



SOUTH EASTERN COMMUNITY CONNECT

ABN: 15 350 811 422

STALLHOLDER TERMS AND CONDITIONS

Now in its second year, the South Eastern Community Connect (SECC) Community Picnic is a fast-growing event in the Bayside region. To ensure the safety of patrons and smooth running of the event, strict Terms and Conditions are necessary. We trust you understand this need.

Please keep this information for your reference

Date: Saturday, 9th November 2019

Time: 2.00pm to 7.00pm (end time not negotiable due to movie commencing at 7.30pm)

Venue: Eastlakes Reserve, corner of Longsworth and Evans Ave, Eastlakes (outside Eastlakes Shopping Centre)

Definition: Where the word Committee is used in this document it refers to the SECC Community Picnic Committee.

NOTE: These Terms and Conditions form part of your application. As such, its content must be complied with by ALL stallholders. You will be asked to confirm your acceptance of these Terms and Conditions when you complete the Stallholder Application Form.

STALLHOLDER COORDINATOR CONTACT DETAILS

Contact: Alison Leader

Phone: 0414 810 137

Email: commsmanager@secc.sydney

Mail: PO Box 3007, Eastlakes NSW 2018

Privacy:

All stallholder details provided on the application will be held in strictest confidence. Stallholder contact details WILL NOT be transferred to any third party.

How to Apply:

Applications are considered on a first come, first served basis.

There will be only two [2] food stalls due to location size.

Applications can only be submitted ONLINE via the event link at the end of this document.

The Committee will advise you if your application has been successful or otherwise. If successful you will receive an invoice for payment. Payment terms are 14 days of invoice date.

Your site number will accompany the invoice for payment. Your site is then reserved for the 14 days awaiting payment. Once we receive cleared funds to the invoiced amount, a receipt will be issued.

(Note: The Picnic Committee reserves the right to adjust allocated site, within reason, to coordinate with power supply and ground layout).

What if My Application is Declined?

The Committee retains the right to decline applications, in these circumstances you will be advised by email. Rejection may be due to inappropriate items / services being sold, promoted or simply too many similar vendors. As vendors will be accepted on a first come, first served basis, it is in your interests to submit your application early and pay by the due date. Once the Committee reaches its maximum number, no further applications will be considered however vendors may be waitlisted for possible future offers.

Safety must be Everyone's Priority:

The Committee has a designated Safety Officer who will check sites and report any potential issues.

Stallholders must comply with any Safety Officer's request and with all Work Health and Safety legislation.

Food sites with cooking facilities (hot oils) must ensure they carry Fire Extinguishers of suitable type and size.

A Safety Officer will be on the ground paying attention to this issue.

Eastlakes Reserve is quite open to the elements and strong winds, which can occur at any time. Therefore it is imperative that structures are setup with safety in mind. It is the responsibility of the stallholder to ensure structures are securely weighted to the ground with either sand bags or water bottles. All stallholders are expected to become familiar with and comply with the Hire and Rental Industry Association's guidelines for securing structures.

If it is determined a structure is not secure you will be asked to add further weights. If you do not comply with the Safety Officer's request, you will be asked to dismantle the unit.

What Size Site

All sites are designed to accommodate either a 2.4 x 2.4 or a 3x3 marquee. Please state what size site you require in your application (bit.ly/givemeastall).

We also offer a space for a small number of food trucks or stalls, as well as non-marquee spaces.

Your stall must fit totally within the allocated site. Stall sizes will not be altered on the day. If unsure please contact the Stallholder Coordinator to discuss.

How are Sites Allocated?

The allocation of sites will be at the sole discretion of the Committee. Once payment is cleared you will receive a receipt and a Stallholder Site Number. A few days prior to the event you will receive your site number again and instructions on entering the ground, please affix your site number to your windscreen before entry to park on the day.

What if I need Additional Hire Equipment?

South Eastern Community Connect is unable to organise hire equipment for stallholders.

If you wish to hire equipment you may contact Walkers Party Hire (ph: 9533 4429).

Sub-letting of Sites:

For insurance reasons we do not allow sub-letting of sites. Insurance is provided by the stallholder and is a MANDATORY item for acceptance. We hope you understand the need for this condition.

Goods to be sold on your Site:

Stallholders must supply full details of major and minor items to be sold. The Committee reserves the right to deny the sale of goods it considers not to be in the public interest: (e.g. pen knives, stink bombs, water bombs, silly strings, weapons and the like will NOT be allowed)

Details are to include all food items so appropriate stall placement can be achieved. Stalls selling food MUST be registered for food trading in NSW and MUST be registered prior to the event with Bayside Council using the Food Premises Registration form found at:

<https://www.bayside.nsw.gov.au/sites/default/files/2019-07/Temporary%20Food%20Premises%20Registration%20Form.pdf>

NOTE: Please DO NOT apply to Bayside Council UNTIL you have been accepted as a Food Vendor by the Picnic Committee

This registration with Council is MANDATORY if any food or drink is to be sold. Food officers will be in attendance on the day and will immediately close any stall not complying with their guidelines.

Should a stall be closed by Council, the Committee will not be held responsible for any site fee, rebate or loss of earnings, whatsoever. Statutory fines may also apply to the offending stallholder. If you are in doubt whether you need to comply please contact Bayside Council on (02) 1300 581 299 NOT the Stallholder Coordinator.

Power Supply Availability

All stallholders must provide their own generators; generators must meet the following specifications, standards and our conditions:

- Stallholders using generators must advise the Committee during the application process
- The generator is to be located as far as possible from the food cooking areas.
- The generator must be enclosed and can produce no more than 60dB noise level. Open/non-enclosed generators will NOT be allowed on the ground.
- The generator must not produce obnoxious odours, smoke or fumes.

Please note that if other stallholders lodge a complaint with the Committee about a generator, the Committee reserves the right to relocate or turn off the generator or move the stall with the offending generator to another location. A re-location fee may apply.

How do I Enter the Park?

Entrance to the park will be via Longworth Avenue; bump in times will commence 3 hours before the event commences. All vehicles must be off site by 1.00pm

Where can I Leave My Vehicles during the Event?

Unfortunately we are unable to provide designated stallholders parking; 3 hour parking is available at Eastlakes Shopping Centre. Under certain conditions vehicles may be approved to be sited with the stall. These conditions will generally form a major part of your display only and MUST be pre-approved by the Committee in writing (see relevant section on Application Form). If approval is granted the vehicle must fit completely with-in your stall area. This should be considered when selecting a stall site size. At no time are vehicles to block the access for any emergency vehicle.

When Can I Dismantle My Stall?

Under NO circumstances will vehicles be allowed onto the ground until the close of the daylight part of the event (estimated to be around 7.00pm) and patrons MUST NOT drive onto the park unless cleared by South Eastern Community Connect. Stallholders who wish to leave prior to close will be required to pack their gear and walk it to their vehicles.

What if the Event is Cancelled?

The Picnic will go ahead regardless of weather conditions, unless Eastlakes Reserve is closed by Bayside Council. In these circumstances, you will be contacted regarding payments.

Can I Run A Raffle?

No raffles are allowed unless you are a not for profit organisation and prior approval has been given by the Picnic Committee.

Who is Responsible for Rubbish?

Stallholders MUST remove all their site rubbish on departure. Sites will be checked by the Committee and failure to remove rubbish may result in additional charges and make you ineligible for future events.

Do I Need Insurance?

YES - applicants are not insured or covered under any South Eastern Community Connect insurance policy arrangement. Participants enter at their own risk. Applicants must ensure they have adequate insurance arrangements in place. Stallholders without Public Liability Insurance will NOT gain entry to the ground on the day.

You must attach a copy of your current Insurance Certificate, whether it covers the Community Picnic or not, to the application prior to submission. If your certificate expires prior to the event date, you must provide a copy of the renewed certificate to commsmanager@secc.sydney as soon as possible after renewal.

Can I Get A Refund of my Site Fee?

Refunds will be paid if the event is cancelled or will be considered under the following conditions:

- 100% refund on cancellation before 9th October 2019
- 50% refund on cancellation between 9th October 2019 and 25th October 2019
- No refund on cancellation after 25th October.

Disclaimer:

South Eastern Community Connect will not be responsible for any financial loss, equipment damage, stock damage or stock loss by stallholders for whatever so reason.

Whilst South Eastern Community Connect endeavours to provide stallholders with the latest information, there are occasions when Government policy alters the conditions. If this occurs the Committee will endeavour to contact you quickly. If you have an email address, please ensure you note it on the Application Form. You should also provide a mobile phone number.

We trust you understand the need to have these terms and conditions. We also trust that you enjoy the day and we thank you for your cooperation. Your cooperation will ensure a successful event for all involved.

2019 Stallholder Coordinator Email: commsmanager@secc.sydney Mobile: 0414 810 137

PROCEED TO APPLICATION at bit.ly/givemeastall