

STALL HOLDER SAFETY REQUIREMENTS

ACCESS	Stallholders must ensure there is access for people with disabilities in the site allocated to them. This includes ensuring bench heights are at an appropriate level for people in a wheelchair, and the area is free from boxes and other materials for easy access.
CHEMICAL	Stall holders with petrol, diesel or any other hazardous chemical shall ensure that the chemical is contained in a spill containment area. A Safety Data Sheet shall accompany each hazardous chemical that is to be used on site as per the WHS regulations. No oil or chemicals are to come into contact with the ground.
ELECTRICAL	Electrical outlets are available for a limited number of sites. Stallholders are responsible for supplying their own complying electrical extension lead. the extension lead shall be medium duty (1.5mm inner core), no more than 35m in length and no leads shall be joined to make the lead longer. Stallholders must ensure that all electrical equipment and leads be tagged in compliance with relevant workplaces regulations by a by a qualified electrician. Electrical switches etc. must be appropriately waterproofed and separated from potential water sources. Broken plugs, switches, leads, sockets etc. removed or fixed immediately. All equipment and leads <u>must</u> be made available for inspection. Failure to do so may result in penalty via exclusion from future Events. No double adaptors or piggyback plugs are to be used, Australian Standard approved power boards are acceptable. Power boards are not to be daisy chained i.e. supplying one power board from another. Individual stallholders may be allowed to use their own generator if it is silent, but details must be in their application.
FIRST AID	St John's First Aid and SES personnel are on site for the entire Event. Please familiarise yourself with their location should you, or a member of the crowd require medical assistance (refer to map).
GENERAL	Smoking is prohibited outside of the designated smoking zones, persons observed smoking outside these zones may be ejected from site and not permitted re-entry. In the interest of health & safety, stallholders dogs are not permitted to enter the Event area. The stall space is defined by the Event Manager. Booking of space and positioning of stallholders is the responsibility of the Event Manager. Stallholders are responsible for complying with all laws, rules and regulations relating to the goods offered for sale. All stallholders must provide their required equipment including marquees with weights, tables, signage and safety equipment. The Event Manager reserves the right to refuse admission to the Event to any person and to eject or cause to be ejected any person and or his/her goods and chattels without giving any reason. This decision is final and binding. The Event Manager shall not be liable to any person using these premises for any personal injury or loss or damage howsoever arising whether by negligence or otherwise of the Event Manager or its servants, or incurred or suffered by that person. Stallholders must respond co-operatively to any direction given by Management in relation to the operation and occupation of their stall, equipment, goods and vehicle during operating times and any direction of a security or safety nature. Stallholders must not act in a verbally or physically abusive, dangerous, or disruptive manner and if so it will not be tolerated and will result in immediate expulsion from site. Stallholders must ensure that their activities do not endanger the safety or security of any people at the Event. Stallholders must not cause damage, make alterations or additions of any nature to, or carry out works of any nature to Event site property and that, if any damage is caused, the costs of any repairs, making good or replacement are borne by the stallholder. Stallholders must comply with all the terms contained in these rules and must comply with any changes to the Event rules, or any relevant local government and other statutory laws & regulation including at least the Work Health and Safety Act 2011. The Event Managements right to enter upon the site of any stallholder at any time and remove any article, sign, picture or printed matter which in our opinion is either not eligible for display, considered offensive or poses imminent and immediate risk to other persons. The use of amplifiers or loud speakers including portable audio players etc. is prohibited except with prior written consent from the Events Staff. Stallholders are not permitted to employ, contract or programme any performer or performance without prior permission from the Events Staff. Children must be supervised at all times while they are at the Event. Children cannot be allowed access to areas where unreasonable health and safety risks have been identified. Event Management reserves the right to direct that a child be removed from either the area or the Event campus when the child is exposed to an unacceptable health and safety risk, or when the presence of the child is causing an unacceptable health and safety risk or an unreasonable level of disruption to others. Stallholders must comply with any and all directions given by Event Management. Raffle tickets may not be sold nor competitions run at the Event without any necessary statutory approvals and without the prior written consent of the Event Management. Product samples or testers and promotional flyers may not be distributed at the Event outside the confines of your stall site without the prior written consent of the Event Management. Abuse of Event staff will not be tolerated under any circumstances. Any stallholder or participant who is deemed to be abusive or aggressive will be required to leave the Event immediately.
GAS APPLIANCES	<p>Stallholders using gas/electrical appliances (even if only for personal use) must have a suitable fire extinguisher and or fire blanket on site:</p> <ul style="list-style-type: none"> • 1 x 2A: 30B: (E)Dry Chemical Fire Extinguisher (1.5kg). • 1 x Fire Blanket of 1.2 x 1.8m in size. • These are to be mounted in an accessible position and clearly visible. the extinguisher. must also be fitted with a test certification that is less than 6 months old. <p>Stallholders using gas appliances must complete the self-checklist prior to the Event and present it when requested by Event staff. No gas cylinder with a capacity above 9 kg is to be installed in a tent or building. Stallholders must ensure that all gas appliances are approved and in date. Gas bottles shall be secured in the upright position whilst in use.</p> <p>Gas cylinders must be:</p> <ul style="list-style-type: none"> • Gas cylinders over 10 years that have not been tested or have not passed must not be used. • Located away from excessive heat. • Must be restrained to prevent them from falling over. A vented crate should be used to secure the gas cylinder and placed on a level surface.



STALL HOLDER SAFETY REQUIREMENTS



HOUSEKEEPING	<p>Stallholders must maintain their stalls in a clean and tidy manner and must take away all unsold items, boxes, paper, wrappings, etc. All stall equipment including racks, tables, signage etc. must be contained to the stall site boundaries. Public access ways must be clear at all times. Any guide ropes or other tie down points shall be located away from public areas. Stallholders must ensure that their stalls do not obstruct walkways, emergency exits or services for people with disabilities.</p> <p>Stallholders are to ensure that, all cords, ropes and wires taped down or hung safely overhead; red and white emergency tape used to identify 'out of bounds' areas; floor or ground coverings placed over potential slippery areas and to rectify and/or report trip hazards immediately. Bins will be provided by the Event. It is the stallholder's responsibility to dispose of or remove any rubbish and ensure that the 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.</p>
INSURANCE	<p>All stallholders are required to hold a current Product and Public Liability Insurance Policy. A certificate of currency must be included with their application and provided upon request as required. Receipt of applications: Applications must be submitted along with fees, a copy of Product and Public Liability Insurance currency certificate. All applications must be received at least 14 days prior to an Event, with approval and registration issued to Stallholder before Event attendance.</p>
INCIDENTS	<p>Stallholders must report to the Management any incident or accident to any person or property that involves loss or could be expected to give rise to a claim including:</p> <ul style="list-style-type: none"> • Property damage • Illness, accident or injury • Anti-social behaviour • Lost children • Any observed disruptive behaviour • Any other issues raising concern for the health, safety or security of food vendors or the public • Hazards and near misses
MARQUEE TENT SETUP	<p>The Event Management do not provide marquee, tent or tarpaulin hire. Tents / marquees must be set up as per the manufactures guidelines with 4 corners of your tent marquee having correct weights as per manufactures guidelines. Food tents marquees must have 3 sides erected to the structure. Irrespective of weather conditions, Tents / marquees must be weighted down with heavy sandbags or with appropriate and secure weights per manufactures guidelines at all times. Note: This is an insurance requirement and is mandatory. Absolutely no exceptions.</p>
RUBBISH	<p>Waste bins will be provided for small items only. The Event operates on a bring in take-out policy in relation to all rubbish, packaging and recyclable materials:</p> <p>During set up larger items such as cardboard boxes and plastic can be picked up by our rubbish collection. However, during the event, only standard rubbish fitting into bins can be collected and all other materials should be removed by the exhibitor. Any rubbish left on an exhibitors site after the event not in a bin, will be removed at the exhibitors cost. Proper disposal of fats, oils or any other waste materials must be managed by the exhibitor in the most effective and appropriate way. If removal is required to be undertaken by the organisers, this will be at the exhibitors cost and may include refusal to exhibit at the event in future.</p>
VEHICLE	<p>The driver shall be totally and legally responsible for the parking and movement of the vehicle. For reasons of safety, vehicles may not move within the Event area 15 minutes prior to and within 15 minutes after the advertised trading times, unless the Event Manager closes the Event earlier for any reason. Loading and unloading of plant off transport vehicles is to be completed off site.</p> <p>Stallholders must comply with local traffic rules and regulations on public roads and in areas in the immediate vicinity of the Event and must not park illegally, double park in traffic lanes, park in driveways, queue across traffic intersections, undertake illegal U turns or traffic manoeuvres, or otherwise hinder traffic in the streets surrounding the Event during set up or pack times. Stallholders may <u>not</u> drive their cars into the venue, unless it has been confirmed with Event Management.</p>
WEATHER	<p>In the Event that weather or other circumstances prevent the Event Manager from staging an Event, the Event Manager will endeavour to advise Stallholders as early as possible. In such circumstances, the Event will not be responsible for any loss incurred by Stallholders. Stall Holders warrant that all equipment and Goods brought to the Event are of acceptable quality and comply with all Work Health & Safety Regulations and procedures and, any and all legislation with respect to public safety.</p> <p>It is the Stallholders duty to ensure that all equipment and Goods adhere to the above safety standards. It is the responsibility of the Stallholder to bring their own covers and other equipment for the purpose of protection in adverse weather conditions. If the Event proceeds in the case of inclement or adverse weather conditions, it is solely at the Stallholders discretion as to whether they will set up, commence, continue trading, cease trading, or pack up on the day.</p> <p>The Stall Holder must advise the Event Management of their intention to cease trading and pack up. Event management will attempt to contact all Stall Holders by 6:30am on the morning of the Event should the Event be cancelled due to unsafe weather conditions. Signage will be erected at the main entrances to state if the Event is closed.</p>