

# *Sustainable Living in Action*



## Stallholder Information

### EVENT INFORMATION

**Name of Event:** ACT Permaculture Festival 2018

**Event Organiser:** Southern Harvest Association

**Location:** Canberra City Farm, Dairy Road, Fyshwick, ACT

**Date:** Sunday, 15th April 2018

**Time:** 10.00am- 4.00pm

**Bump In / Out:** Set up between 7.30am and 9.30am, pack down from 4.00pm

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### ABOUT THE PERMACULTURE FESTIVAL

The Permaculture Festival promotes and celebrates the joy and benefits of local food. The festival hosts a variety of produce and information stalls, workshops, demonstrations, food and music in a fun and family-oriented environment.

Relaxed and friendly atmosphere.

### WHAT YOU WILL FIND AT THE FESTIVAL

- Permaculture talks
- Sustainable Living Workshops
- Music from popular local acts

- Local produce
- A variety of local and organic food and drink
- Kid's Activities
- Community Information Stalls

## **STALLHOLDER CRITERIA**

The festival is seeking to promote local, sustainable and ethical businesses from the Capital region. We ask that only environmentally and/or socially responsible products be sold at the festival. Stallholders who do not meet this criteria may not be permitted to attend the festival as a stallholder.

## **ADVERTISING**

In the months leading up to the festival promotional activities are undertaken including:

- Distributing posters and flyers around Canberra
- A succession of media releases will be distributed to local media (magazines, newspapers, radio and TV)
- Paid ads/editorials in the Canberra Times, Chronicle newspaper and Canberra Weekly magazine
- Roadside signs will be displayed on central roads across Canberra in the weeks leading up to the festival
- Online promotions via social media sites such as Facebook, Instagram and Twitter

## **COST**

\$85 per SHA non-member commercial stall for the provision of an outdoor 3m x 3m space

\$65 per SHA member commercial stall for the provision of an outdoor 3m x 3m space

Not-for-profit organisations FREE

\$10 for power

\$25 on-site parking at your stall site (no fee for using the vendor car parking area)

Once your application has been accepted by Southern Harvest Association, you will receive an invoice and payment advice.

## **PUBLIC LIABILITY INSURANCE**

In order to participate, Southern Harvest Association requires all stallholders to have Public Liability Insurance to the amount of at least \$10 million. A copy of your public liability certificate must be provided. If you can't meet this requirement please be in contact to discuss.

## **STALLHOLDER EQUIPMENT AND ELECTRICITY**

Please bring your own marquees, tables & chairs.

Electricity can be arranged upon request. Please let us know at least three weeks prior to the festival if you require electricity. An additional \$10 is charged to cover power.

Please see also the Stallholder Rules.

# Permaculture Festival 2018 - Stall Holder Signup

Name of Organisation

ABN

Contact Person

First Name

Last Name

Phone

Email

Postal Address

Address 1

Address 2

City

State

Postal Code

Website

## ABOUT YOUR STALL

Stall

Do you have your own stall set-up that will fit within a 3m x 3m square space (including table, chairs & tent shade or umbrella)?

- Yes
- No

Will you require electricity? There is an additional \$10 fee to coverage usage from 250V mains power.

Insurance

Do you have public liability insurance to cover the day? (please attach a copy with your application)

- Yes
- No

Vehicle

Vehicle access required?

- Yes
- No

Business / Organisation Description

Brief description of your business or organisation (make reference to any organic or fair trade certification where applicable, and email documents to [actpermafest2018@gmail.com](mailto:actpermafest2018@gmail.com))

Stall Description

Description of items or activities in your stall

ADDITIONAL INFORMATION

Special Requests

Do you have any other special requests?

Website

Would you like a link to your business to be included on our website? If so, please include two images, logos or information with your application

- Yes

No

#### Mailing List

Would you like to be kept on our mailing list to be informed of future events and activities that you may wish to participate in? If so, please provide your email address

Yes

No, thank you

Yes, I have read and accept the terms and conditions in the Stallholder rules

# *Sustainable Living in Action*



## Stallholder Rules

These Rules & Regulations apply to stallholders for the ACT Permaculture Harvest Festival 15 April 2018.

### CONTACT DETAILS

Festival Coordinator – Katy Bates 0406 375 150, [actpermafest2018@gmail.com](mailto:actpermafest2018@gmail.com)

### 1. GENERAL RULES & REGULATIONS

- 1.1 All stallholders must have public liability insurance.
  - 1.1.1. Uninsured Stall Holders Endorsement: This insurance includes Public Liability only and must be applied for in writing to the Southern Harvest Association. This insurance does not cover Products liability for any goods sold on market stalls. This insurance does not apply to personal injury sustained by any market stallholders.
  - 1.1.2. All producers are encouraged to have product liability and *required to have public liability insurance*. Those without adequate product liability will be unable to trade until such insurance is forthcoming.
  - 1.1.3. Failure to provide current insurance policy details will preclude participation in the Festival.
- 1.2 Participation as a stallholder is by invitation only. Stallholders are invited to participate based on the application form submitted. The Festival is promoting ethical and sustainable products.
- 1.3 Stall holders may only sell goods or products that have been approved by Southern Harvest Association. Should a stallholder wish to change the range of goods to sell an updated stallholder application form needs to be completed and approved.
- 1.4 Southern Harvest reserves the right to determine the location of stallholders on site at Canberra City Farm. Stallholders may not change location without prior approval.
- 1.5 Each stall holder is required to prepay the stall fee by 5pm Wednesday 11 April 2018. If payment is not made it will be assumed that the stallholder will be a not participating in the Festival.
  - 1.5.1 The following stallholder fees apply
    - \$85 for a stallholder selling products for sale

- \$65 for a stallholder who is a current financial member of Southern Harvest Association, SCPA and SAGE or a Canberra City Farm enterprise who is selling products for sale
- FREE for a registered not-for-profit organisation
- A late fee of \$5 will apply to all late payments
- \$25 fee for on-site parking at your stall site (no fee for using vendor car parking area)
- \$10 fee for on-site electrical use, no fee if a stallholder provides own power generator, must be a quiet.

## 2. EQUIPMENT

2.1. Stallholders are responsible for bringing their own equipment, we are not able to provide additional equipment on the day. This includes:

- Marquee(s)
- Tables
- Chairs
- Pegs
- Electrical Leads
- Roofs if required
- Walls if required
- Flooring if required

## 3. OH&S

- 3.1. The council health and safety inspectors will be present on the day.
- 3.2. All marquees must be in good condition and set up prior to 9am
- 3.3. Marquees MUST be pegged down or held down with weights, this is a condition of our insurance
- 3.4. The festival commences at 10.00am.
- 3.5. Stallholders may commence setting up from 7.30am.
- 3.6. All vehicles must be off-site and parked in the designated parking areas (map to follow) by 9.00am. No vehicle movements are allowed on-site between 9.30am and 4.30pm
- 3.7. Stallholders must ensure that their site and associated fixtures shall be positioned to allow suitable access for pedestrians at all times and are adequately secured.
- 3.7.1. All marquees, umbrellas and other temporary stall site additions need to be weighted down and/or securely pegged to the ground at all times.
- 3.7.2. All stall signage must be kept within allocated site boundaries.
- 3.8. The latest permitted time to trade is 4.00pm, at which time all trade must cease.
- 3.9. Stallholders may not commence packing up until after 4.30pm.
- 3.10. Stallholders must ensure that their activity is conducted in such a manner that it does not endanger or do anything which is likely to endanger the public.
- 3.11. Stall holders must ensure they have removed all rubbish associated with their site and are expected to contribute to the collective efforts of all stallholders to remove rubbish even if not associated with their site.
- 3.12. Stallholders are not permitted to smoke in the festival precinct.
- 3.13. Stallholders are not allowed to bring their pets to the market (this does not include live animals for sale or those to be displayed in a petting zoo).
- 3.14. The festival will go ahead rain, hail or shine.
- 3.15. In the event of an emergency or incident that may impact on the Festival please contact the Festival Coordinator



- 3.16. The first point of contact for all stallholders on any matter is the Festival Stallholder Coordinator.
- 3.17. Public toilets are available on site of Canberra City Farm– a map will be provided.
- 3.18. There will be an on-site induction at 9.30am, if you are unable to make this time you will need to make alternative arrangements with the Festival Stallholder Coordinator in advance.
- 3.19. Please ensure your cash boxes are secure, we would not like theft of your takings to interfere with your profitability at the festival.

#### 4. POWER

- 4.1. Power is available in limited supply. Stall holders must indicate their power requirements on the Stall Holder Application Form.
- 4.2. All power boards approved for use must be marked with an appropriate Australian testing authority type approval, and must be fitted with a residual current protection device that is capable of being reset.
- 4.3. The use of double adaptors is not permitted.
- 4.4. Gas appliances are not to be used on site without approval.
- 4.5. It is the responsibility of the stallholder to regularly check all gas bottles and equipment attached to gas bottles to ensure gas hoses and attachments are not faulty and that bottles are date compliant.
- 4.6. It is the responsibility of the stallholder to provide a working fire extinguisher and a fire blanket for any stall where heating is used (gas or electric). It is the responsibility of the stallholder to ensure they know how the extinguisher is operated.
- 4.7. It is the responsibility of the stallholder to be aware of the location of the nearest fire extinguisher on site.
- 4.8. All electrical leads in traffic areas must be covered or taped down to avoid being a trip hazard.

#### 5. ADDITIONAL RULES FOR FOOD STALLS

The ACT Health Department has guidelines for Temporary Food Events, a copy of which has been provided to you. For more information go to <http://www.health.act.gov.au/public-information/businesses/food-safety-regulation/act-food-safety-laws> Vendors selling ready to eat or high-risk food must adhere to the following policies which will be enforced by council food safety officers.

- 5.1. Your stall must have a roof, a floor (a tarpaulin is recommended) and walls if required.
- 5.2. You must have a Food Safety Supervisor on-site – there are courses you can do online for this.
- 5.3. You must have handwashing and drying equipment, we recommend a 10-20L water canister available at most supermarkets, a bucket, liquid soap (not sanitiser, actual soap) and paper towels.
- 5.4. All stalls must have a rubbish bin with lid.
- 5.5. For product tasting, please ensure you have single use tasting implements.

#### 6. SPECIAL RULES FOR ALCOHOL STALLHOLDERS

- 6.1 Alcohol producers must provide a copy of their license(s) to the Southern Harvest Association five days prior to attendance at the first market.
- 6.2 Producers must display all required signage as stipulated by the ACT government
- 6.3 On the market day, all alcohol stall participants must hold and have copies of their current Responsible Service of Alcohol certificates available.
- 6.4 Tasting of alcohol and bottle sales only, for consumption off-site, are allowed at this market.

6.5 No GLASS to be used for tastings

6.6 Tasting sizes are:

- Beer – 100ml
- Wine – 30ml
- Cider 50-100ml