

Rotary Club of Morisset Events

General Terms and Conditions for Stallholders

1. Application Form

All Stallholders must complete an Application Form prior to the day of the annual event. (See pro-forma attached). By submitting an Application Form and the payment of any applicable fee, to the Rotary Club of Morisset, Stallholders agree to be bound by these General Terms and Conditions. If they commence trading without having made such payment, they also shall be bound by these General Terms and Conditions.

All Stallholders must have current public & product liability insurance providing a minimum of \$20 million cover. Stallholders must provide copies of current insurance cover to be submitted with their Application Form.

2. Definitions

1. "Event" means the [Event Name]
2. "Event Organiser" means the Rotary Club of Morisset and the Organising Committee comprising representatives appointed to run the Event, or any member of that Committee.
3. "Stallholder" means Stallholders who have completed and submitted an Application Form or Ozee Markets intent to exhibit and paid any relevant application fee.
4. "Stallholders" also includes Stallholders' employees, agents, contractors, consultants and family members who attend and sell at the Event.
5. "[Event Name]" means the Event to be held at [Event Location] on [Event Date] or any other date which the Event Organiser deems appropriate.
6. "Site Fee" is the appropriate fee for the stall type as defined by the table in appendix A

3. Arrival, Departure and Trading Times

1. Set up will commence from [Time] on the day of the Event. You will be allocated a time to arrive by the Event Organiser.
2. Vehicles may enter the site to unload directly into your Stall Site, but must be removed from the park area by [Time].
3. Vehicles forming part of the display, or from which food or beverages are served directly are exempt from the requirement at 2. above.
4. Trading commences upon the entry of the public to the Event from [Time] and continues until [Time]. Vehicles are not permitted in the park for clear up and removal of goods and equipment until after this time.

4. Eligibility Criteria

The Event is intended to be a fun day out for families, and a charity fundraiser. Applications to participate will be judged against these criteria:

- The product or service offered by the Stallholder is appropriate for a family-friendly event.
- The Stallholder's presentation is professional and visually appealing.
- The Stallholder has a good reputation and history of compliance with all relevant laws and regulations.

The Event Organisers retain the right, at its sole discretion, to refuse applications to attend the Event or to refuse Stallholders entry to the Event and need not provide reasons for such refusal.

5. Equipment

- Stallholders must supply everything they need to run their stall, including but not limited to gazebos, game equipment, sandbags, ropes, tarpaulins, tables, chairs, signage and display equipment.
- No tent pegs, spikes or similar may be used at [Event Location]. All equipment must be secured by weights placed above ground.
- All electrical power cords MUST be covered.

- Each Stallholder is restricted to their Stall Site and must comply with all relevant laws, including OH&S requirements.
- The Event Organiser may direct you where to place certain equipment or signage and may require Stallholders to remove dangerous, faulty or unsightly equipment.

6. Food preparation/sale requirements

- If applicable, you must register your business in accordance with all relevant legislation and regulations.
- In NSW you must register via the following website: http://www.foodnotify.nsw.gov.au/nafs_prod/
- Other sites that may be relevant in NSW are:
 - Food safety For Market Stallholders;
 - Handwashing Information for Market Stallholders;
 - Temperature control of potentially hazardous food: <invalid URL removed>
 - Labelling requirements: http://www.foodauthority.nsw.gov.au/Documents/industry_pdf/labelling_general_requirements.pdf
- Stallholders remain liable for compliance with all laws. The Event Organiser assumes no liability for Stallholders' compliance with legal obligations and Stallholders indemnify the Event Organiser for any Stallholder breach of the law.

7. Goods for sale

- All goods for sale must be approved by the Event Organiser. Should Stallholders wish to change the mix of product.

Rotary Club of Morisset Events

Stallholder Application Form

Event:	
Date:	
Location:	

Application Information:

Name of Business:	
Contact Person:	
Mailing Address:	
Phone Number:	
Email Address:	
Website (if applicable):	
ABN (if applicable):	

Stall Information

Type of stall (e.g., food, crafts, retail, information):	
Description of products or services:	
Stall dimensions required (width x depth):	
Electricity required (yes/no):	
Vehicle access required (yes/no):	

Insurance

Public liability insurance provider:	
Policy number:	
Expiry date:	
Coverage amount:	

Food Handling (if applicable)

Food business registration number:	
Copy of most recent food safety inspection report:	
Copy of Food Safety Supervisor Certificate:	

Payment

Site fee: \$[Amount]	
Payment method: [Specify preferred method]	

Agreement

I have read and agree to the General Terms and Conditions for Stallholders.

Signature:

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Date:

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Please attach the following documents:

Mandatory copy of current public liability insurance certificate

Copy of food business registration (if applicable)

Copy of most recent food safety inspection report (if applicable)

Copy of Food Safety Supervisor Certificate (if applicable)

Please submit this completed application form, along with all required documents, to:

Morisset Rotary Club

Event Organiser

PO Box 100, Morisset, NSW 2264

Email – morissetrotary@gmail.com