festival held in the heart of the Penrith CBD covering High, Station, Riley and Woodriff Streets and is coordinated by the Penrith CBD Corporation (PCBDC).

The Festival features high quality entertainment, over 100 stalls, rides and activities for the whole community to enjoy and has become an important community event on Penrith's calendar.

STREET PARADE

There will be a Street Parade held during the Festival which will commence at 12:30pm and finish at approx. 1:15pm. During these times High Street will be taped off in front of stalls as per WH & S requirements

INSURANCE

All stallholders must have their own public liability insurance and supply a copy of their policy with their application. There are no exceptions to this clause.

ACCEPTANCE OF APPLICATION

The PCBDC reserves the right to limit the number of stallholders attending who are selling similar products. Should there be a number of applicants selling similar products the Committee has the final option of selection. Once your application is accepted the payment sent with your application form will be processed and a receipt will be returned to you with your Stallholder information pack. By completing an application form you agree to be bound by these terms and conditions.

FOODSELLERS

Any food sellers who are accepted **MUST** operate in accordance with the NSW Food Authority's 'Food Handling Guidelines for Temporary Events'. You can access the information on the internet at the following address:

www.penrithcity.nsw.gov.au/uploadedFiles/Website/Health/foodhandlingguidete/mpevent.pdf.

If you have difficulties accessing this website please call the festival office for a copy of the guidelines.

Please note: Council's Health inspectors will be at the festival conducting stall inspections



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ACCEPTED STALL HOLDER REQUIREMENTS

1. Should your application for a stall be accepted you will be expected to abide by the listed terms and conditions. Your completion of an application form shall be seen as an acceptance of the requirements.
2. Due to changes in the WH & S Act, which took effect on the 1st January 2012, **ALL** Stallholders must use stalls provided by the PCBDC (*exemptions MAY be granted to food vendors with fully enclosed food trailers*). All stalls are 2.4m x 2.4m or 3m x 3m (limited number of these available) unless you have a food truck.
3. The stallholder is to confine their operations to within the boundary of their allocated stall area. **NO OPERATIONS ARE PERMITTED OUTSIDE THE ALLOCATED AREA**, all your equipment and merchandise **must** be kept within your stall site.
4. Stallholders shall not alter the type of merchandise to be sold from the items listed in their application form if seen on the day may be asked to leave site immediately.
5. Spruiking and microphones are not permitted
6. All Stallholders must operate under WH & S requirements. *This includes wearing closed in shoes while on site and during set up and dismantle.* The PCBDC reserves the right to ask Stallholders or their staff to leave if they do not comply with this regulation.
7. Any helium tanks brought on site must be fixed with a suitable chain to a rigid object
8. The Stallholder understands and agrees that PCBDC has the right to remove, without refund or recourse, any stallholder who misrepresents him/herself or his/her products from those described on their application form, or cause disruption or conflict due to rude attitude unfitting for a community event to customers, volunteers, other stall holders or staff. Security will be on hand during the festival to enforce stallholders with any negative behaviour regarding the above to ensure safety for all at this community event.

PROHIBITED ITEMS

No stall can sell the following:-

- Live animals
- Second hand electrical items
- Cigarettes, alcohol or drugs
- Adult items or services



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- Weapons, fireworks or explosives
- Items deemed unsuitable by PCBDC Management
- Goods which infringe any copyright or registered trademark

POWERED SITES

There are no powered sites available.

GENERATORS

Any generators brought on site must be the “**silent**” type and not disturb or interfere with surrounding stall holders (inc smoke). Permissions must be obtained to bring generators on site.

ADDITIONAL POWER LEADS

If you do have leads on site, all of them should be tested and tagged with a current date.

STALL INCLUSIONS

Each application fee includes site fee and a stall, as selected, which will be erected and dismantled by a company appointed by the PCBDC.

EQUIPMENT HIRE

Additional tables and chairs can be hired **upon request** at an additional cost. Any damages/repairs or loss will have to be covered by the stallholder.

PROCEDURE ON THE DAY OF THE EVENT

Should your application be successful you will be sent an information pack but the following will provide general information you may require.

- a. You will be provided with access point information. Please ensure you do not try to gain access to the stall sites via any other point.
- b. Only one vehicle entry permit will be allocated per stall space. If your stock requires transport in two vehicles you will need to use a “relay” system for access to the site.
- c. Festival marshals will meet you in the holding car park prior to festival entry. Please follow all directions given by them. They will advise when you will be permitted to enter the site to drive to your stall. We have devised an entry system that minimises congestion for vehicles in the long, narrow festival site.
- d. Entry to the festival site will be between 6:30am and 8:00am **ONLY**. Please be prompt as there is limited space for vehicles and safety of all is paramount.
- e. Drive to your stall site and off-load all your equipment as quickly as possible.



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- f. No vehicles will be admitted after 8.00am. Any stallholder not on site by 8:30am will forfeit their right to exhibit **without** refund or recourse.
- g. There will be **NO** vehicles to be left on site.
- h. As soon as you have unloaded your stock please take your vehicle to an appropriate car park. ***"Please do not start to set up your stall until AFTER you have taken your vehicle off site. We will need to clear vehicles from the site as quickly as possible to permit other vehicles to enter."***
- i. Be ready to trade by no later than 8:45am for a 9:00am start
- j. When the festival markets close you will be able to bring your vehicle in (the same way you entered in the morning). Again, it is important to follow all the directions given by festival marshals.
- k. All stallholders must be off site no later than 5:00pm so that roads can be re-opened.

WASTE MANAGEMENT

Stallholders are responsible for removal of their own rubbish which **must** be taken away at the conclusion of trade. Council waste bins are **not** to be used

CANCELLATIONS / REFUNDS

If a stallholder cancels after acceptance of their application a 20% cancellation fee will be retained if you cancel your booking after Friday 1st March 2019. No refunds will be given after this date.

WET WEATHER

As this is an open air event the organizers accept no responsibility for bad weather. Should the event be cancelled on the day due to weather conditions or the stallholder chooses to not proceed due to the weather, **no refunds** will be issued.

DECLINED APPLICATIONS

Penrith CBD Corporation reserves the right to decline any application at their discretion. Payment will be sent via Chq or Direct Deposit with 7 days' notice of decline.

Please remember that most of the people working at the festival are volunteers and are doing the best job they can to make everything flow smoothly to make your day more enjoyable. Please be courteous to them, be patient and follow their instructions thank you.