

GUIDELINES FOR STALLHOLDERS, EXHIBITORS AND SUPPLIERS AT COUNCIL EVENTS >>

Selection Criteria for Stalls and Exhibits >>

The Townsville City Council aims to provide the community with a diverse range of quality stalls and exhibits at a number of council run events. Selection is based on quality, variety, presentation, logistical requirements and environmental practices.

Reasons for non acceptance are mainly for:

- Duplication
- Lack of sites available
- Inability to meet appropriate regulations
- Poor environmental practices
- Unsuitable for a particular event's aims and objectives

Selections of stalls and exhibits are final and no correspondence will be entered into.

Selection Criteria

1. Preference is given to local community and private enterprise groups.
If an applicant is not local, preference is given to those groups who buy locally and who support the local community of Townsville.
2. Compliance with council and national regulations
(E.g. All food suppliers must meet Townsville Environmental Health food stall operations guidelines. All amusement rides must be registered with WH&S and comply with Australian Standard 3533. Proof of registration by the Division of Workplace Health and Safety must be provided for registrable plant & design to be used at Market.
3. Adherence to council's Event Environmental Policy
4. Adherence to council's Guidelines for Stallholders, Exhibitors and Suppliers at Council Events
5. Quality of product
6. Quality of customer service
7. Achievable logistical requirements including power and water
8. Diversity in range of products at any particular event
9. Level of experience and professionalism
10. Stall Presentation
11. Promptness of site fee payment and lodgement of relevant forms.
12. Meet the guidelines and objectives of the event

The Townsville City Council's aim is to attract innovative and interesting stalls to enhance the atmosphere and experience of an event. To achieve this, the council favours local groups and businesses, and specialised products rather than commercially made merchandise type stalls.

Guidelines for Stallholders, Exhibitors and Suppliers at Council Events >>

Below is a list of general event guidelines. These guidelines are a broad set of rules governing Townsville City Council Events. Successful applicants will receive event specific information upon notification of your acceptance into an event.

Vehicle access & parking

- Stallholders are often permitted to drive vehicles onsite, however as each event is different please be aware that conditions of entry will change for each event.
- Please stick to the concrete paths provided wherever possible.
- **No vehicles will be permitted to drive over ground traps.**
- When driving on pathways please be aware of pedestrians and cyclists - **hazard lights must be on at ALL times.**
- Please refer to event sitemaps for vehicle access route.

Parking

- Generally there is no reserved parking for stallholders. Parking will be in public carparks.
- A time will be provided for when all vehicles must be removed from site.
- Vehicles may only return to site when a designated council staff member deems it safe to do so.

Set up / Operation and Pack-down Times

- Generally set-up and pack-down are to be done on the day of the event.
- Times will be provided for each events set-up.
- All stalls must remain operational for the entire duration of the event.
- Pack down can commence from the finish time of the event, even if vehicle access has not been granted yet.

Sites

- Site sizes are 3m x 3m unless otherwise specified in the application form.
- Please assume all sites to be bare and without power, water and equipment unless these requests have been made on your application form and approved in you confirmation letter.

Stall Presentation

- It is the responsibility of all participants to keep their area free of rubbish and to have their area presented in a professional manner.
- All sites are to be left clean upon departure. (please note failure to do so may affect your site fee)
- It is not permitted to display 'trade logos' (e.g. Ford, Holden, Coca Cola, etc) without prior approval from the Events Staff.

Offensive Goods

- The organisers retain the 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 or considered offensive.

Use of amplifiers or loud speakers

- 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.

Site Fees/Payment

- Payment will be required upon your receipt of a Townsville City Council invoice.
- DO NOT include payments with your application forms.
- Site fees will vary depending on the event
- Additional Fees may be charged for the use of power.
- Site fees will now be two tiered as part of an environmental incentive policy. A higher fee will be charged to stalls who do not comply with the councils' Event Environmental Policy. Please refer to the Townsville City Councils' Event Environmental Policy for further details.

Cancellation

- Please advise council at least **14 days prior** to the event if you cannot attend.
- Cancellation of a site booking within seven days of an event will incur a penalty of 50% of the site fee payable to the Townsville City Council.

Subletting

- Stallholders are not entitled to sublet to any other identity what so ever.
- Sharing of a site is also not allowed unless permission is given by the Events Staff.

Disputes

- On the day of the event, the decisions of the Townsville City Councils' Events Staff, is final, and must be followed. If there is a dispute regarding a direction this can be pursued later in writing to the Events & Protocol Manager.

Electricity Requirements

- Temporary electrical installation and distribution on site is supplied by council.
- The provision of power to sites may incur an additional fee.
- ALL electrical leads and equipment must be tested and tagged by a qualified electrician
- An electrician may be onsite during events to check that all leads have current test tags.
- In any instance where the electrician is required to tag any lead or equipment that has not been tagged or has an expired tag, stallholders will be charged a fee per lead or appliance. This fee will be added to the invoice sent to the stallholder after the event.
- ALL equipment and leads MUST be made available for inspection. Failure to do so may result in penalty via exclusion from future events.
- No double adaptors are to be used (power boards are acceptable).
- All electrical equipment must be listed on your application form. Any faults or power failures caused due to a stallholder's underestimation shall be charged to the stallholder. Be careful not to underestimate your power requirements.

Requirements for Gas Installation

Below are the requirements for gas installation at council events as set out by the Gas Installation Code AG501, AG601, AS1432 and AS1596. Gas inspectors may be on site during the event and will immediately shut down any operation that does not meet the requirements of the Code.

- No gas cylinder with a capacity above 9 kg is to be installed in a tent or building.
- Gas appliances are to have A.G.A. ALPGA approval.
- Gas cylinders are to be located in a clearly accessible location with no hindrance to the inspector.
- Appliances are not to be near flammable materials or vapours.
- All fittings must meet A.G.A. ALPGA requirements.
- Ring burners must have a fire resistant material under them at least 6mm thick.
- In case of a gas leak, close the gas bottle down immediately and contact the Gas Department. DO NOT USE A MATCH. Test for leak, if you must, with a soapy water solution only.
- The type of gas equipment, regulators, hoses, and pipe work must be listed with your application.

Food Vendors

- All food vendors must have a current food permit
- Prepacked food including foods such as cakes, biscuits, confectionery and jams that are wrapped, sealed or packaged can be sold subject to the following :
 - Prepared in registered food premises. (Proof of such registration is to be forwarded to the Townsville City Council Health Department, 21 days prior to the commencement of the event).
 - Home kitchens requirements are available from the council's Health Department.
 - Written approval from the owner of the licensed kitchen will be necessary, consisting of a signed form stating that the food is fit for human consumption, and has been prepared in their licensed premises.

Fire Extinguisher

- All stalls containing cooking facilities must provide a fire extinguisher. Each extinguisher must have a current test tag fitted. Contact the Queensland Fire Service for information.

Garbage, Sullage & Recycling

- Stall holders are strongly encouraged to minimise waste and use recyclable and or biodegradable products. Failure to do so may result in an increased site fee - please refer to the council's **Event Environmental Policy** for further information.
- Council will supply bins for general waste and recyclable waste at the back of each food stall.
- All stallholders will be responsible for keeping their designated areas clean and tidy.
- All food stalls will be required to remove and dispose of all sullage in a responsible, legal and environmentally sound manner.

Insurance

- It is preferable that stall holders have their own Public Liability insurance.
- Copies of insurance cover notes are to be forwarded along with application or available upon request at the event.
- If a stall holder does not have public liability insurance it is requested that the Risk Assessment Form is completed and sent to council along with your Application.
- While council does not require general stallholders to obtain their own public and product liability insurance as a condition of participation in events, the council strongly recommends that such insurance is obtained. The council does require stallholders to indemnify the council against any loss that arises from the stallholders' activities. However a person who suffers loss as a result of a stallholder's participation in an event may be able to take legal action against the stallholder, and possibly council. If the council is sued, we will pass the claim to our insurers. If our insurers are required to pay any money – whether in legal fees defending the claim or in damages to settle the claim – the insurers will take action against the stallholder to recover as much of that money as possible.
A stallholder without insurance is taking an enormous risk.

Political / Community / Charity / Tourism / Religious Groups

- All groups, organisations and individuals must fill in the same forms and comply with the same guidelines as any other stallholder. There are no exceptions to this rule even if the group or individual is only giving out information.

FURTHER REFERENCES

- Electrical Safety Act, Regulation
- Health Services Guidelines and Policies
- Environmental Protection Regulation 1998
- Australia Standard 3533 – Children's Rides/Entertainment
- Townsville City Council Events Environmental Guidelines