

Events Terms and Conditions

Applications

1. City Officers will inform applicants of the outcome and payment within five (5) business days after the application deadline via email or phone.
2. All stallholders will be informed in writing via email of their stall site locations, bump in time and location at least one (1) week prior to the City of Kalgoorlie-Boulder event. All stall allocations are final.
3. The City of Kalgoorlie-Boulder reserves the right to cancel participation of any stall at any given time should these terms and conditions not be adhered to.

Stall Payment, Cancellation and Refunds

1. Debtor forms will be sent out to all new stallholders. These forms must be completed and returned to the City's Events team within five (5) business days. Failure to complete forms could result in stalls being removed from event, reallocated to another vendor and/or payment delayed.
2. Once your stall offer is accepted and paid for, should you cancel two (2) or more weeks prior to the event date for which you have been accepted, you will be entitled to a 100% refund of your stall fee. To be refunded you will be required to complete all forms requested by the City, including a creditor form (if you aren't already in the system for payment).
3. Cancellations received within two (2) weeks or less, prior to the specified event date for which you have been accepted, are non-refundable. Emergency circumstances are exempt from this and will be refunded at the discretion of City Officers.
4. Stalls who have not paid their fees by the due date of two (2) weeks prior to the event will have their stall allocation removed or given to someone on the waitlist. If you decline your stall offer, no fees apply.
5. Notification of non-attendance is required with an explanation provided, in writing, as to the reason. Failure to appear at the event will be deemed as a black mark against your name with the City, and no refund of monies will be made.
6. If for any reasons the event is cancelled, the City of Kalgoorlie-Boulder will contact all stall holders via phone or e-mail of event cancellation with as much notice as possible and stalls will receive a full refund. To be refunded successfully, there may be a creditor form that needs to be completed (if you aren't already in the system for payment).

Traffic Management

1. During bump-in and bump-out stallholders must comply with the strict event traffic flow and parking allocation. The traffic flow map and site map will be provided one

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week prior to event. You may only enter at the allocated entry point, following the one-way traffic flow and must exit at the allocated exit point. There are no exemptions to this as it is for patron safety. Please remember that there may be pedestrians in the event area during set up.

2. All vehicles must drive at or below 5km/hr with hazard lights through the event site at all times.
3. Stallholders are required to unload their supplies at their allocated bump-in location and immediately move their vehicle to the event parking.
4. No vehicles to remain onsite unless exempt by City officers
5. Stallholders must follow directions of event staff at all times to ensure safety.
6. Strictly no vehicle movement is permitted after the deadline has passed. Failure to abide by this rule may result in being blacklisted and possible exclusion from future City of Kalgoorlie-Boulder run events.

Stall Presentation and Expectation

1. Please come prepared for all weather conditions
2. The allocation of your bay may be outdoors on roads and/or paved footpaths; therefore, you are unable to 'peg in' marquees and there is no protection from weather.
3. All erected infrastructure, including but not limited to marquees and tents, must be securely weighed or anchored down in accordance with Occupational Health and Safety (OHS) regulations. Failure to comply may result in the removal of improperly secured structures.
4. We strongly encourage you to bring the following to ease your set up and operation:
 1. Lighting for when it gets dark.
 2. Large bin & cleaning materials for spillages on road/paving.
 3. Ground cover sheet big enough to cover ground of workspace (Compulsory for food service)
 4. Tables and chairs
 5. Power leads (minimum 30 metres)
 6. Signage etc
5. Stall are required to be ready to trade 30 minutes prior to event start time.
6. Stalls are required to remain open until the advertised event end time. Trading beyond this time is not permitted.

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7. Stallholder displays and materials must stay within their assigned stall space. Failure to do so may result in items being removed by event staff for safety reasons.
8. All stallholders are responsible for the removal of their own rubbish and must leave their allocated space in the condition it was found prior to bump-in.
9. Damage caused to sites by vendors may result in a charge for repairs from the City.
10. For any safety concerns during the event, please contact Event Staff as soon as possible.

Food Vendors

Environmental Health

1. All food vendors must supply a copy of their Food Safety Supervisor certificate and Food Handler certificate for all staff to Events team two (2) weeks prior to event day.
2. Food stall holders shall comply with all requirements set by the Food Standard Code (FSANZ) and Food Act 2008 and instructions given by the City's Environmental Health Officers.
3. Food shall be prepared and processed in accordance with the Food Standard Code (FSANZ) and Food Act 2008 and as directed by the City's Environmental Health Officers.
4. The City's Environmental Health Officers may contact you and request further information and will perform an onsite inspection on event day.
5. Stall areas to be fully cleaned at close of event.
6. Hand sanitiser must be made available to all customers.

For full information please see Temporary Food Stalls/Premises document [HERE](#)

Electrical Safety and Requirements

1. All electricity requirements must be stated on the application form.
2. Any equipment not declared will result in an invoice for the extra power being issued to the business for payment prior to participation in any future city events.
3. Please note that each connection must be used by one item only

E.g. one plug per connection point - no multi cores / power boards / double adapters. This is to ensure that there is no interruption to the power supply.

3. Stall holders are encouraged to bring their own generator. Generators should not contribute unduly to noise or vibration levels.
4. All generators, electrical items, cabling, switches, fuses etc must be tested and tagged prior to the event.

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5. Stalls will be inspected on the event day by a licensed Electrical Compliance Electrician. Equipment that has not been tested and tagged may not be permitted for use.
6. All electrical equipment must comply with relevant legislation and follow all instructions given by the City's Environmental Health Officers and Events Team.
7. The City of Kalgoorlie-Boulder is not responsible for any damage to electrical equipment.

Regulations and Insurance

1. Public Liability Insurance must be for a minimum of \$20 million to cover the stall and staff. Stall holders must hold their own Public Liability Insurance that includes cover for the event date/s. If you do not have public liability insurance, please visit one of the following websites: www.mymarketinsurance.com.au Or www.localcommunityinsurance.com.au
2. Smoking, vaping and alcohol consumption is not permitted at the event.
3. Stallholders must always be respectful and compliant to anyone you are in contact with. Failure to comply may result in immediate stall closure and may receive a blackmark against your name.
4. You must not engage in any conduct which is disruptive or inconsistent with the purpose of the City of Kalgoorlie-Boulder's event. This includes but is not limited to online bullying, engaging in false claims in online reviews or slander of the City of Kalgoorlie-Boulder or any of their events, stallholders, venues, or staff. This may result in a blackmark.

Compliance

1. Stallholders will return all required documentation and permits to the Events Team by the set deadline.
2. Stallholders shall comply with all instructions given by City Officers.
3. The City of Kalgoorlie-Boulder is not responsible for any theft, loss or damages to persons, money, or goods as a result of participating in the event, or if vendor is not deemed viable to trade due to lack of compliance.

I have read and agree to the terms and conditions of this application and acknowledged my responsibilities as a stall holder for the City of Kalgoorlie-Boulder events.