



16 & 17 October 2021

## Stallholders Information & Conditions

### STALL INFORMATION

**Note:** Please advise on the application form if you will be operating your stall on both days of the event and if you will be leaving your stall securely set-up overnight. Please note that whilst security will be present overnight we accept no responsibility for any losses or damage. **Stallholders are responsible for the security of their own equipment and goods.**

The event is held over two days and preference may be given to vendors that can attend both days.

#### Stallholder Fees:

*Market Stallholders*- A standard single outdoor market stall is 3 metres x 3 metres with a fee of \$35.00 per day for stallholders. There will be a limited number of undercover stalls available. Fee will be \$60 per day for a 3 metres x 3 metres undercover stall.

*Food stallholders* - A standard single food stall is 3 metres x 3 metres with a fee of \$35.00 per day unpowered. Multiples of this standard size stall are available on request. A food truck or trailer is \$60 per site (up to 7 metres), per day for unpowered. Power is limited and can be provided for \$15 per 10/15amp power outlet, per day (until 4pm Sat, 3pm Sun). Overnight power is also available on request at \$15 per 10/15 amp power outlet (Friday night/Saturday night). Preference *may* be given to vendors that do not require power.

All marquees will need to have sandbags, base pods or similar as pegs and ropes will not be able to be used. Food stallholders will need to keep in mind that some stalls are on a slope so will need to bring equipment to correct if needed.

Upon receipt of your application form and approval of your stall (see key selection criteria) an invoice will be issued by Goulburn Mulwaree Council. Stalls are not considered booked until payment is received. 100% cancellation fee applies if notified within 7 days of the event.

**TRADING HOURS & BUMP-IN/OUT:** The event runs from 10am-4pm on Saturday and 10am-3pm on Sunday and you must be open for trade for the duration of this period. Stallholders will be provided with a map showing their location approximately 5 days prior to the event.

**PLEASE NOTE:** There are some changes to the way you will bump in this year – this will allow for higher stall capacity. You'll received more information about this when we send the site map to you 5 days prior to the event.

Please list your preferred bump-in time on the application form. When you bump-in at the Waterworks you will be guided to a designated unloading zone to unload your goods. Bump-out is from 4pm on Saturday and 3pm on Sunday.

**VEHICLES/PARKING/ENTRY:** Onsite parking is limited. Please advise if you will have a trailer that does not form part of your stall. Each stallholder will be provided with a parking permit for up to 2 cars. Included in the stall fee is entry for up to 3 people for Food Stalls and 2 people for Non-Food (Market) Stalls. Tickets must be purchased for additional staff (no exceptions). **Please park where RFS volunteers allocate you, no exceptions. Arguing with or abusing volunteers and/or staff will result in you being asked to leave the event.**

**POWER (Food Stallholder):** Please list on your application form the amount of amps required (e.g. 1x 10amp). You will need to bring your own extension lead and power board if required. Please note that we will endeavour to meet your power requirements however this cannot be guaranteed. Preference may be given to food stallholders who do not require power. Depending on your location you may be 20+ metres away from the power source so please pack enough extension leads.

**PLEASE NOTE: Your own electrical equipment must be tagged and tested by a suitably qualified person. Random site inspections will be conducted throughout the event. Any stall found using electrical equipment that has not been tagged and tested will be shut down until a test is completed and tag provided by an electrician or qualified tester.**

**COMPLIANCE (Food Stallholder):** Food vendors are to comply with the provisions of the NSW Food Authority Guidelines for Food Businesses at Temporary Events, and as such may be subject to a compliance inspection. All food stalls must have completed Goulburn Mulwaree Council's *Temporary Food Premises or Mobile Food Van Registration Form* prior to the event. The 2021 fee for a compliance inspection for a stallholder is \$90 and covers compliance inspections for a 12 month period. Please let us know if you need a registration form.

Stallholders must conduct their business in a safe, orderly and ethical manner that does not risk the health, safety and confidence of others or themselves. It is the responsibility of the Stallholder to ensure that their sites are kept clear at all times and to cordon off any equipment out of the way of pedestrians.

The site must be left clean and tidy. Stallholders are responsible for the recycling/removal of ALL their rubbish and general waste. Event (patron) bins are **not** to be used by stallholders. NO GLASS allowed.

Complaints, compliments or incidents should be reported in writing to the Waterworks Museum Officer or Events Officer of Goulburn Mulwaree Council, using the details noted below.

**CAMPING:** Camping on-site is by previous arrangement only. Off-site camping information can be found by contacting the Goulburn Visitor Information Centre on 4823 4492.

## **INSURANCE**

Stallholders must have their own Product and Public Liability Insurance. Each Stall is required to have \$20,000,000 Public Liability Insurance for conducting business outside normal premises and in the aggregate for Product Liability. A certificate of currency must accompany your application prior to acceptance of a booking. Council can offer stallholders who are not a registered business and have no ABN insurance cover for \$10 per stall per event. Conditions apply and subject to approval.

Goulburn Mulwaree Council does not accept responsibility for loss or damage to stallholder products or property.

## **KEY SELECTION CRITERIA**

Acceptance of your stall, particularly where there is more than one vendor selling the same or similar products will be based on a range of selection criteria. All stallholders will be assessed using the same criteria. It is recommended that you provide as much information on your stall as you can, and including photos to assist with

the assessment. The range of selection criteria includes but is not limited to locality, variety and diversity, compliance, two day attendance, business marketing and feedback from previous event participants and event organisers. Be creative with your stall a Steampunk theme is highly regarded!

The event organisers reserve the right not to approve a stall that does not fit the scope or diversity ratio for the event.

## **PROMOTION**

To assist with promotion of both the event and your stall, each application should include pictures to use on our Facebook page. For a food stallholder this may be one of your meals and for a market stallholder a picture of your products. Also a picture of your stall is required.

Stallholders with their own Facebook page are asked to share the official Facebook Page and RSVP to the event Facebook page when up and running. Please do not create your own event page for the fair.

## **GENERAL APPLICATION REQUIREMENTS**

Stallholders must acknowledge on the Stall Application Form that the above stall information and conditions have been read and understood by them.

### **APPLICATIONS CLOSE: 5pm, Monday 26 July, 2021**

Stallholders will be notified on the outcome of their application by 2 August.

All correspondence should be directed to:

Market Stallholders - Museums Officer: Julianne Salway – phone: (2) 4823 4448  
Food Stallholders - Goulburn Events Officer: Angela Remington – phone: (02) 4823 4502  
Goulburn Mulwaree Council  
Locked Bag 22, Goulburn NSW 2580

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