

TVB Australia Carnival 2014

Stall Participation Form



31st August 2014

9am- 5pm

Burwood Park, Burwood

* Please complete and return this form to sales representative or email to adsales@tvb.com.au by 31st July 2014

Please use capital letters to fill in this form.

1 Business / Organisation Details

Name of business / Organisation: _____

Trading Name: _____ ABN: _____

Phone: _____ Fax: _____

Postal address: _____



2 Contact at Carnival

Name of contact at the carnival (Mr/Mrs/Ms/Miss & FULL NAME): _____

Mobile: _____

Bump in vehicle register No: _____

3 Stall Requirements

Stall type	Qty. Needed
Fate Stall 2.4m x 2.4m, 3 counters \$770.00/ per stall (Incl. GST) Early-bird Rate: \$550.00/ per stall (Offer ends on 31/05/2014)	
	
Marquee 3.0m x 3.0m \$1100.00/ per marquee (Incl. GST) Early-bird Rate: \$770.00/ per marquee (Offer ends on 31/05/2014) Do you require any long table? If Yes, how many? _____	
	
Vacant Site 3.0m x 3.0m \$770.00/ per site (Incl. GST) Early-bird Rate: \$550.00/ per site (Offer ends on 31/05/2014)	
Total (Incl. GST)	

Do you require access to electricity?

Item	Electricity Usage (AMP)

Will you be selling food or a product?

Food products	General product

Please list out all the promotional materials that will be distributed/ handout on the event day.

Item	

IMPORTANT NOTES:

- All food stalls MUST comply with the list of requirements set out on page 5. A food stall is one from which goods for human consumption are sold and includes groceries, packaged sweets & cakes, cooked & uncooked food etc.
- You must ensure that all of your stock is to fit in your provided structure as no vehicles (other than a van to sell out of) are allowed on site to store food. You must comply with all WH&S regulations, as food cannot be stored on the floor; therefore select the size of your structure carefully. Council Health Inspectors will be on site to monitor this.
- For larger structures please enquire - price on application.
- 2 chairs will be provided per stall, but more can be requested from event administrator.

4 Food Stalls

If you are selling or handing out food, please complete below. Under the provisions of the NSW Food Act 2003 all food stall operators are required to sell safe and suitable food. Failure to comply with the Act can result in the issue of fines by Council's Health Inspectors.

Food stallholders are required to provide proof of having completed a NSW Food Authority Food Safety Supervisors Certificate.

This page must be completed by all food stallholders who will be preparing and or heating food and must be forwarded with the stall application and payment.

Please tick " " the box that applies to your stall. Any loss or damage to screening and flooring will be payable by the stallholder.

- | | |
|---|--|
| (a) Will all food preparation take place within the stall? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (b) Do you have a screen/ wall on both sides of the stall together with a smaller sneeze guard at the front serving area? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (c) Do you have a sneeze guard (3 small clear acrylic screens covering half the serving area)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (d) Do you have a flooring that covered with non slip rubber or plastic covering? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (e) Do you have hot water hand wash basin? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Food Safety Certificate

Name of Food Safety Officer: _____

(This person needs to be at the stall the entire time)

5 Agreement

DECLARATION (You MUST SIGN this section for your application to be processed)

1. By completing this form, I acknowledge that I have read and understood all the requirements and terms and conditions stated below and agree to comply with all regulations.
2. I understand that failure to comply with any of the requirements and terms and conditions will result in the closure my stall and or the issuing of fines by Council Compliance Officers.

Applicant's Name:

Applicant's Signature:

Date: DD/MM/YY

*Please make sure you provide your Certificate of Currency of Public Liability and Product Liability insurance to minimum value of \$10 million each.

6 Further enquiries?

For stall enquiries, please contact Event Administrator :

Name: Monica Zhu / Susanna Cheng

Phone: (02) 8281 6883 / (02) 8281 6848

Fax: (02) 9283 0199

Email: monica_zhu@tvb.com.au / susanna_cheng@tvb.com.au

Post: Po Box 20577, World Square, NSW 2002

For event enquiries, please contact Event Manager:

Name: Sherry Li

Phone: (02) 8281 6800

Fax: (02) 9283 0199

Email: sherry_li@tvb.com.au

7 Notes for ALL stallholders

GENERAL

- Stallholders acknowledge that TVB Australia are not responsible for cancellation of the event due to bad weather on the scheduled date and that hiring fees are not refundable.
- No products or services other than those items detailed on your application are to be sold or provided through trading at any event, without the written consent of TVB Australia.
- Dangerous or harmful merchandise including silly string and replica guns are banned.
- TVB Australia reserves the right to ask you to cease trading and request that you leave the event in the case of any failure to comply with these or any other conditions set for the stallholder.
- The stallholder is to confine their operations to within the boundary of the allocated stall area and may not move their stall from the allocated site. NO OPERATIONS (including handouts) ARE PERMITTED OUTSIDE THE STALL AREA.
- Stallholders must ensure that their stalls are decorated to a high standard. Banners, signage and visuals are all encouraged. Do not invade the space of your fellow exhibitors. You may not inhibit access to surrounding stalls.
- Spruiking, microphones and sound amplifications are not permitted.
- TVB Australia reserves the right to photograph all stalls, activities and entertainment. This is required for safety records and future promotion of the event.
- Under NO circumstances may sites be sub-let.

ACCESS AND TRADING

- Access to the site is limited to 1 vehicle only. Vehicle access permits (VAP's) will be provided upon confirmation and must be presented to gain site entry. A site map and further details including loading in and out times will also be provided. Stallholders may not bring their vehicle into the event site area at any time during the event other than during the time designated for loading in and out.
- Stallholders may operate between 9am and 5pm, and must trade for the entire duration of the event, unless prior approval is granted or in exceptional circumstances or bad weather. Unauthorised vehicle movement within the event site is STRICTLY prohibited during event hours.
- On completion of the festival, stall holders should ensure that all their goods are packed and ready to transport before bringing vehicles to the stall site for loading.
- During the event, stall holders must not display in public view or allow to be displayed on or in their stall any material which is defamatory or insults or makes personal reflections on or imputes improper motives to any other person.
- Stallholders who fail to arrive at the designated bump in schedule will be deemed to have relinquished the use of the site. Such sites will be reallocated to another user without refund at the sole discretion of the organizer.

POWER

- There is limited power supply at the event site. Stallholders must advise if any power is required in advance and must be agreed upon by the Event Organiser.
- If you provide your own power, all electrical equipment, appliances and cabling must show evidence of having been tagged and tested in accordance with Work Health and Safety Regulations 2011.

WASTE AND THE ENVIRONMENT

- Stallholders are responsible for making the event environmentally friendly. Stallholders are responsible for disposing of their own rubbish and the cleanliness of their area and ensuring the site is maintained and restored to its pre-existing condition.
- A cleaning fee of \$150.00 will be charged for any waste left upon your departure at your stall site and you will be invoiced after the event.
- Sufficient waste facilities will be provided on site for dry waste and are included at no charge. Stallholders are responsible for supplying their own cleaning equipment ego brooms, cleaning products, gloves etc.
- Stallholders are required to provide their own disposal containers for liquid waste water and oil.
- Waste water and oil must not be disposed of into the worm water system, poured onto the ground or left unattended at the end of the event. This will be closely monitored by Council's Environmental Health Officers, and fines will be imposed under the environmental protection legislation for incorrect disposal of liquid waste.

INSURANCE

- Applications will not be accepted without evidence of current Public Liability insurance of minimum \$10 million broad form coverage, including product liability insurance (if applicable) to the value of \$10 million. You must supply a Certificate of Currency with your application.
- Insurance cover must be from an insurance company with an underwriter based within Australia and recognised by APRA, the Australian Prudential Regulatory Authority. Check through them to see if your insurance company is recognised and read information on foreign underwriters at www.apra.gov.au.
- A current Workers Compensation Policy is required if you have staff working for you on the day. If you only employ contractors you should speak to Work Cover or an insurer handling workers compensation, as contractors can sometimes be deemed workers.

WORK HEALTH AND SAFETY (WHS) COMPLIANCE

- Under the new work health and safety (WHS) laws, effective from 1 January 2012, the Work Health and Safety Act 2011 and its regulations have requirements that apply to all workplaces (including temporary events) to ensure the health, safety and wellbeing of all who come in contact with their stall site.
- It is the stallholder's responsibility to be aware of and adhere to the relevant legislation. Ignorance is no excuse as there are severe penalties for breaches. Failure to comply can lead to removal from the event.
- TVB Australia accepts no responsibility for any damage or injury to any stallholder's personnel, equipment or property before, during or after the event.
- Stallholders are responsible for their own personal security and property as well as cash handling management.

8 Additional Notes for FOOD stallholders

The provisions of this section only apply to stallholders operating a food stall (or food van or cart) and are in addition to the requirements of all stallholders as listed above.

- The operation of any food business activity in association with the event is to be in accordance with the food safety standards adopted under the NSW Food Act. As of 1st April 2013, all food businesses must also have one Food Safety Supervisor, who has completed the appropriate course at a Registered Training Organisation. Please refer to the NSW Food Authority's publication "Food handling guidelines for temporary events" and "Guideline to Food Safety Supervisor Requirements" at www.foodauthority.nsw.gov.au. You MUST familiarise yourself with the publications and comply with all the requirements.
- Any departures from this guide are to be directly negotiated with Council's nominated Environmental Health Officer and a statement of clearance issued by TVB Australia prior to the commencement of the event. Failure to comply may result in your exclusion from the event and/or prosecution.
- Any pre-packaged foods require all the foods to be labelled clearly with all ingredients.
- All food vendors will be subject to health and safety inspections by Council's Environmental Health Officers during the event. This service incurs a fee (which is included in the general food stall holder fees) as part of the Local Government Health and Safety Regulations.
- Enclosed in this kit is a diagram from NSW Food Authority explaining how your stall needs to be set up.
PLEASE NOTE: you may require a separate food preparation tent where food needs to be cooked in addition to your stall to store and serve food as well as handle money. Be sure to include this in your application if required.
- All cooking areas are required to have CO2 extinguishers, recently tested and in good working order (available inexpensively at auto shops), and a fire blanket in accordance with Australian Standards.
- All food stalls must supply containers for carrying between water points and stalls. Direct hose connections are not available.
- When possible please use only RECYCLABLE PACKAGING & BIODEGRADABLE containers and try and lessen the use of plastic or polystyrene.
- If you require advice on any of the above matters you are advised to contact TVB Australia (02) 8281 6800.

9 Terms & Conditions

- It is a condition of participation that you carefully read and adhere to all of the information provided in this Information Kit as well as the Terms and Conditions. The information and these Terms and Conditions form part of your agreement with TVB Australia.
- If you are not clear on any point it is your responsibility to ask.
- If you fail to comply with all the stated information and regulations, you will be required to forfeit your stall allocations with no refund.
- The stallholder hereby indemnifies TVB Australia in respect of any claims for injury, loss or damage by any third party arising from the operations of the stallholder during the activities subject to this agreement.
- The stallholder will be liable for any damage to property of TVB Australia of TVB Australia's contractors.
- TVB Australia will not be held responsible for loss of, or lack of, income generated on the day.
- The stallholder understands and agrees that TVB Australia has the right to remove, without refund or recourse, any stallholder who misrepresents him/herself or his/her products.
- Once your application has been approved, a tax invoice will be mailed to you along with confirmation and details on payment options can be found on the back of the invoice.
- No refunds will be given for cancellations once confirmation and payment has been made.
- CANCELLATION BY Force Majeure: If any strike, act of God, inclement weather, or any other event beyond the reasonable control, which prevents the stallholder from occupying the site for the event period in full or part, then will be at the risk of the stallholder. TVB Australia will not be obliged to refund any part of the stall fee to the stallholder.

TVB Australia may, at its discretion, terminate the accepted agreement of participation with a stallholder at any time before the event by refunding all stall fees paid for the event.

10 Checklist

Have you...? PLEASE “ ” where applicable:

- Filled out this participation form completed and signed.
- Provided a detailed list and description of products or services
- Provided exact stall / space measurements and ordered additional ones where required
- Enclosed a current copy of your Certificate of Currency of Public Liability and Product Liability insurance to minimum value of \$10 million each.
- Enclosed a current Worker’s Compensation Policy (if applicable).

And if you’re a FOOD stallholder, have you...?

- Read and understood the NSW Food Authority’s publication “Food handling guidelines for temporary events”.
- Provided a copy of the FSS Food Safety Supervisor certificate of the person who will be working on the food stall.
- Checked and ensured that your food stall meets all the criteria as set out in the enclosed diagram.