

Federation Community Expo Stallholder Terms and Conditions

Thank you for your Expression of Interest to be part of the 2023 Federation Community Expo.

EXPO DETAILS

When: Thursday, 19 October 2023.

When: 5:30 pm to 7:30 pm

Where: Bangerang Park, Edward Street, Corowa NSW 2646

Contact on the Day: Amber Harvey, Federation Council

Mobile: 040 799 8777

STALLHOLDERS

To be eligible for a stall at the Community Expo you must be either:

- ✓ Not-for-profit;
 - ✓ Charity;
 - ✓ Sports Club;
 - ✓ Service Club; or
 - ✓ Community group.
- Commercial or private businesses that are profit orientated are ineligible.

Interactive Stalls

- Stallholders are encouraged to make their stalls as appealing & interactive as possible.
- Interactive stalls are a great way to encourage people to engage, offer a personalised experience and allow you to show off your products and services in the best possible way.
- If you can't think of anything interactive, try and decorate your stall or use displays to encourage people to come and talk to you.

Stalls and Stallholders

- We recommend at least one (1) staff person or volunteer be present at your stall for the duration of the event.
- Stallholders are asked to provide information & handouts about their organisation, programs & services.
- Stallholders will not be permitted to display goods, promotional materials or signage other than their allocated stall space. The organisers reserve the right to remove any such items.
- Each stall will be need to provide their own table and chairs and one marquee (unless prior arranged).

- Acceptance of an application represents an agreement that the expo will provide space and the stallholder will be there for the full three hours.

Stall Allocation

- Sites are allocated by the Event Organiser/ Working Group. We have done our best to accommodate the requirements you specified on your EOI, but also to ensure the safety of all expo participants and guests.
- Each stall a number allocation. You will receive this in your email.
- This number shows you on the site plan where your site allocation.
- Stall numbers as per site plan will be clearly marked on the footpath in chalk and on a bollard. If you are unsure ask an event official.
- Please do not simply move your stall. If you are unhappy where you are talk to an event official.
- The Federation Expo Working Group decision on stall selection and location is final.

Promotion and Logo

By providing your website, social links and logo as part of the Stallholder form, you agree

- You have permission to use and share these links and logo.
- You give permission for the Federation Expo Working Group and the Federation Council to use your information and logo in promotional material, both in print and online to do with the expo.
- The Event Organiser can advertise and promote Stallholders in connection with the event if information is provided by 30 September 2023.

Personal Information

- Council will comply with the Information Privacy Principles as set out in the *Privacy and Data Protection Act 2014*.
- If you provide your contact details and email address via the EOI form, it will only be used to respond to you in regards to information about the expo.
- Your email address will not be added to any mailings lists/databases, or otherwise used without your knowledge or consent, unless specifically required by law.

ON THE DAY

Accidents and Property Loss

- Stallholders are responsible for insuring their own property and stock.
- The Federation Council will not be responsible for any loss of exhibits/items at the expo or for any damage done there to.
- The Federation Council will not be responsible for any accident which may be caused through or by the stallholder or which may happen in connection with his or her business or community group.
- The stallholder shall deem the Federation Council harmless and indemnify it against any legal proceedings arising from any such accident.

Cancellation

- The Event Organisers will refer to the Bureau of Meteorology (BOM) in the lead up to the event for forecast information.
- All decisions relating to the implementation of the inclement weather or cancellation plan will be made in consultation with the relevant stakeholders.
- In the case of extreme inclement weather (extreme wind; extreme, consistent and severe rain; flooding) the Expo to be postponed or cancelled, and stakeholders notified via email.

Clean and Proper Condition

- Stallholders must conduct themselves in a proper, polite and orderly manner at all times.
- Stalls must be kept in a clean and tidy condition and all rubbish is to be placed in the bins provided.
- We recommend you check your stall area, before the event opens to address any risks that may have occurred as part of your stall set up.
- Stallholders are to ensure that, all cords, ropes and wires taped down or hung safely overhead.
- The stallholder is responsible for the collection and disposal of any rubbish associated with their stall.

Cost

- There is no cost associated with having a stall at the Expo apart from your own staff time and resources.
- Stall holders are responsible for their own equipment, merchandise and travel costs.

Entry and Egress

- Entry to the site is via Civic Centre Car Park.
- The site is open for stallholders from 2:00 pm. Stallholders are able to access the event site between 2:00 pm and 4:45 pm to set up their area.

- No late arrivals will be admitted entry to the site. By 5:00 pm, all stalls must be established and all vehicles MUST leave the site / nearby car parking area.
- Please make sure that your stall is attended between 5:30 pm and 7:30 pm.
- All stalls must not be dismantled until after 7:30 pm on the day of the event.

Event Staff and Volunteers

- Event staff are volunteers, too. Please be respectful and kind!
- Event staff and volunteers will be easily identified as they will be wearing high vis vests.

Food Operators / Stalls

- The Community Expo is only accepting food stall EOI from charitable or community groups. No commercial or food vans.
- Food and drinks stalls must be pre-agreed with the event organiser.
- The provision and sale of food and all food vendors must comply with Australia New Zealand Food Safety Standards.

Insurance

- It is a condition of entry that all stallholders must have a current public liability insurance policy with a minimum indemnity of \$20 million, valid on the dates of the expo.
- For smaller hobby and smaller stallholders that are incapable of securing independent public liability coverage, Council does have in place a Public Liability – Uninsured Community Groups Scheme, that can offer coverage during the expo. If this applies to you, you must select this option in the Expression of Interest and be approved by the event organiser prior.
- A copy of the current certificate of currency must be submitted before the expo, otherwise your stall allocation may be withdrawn. (Insurance renewal notices are not sufficient).
- For those stallholders selling food and drinks, the policy must be extended to include goods sold under the Products Liability section of the required Public Liability policy.
- The Stallholder agrees not to make any claim against the Community Expo organisers for any loss or damage, or loss of profits, howsoever caused.

Marquees, Chairs and Tables

- The site fee does not include:
 - ✓ A marquee – stallholders must supply their own, including water / sand weights (strictly no pegging or stakes allowed)
 - ✓ Tables or chairs – stallholders must supply their own
- Marquees must not be bigger than 3m x 3m.
- All temporary structures must be erected and secured in accordance with manufactures / structural specifications to ensure they are structurally sound and can withstand likely wind in the locality.
- Marquees must be weighted and not pegged.

Parking

- Parking is available for stallholders either in the Civic Centre car park in the spaces closest to the Civic Centre building or allocated parking near the Corowa Aquatic Centre.
- We ask that you don't park in the car spaces closest to the park, to allow guests access.
- We ask that you drop off your equipment in the designated drop-off points and then move your vehicle away from the event to allow patrons to park closer to the site.

Photography and Recording.

- By participating in the Community Expo, the stallholder agrees that the organisers may use photographs or videos taken on the day for promotional purposes.

Power

- Electrical outlets are available for a limited number of sites and must be pre-arranged.
- A request for power must be nominated in the initial EOI form and access will ONLY available with prior arrangement.
- Please note that no stallholder is allowed to bring a generator onsite, unless formally authorised by the event organiser.
- The stallholder is responsible for bringing their extension leads and power boards
- If you nominated to need power in your EOI we will do our best to accommodate you.
- Stallholders are responsible for supplying their own complying electrical extension lead.
- No double adaptors or piggyback plugs are to be used; Australian Standard approved power boards are acceptable. Power boards are not to be daisy chained i.e., supplying one power board from another.
- Electrical switches etc. must be appropriately waterproofed and separated from potential water sources.
- Broken plugs, switches, leads, sockets etc. removed or fixed immediately.

Promotional Material

- Stallholder is responsible for providing their own promotional material on the day.
- All free promotional material must be safe, comply with all relevant safety standards and must not be offensive or harmful to the general public.

Risk Management

- Stallholders are responsible for the risk management of their area and must at all times ensure that the area presents no risks to the public.
- It is recommended that Stallholders conduct a risk assessment for their stall prior to the expo opening.

Site

- Sites are allocated as per site plan and the information provided in the EOI.
- The Event Organisers will do their best to accommodate everyone's requirements.

Vehicles

- Should a vehicle be required to remain on site, an application must be made to the Event Organisers, prior to the event.

Weather

The Community Expo may be subject to inclement weather. The Event Organisers will refer to the Bureau of Meteorology (BOM) in the lead up to the event for forecast information. All decisions relating to the implementation of the inclement weather or cancellation plan will be made in consultation with the relevant stakeholders.

- The Expo is to be cancelled in the case of extreme inclement weather (extreme wind; extreme, consistent and severe rain).
- The Expo is to be moved in the case of flooding in Bangerang Park, to either the Civic Centre Carpark or to RSL Park and will be accessed based on safety and timing.
- The Expo may not proceed in its entirety in wet weather if it is unsafe to do so.
- It is stallholder's responsibility to bring adequate cover in case of rain.

ENQUIRES

For more information about having a stall at the Federation Community Expo, contact us on Tracey Barkley or Amber Murphy of Intereach on 02 60 442 802 or Amber Harvey of Federation Council via email communityevents@federationcouncil.nsw.gov.au.