



## Vendor Terms and Conditions

### Operating date/time:

Site holders agree to operate for the duration listed in the expression of interest application process and as detailed in the event brief below. Sites must conclude operating at the conclusion of the event.

Site operation times are:  
Saturday 31 August 2024  
10.00am to 2.00pm

### Balloons:

Helium filled balloons are not permitted to be used, sold or distributed at Council events. Non-helium filled balloons are permitted however the balloons must be biodegradable.

### Single use plastic straws:

Single use plastic straws are not permitted to be used, sold or distributed at Council events.

### Products and price range:

It is agreed that your site will sell products or provide an activity as described through your application. There is to be no promoting or handing out of printed material of any political persuasion at this event. Any persons who are non-compliant will be asked to remove this material from the site immediately.

### Site size:

All site operations including cold rooms must fit within this allocated space. The agreed site size for your site will be outlined in the event brief (if successful). It is unacceptable for site holders to encroach outside the allocated space with racks of displayed goods etc.

### Electrical requirements:

We are unable to supply power for any sites. Small and quiet generators are permitted at the event organisers discretion. If you are bringing your own generator, you must inform the event organisers prior to the event day. Only power boards may be used. Double adaptors and piggyback plugs must not be used in any circumstances. All leads, power boards and electrical equipment must be tagged and tested. Council Officers may view all leads and disconnect any that have not been tested within 12 months of the event date.

### Cleanliness:

Sites are to be kept clean and tidy at all times during the event. Site holders are to leave their allocated area in a clean and tidy state, removing any litter, spills or by-products from their activities. Should the site require further cleaning at the conclusion of the event, this expense may be passed onto the site holder. Any equipment brought to the site either from site holders or their suppliers must be removed from the site at the conclusion of the event. Any equipment left on site, will be removed at the expense of the site holder. Council will supply bins for the general public and site holders. Should extra bins be required, please discuss with Event organisers prior to the event day. Disposal of cooking oils and fats are the responsibility of the Site holder.

### Marquees:

All marquees must be adequately weighted to ensure no movement due to heavy wind etc. All weights are to be clearly marked and visible to the public to prevent hazards. Marquees are under no circumstances to be pegged into the ground.

### Water:

A water tap is available and a key to the tap will be available at the information marquee. All water required for sites must be ported by bucket. No site holder will have direct access to running water to connect to their site.

### Noise:

Council, through their authorised officers shall have the power to stop any undue noise created by a stallholder and/or their attendants during the display, which in their opinion is an offence to the public or other stallholders. Use of amplifiers or loud speakers by site holders is prohibited except with prior consent from event organisers. Site holders are not permitted to employ, contract or program any performer or performance without prior permission from event organisers.

### First Aid:

First Aid will be available for the duration of the event. Please make yourself aware of the location of the First Aid by referring to the map. This service is available to all event patrons and operators should they require first aid.

### Security:

Although security services are contracted for this event, individual stall security remains the responsibility of the site holder. Council shall not be held liable for the loss or damage to the site holder's property while at any site for any reason whatsoever involving the negligence of Council or its employees, representatives or said agents.

**Emergency:**

In the case of an emergency, event organisers will direct all site holders and patrons to a designated area. Upon this direction, all site holders must cease service immediately and follow the orders of the Event Emergency Warden, Deputy Warden or Precinct Wardens. Please make yourself aware of the emergency assembly areas by referring to the map. An Emergency plan is prepared and will be implemented in case of an emergency within the boundaries of the Event.

**Weather Contingency:**

The Event will proceed in most weather conditions unless it is deemed unsafe to do so by Council. Event organisers will endeavour to notify site holders at the earliest opportunity of any cancellations or changes to site placement due to a change in weather conditions.

**Expected Attendance:**

It is expected that Moreton Bay Eco Fest will attract approximately 2000 patrons during the event from 10am to 2pm on Saturday 31 August 2024.

**Spikes/Pegs:**

No spikes or retaining pegs may be used in any area of the event due to underground electrical and irrigation pipes.

**Signage:**

All signage and banners are to be professionally presented. Council reserves the right to refuse or stop any site holder displaying, selling or promoting or otherwise dealing with any goods which do not, in the sole opinion of Council, comply with the description of displays or goods referred to in the application form.

**Food License:**

All onsite food sales must be conducted in accordance with the Food Act 2006. Vendors will be required to provide a copy of their food business license (if applicable) to Council a minimum of two weeks prior to the event. Council Food Safety Officers may be patrolling the site during the event and may approach each site to ensure setup and operation is performed in a safe manner.

**Gas/Electrical Appliances:**

Under the Fire Safety Regulations of 2008, where a site uses a gas or electrical appliance to cook or heat food, it is required to have a fire extinguisher for that class of fire and where a site uses oils or fats, it is required to have a fire blanket. The extinguishers and fire blankets must have an inspection tag attached showing the last test (every six months) and a sign showing the location of the equipment within the site. Site holders must use all equipment in good condition and if required, equipment must display any registration certificate in accordance with regulations governing the activity. All trip hazards must be suitably covered. All guards and safety shields on equipment must be used at all times. Warning signs are to be posted on all hazards. Any fences or barriers must conform to safety standards and be secure for the intended use. Any required protective clothing for your activity must be worn at all times. No hazardous substances are permitted on site unless prior clearance is obtained from Event organisers. If approved, all chemicals must have the appropriate material safety data sheets available and stored in appropriate containers using acceptable decanting equipment. Exits must remain clear and unobstructed at all times.

**Vehicle Access:**

For safety reasons, vehicle access will only be permitted outside event operating times. All vehicles must be off site by 9.00am or as instructed by Event organisers on the day, unless otherwise stated. Site holders wishing to bring vehicles on site must consult with Event organisers first, who will determine if vehicle movement in the area is deemed safe and site holders must agree to abide by all rules set. Vehicles permitted to drive within the boundaries of the site must utilise their hazard lights and must drive at minimal speeds. The area is open to pedestrians, and drivers must at all times follow the direction of Event organisers. During event operating times, all products required for sites must be trolleyed to and from the site.

**Workplace Health and Safety:**

Council Workplace Health and Safety Officers may be patrolling the site during the event and may approach each site to ensure setup and operation of the activity is performed in a safe manner. All site holders must abide by safety directions given by these Officers.

**Public Liability:**

A valid copy of the company / organisations public liability to the minimum value of \$20 million must be forwarded to Council a minimum of seven days prior to the event. Any site holders unable to provide a copy of this policy will not be permitted to trade at the event.

**Induction:**

Successful vendors will be required to complete a site induction. The induction should be completed a minimum of seven days prior to the event. Any site holders unable to complete the induction will not be permitted to trade at the event. Event staff will also be on site to assist with the site induction and collection of the site induction form.

**Equipment:**

Stallholders are to supply their own marquee, tables, chairs and other required equipment. All equipment brought into the event is to be the full responsibility of the site holder including marquees, chairs, tables, lights, extension leads, umbrellas and all signage unless otherwise stated.