



District 9790

# **Information For Stall Holders**

**Saturday 14<sup>th</sup> September 2019**

A Community Project of the Rotary Club of Diamond Creek Inc,  
generously sponsored by the Shire of Nillumbik and the Bendigo Bank

## 1. Overview

The Diamond Creek Rotary Town Fair is a major event for the township of Diamond Creek and surrounding area and is organised by the Rotary Club of Diamond Creek.

The Diamond Creek Rotary Town Fair is a community event where the operation of stalls and displays is primarily intended to give local groups and clubs the opportunity to raise funds.

A carnival and the some of the stalls and activities will be held at Marngrook oval. Majority of stalls and activities will be held on the grounds and the area surrounding Coventry oval.

Each year, there are an average of about 25,000 visitors to the fair, as well as more than 200 stall holders and activities. The fair committee promotes community involvement at all levels, either as stall holders, or by participation in the grand parade or on the community stage.

Our theme is:



We ask that all stallholders, activities and participants try to find a way to support and add to the theme.

## 2. Program

The Fair will commence with a Grand Parade at 10.00am. A firework display (permit / weather permitting) is due at 8.30pm.

- Powered sites are limited and strict conditions apply to their use. There is no guarantee of access to a powered site.
- Accurate dimensions must be quoted. The Town Fair Coordinator must be contacted immediately if there are any changes.
- Stall space is limited. The Town Fair Coordinator has the final decision regarding fair layout, and stall and display matters.
- Please note that we have a budget area with reduced stall fees. These sites are limited in number and if fully allocated you will be offered to upgrade to a regular site if any are available.
- Glow items must be accompanied by a Material Safety Data Sheet, a copy of which must be attached to the application form. Permits to operate at the fair will not be given if this information is not provided.

## 3. Safety

### (a) General

A Safety Officer shall be monitoring all Fair activities. Any stallholder permitting an unsafe activity will be required to fix the issue. Failure to do so may result in closure of the activity or eviction from the Fair.

### (b) Power

Access to power is limited, and is strictly controlled.

The maximum load on each lead shall not exceed 15 amps (whether by a direct connection or through a power board or caravan/vehicle connection). Power leads should be suspended in the air or installed in a manner that they cannot be walked on or come in contact with people. Current test tags are required. Random checks may be carried out on equipment. Power may be disconnected immediately from any stall site, vehicle or display, where the equipment and/or leads supplied or used do not meet the required conditions listed or regulated standards, in the judgment of the Diamond Creek Rotary Town Fair Committee or representative, The Diamond Creek Rotary Town Fair Committee and its representatives are in no way responsible or liable for any losses (financial or otherwise) that may be caused by such disconnection.

### (c) Vehicle Movement

Stall holders must arrive by 8.00am. Town Fair staff will be on location from 6.30am. After 8.00am sites may be allocated to other interested parties, and entry to the town fair stalls area will not be permitted. **Vehicles are not permitted to move in the stall areas until 4.30pm. Day/Night traders cannot leave their site until 9.00pm.** Vehicles other than those being traded from will not be allowed to remain in the stalls area. Stallholder parking is available nearby at the Sacred Hearts Primary School grounds and at the back of Marngrook oval.

## 4. Environmental

### (d) Food Vendors

All Stall holders must comply with all food handling laws. All stall holders who want to sell food at the Diamond Creek Rotary Town Fair must obtain a Statement of Trade (SOT) from Streatrader and submit it directly to Nillumbik Shire Council. Not-for-profit groups are also required to apply for a permit.

Food Stallholders are not permitted entry into the Town Fair unless this permit has been obtained, and it should be on display throughout the event. Council Environmental Officers will be in attendance during the Fair.

Council's website is [www.nillumbik.vic.gov.au](http://www.nillumbik.vic.gov.au). Contact the Council's Public Health Services Unit on 9433 3340 or email [health.services@nillumbik.vic.gov.au](mailto:health.services@nillumbik.vic.gov.au).

### (e) Waste

The Diamond Creek Rotary Town Fair is a WASTE WISE event. Recycling stations, consisting of 3 x 240m litre wheelie bins are located around the Fair site for public use. These are monitored and emptied regularly. These are not for general use by stall holders.

- **Box waste / packaging:** stall holders are required to flatten, store and take away all waste and packaging.
- **Bulk food / cooking wastes:** stall holders are required to store and take away these wastes. Waste shall be stored to deter flies and wasps (e.g. sealed plastic bags).
- **Clean sites:** all sites and surrounds must be kept clean during the day and left fully clean at the end of the day.

## 5. Community Benefit Statement

Community groups can gain a refund of their stall fees by submitting a **Community Benefit Statement** via our website. This will detail any financial or other benefit (e.g. new members, higher profile) obtained by having free access to the fair. The Rotary Club of Diamond Creek collects information to determine the benefit of the Town Fair to the local community. This supports submissions to Nillumbik Council seeking continued permission to run the fair, and assists with obtaining funding. The application fee will be refunded for community groups who attend the Town Fair and carry out their proposed activity and submit their Community Benefit Statement. If this is not provided then normal site fees for Market or Food stalls will apply.

## 6. Legal: (the fine print)

The Rotary Club of Diamond Creek Inc. and its representatives are not responsible for any damage or loss to person or property, real or through fault, negligence or otherwise including weather and/or cancellation of the event.

- Fees are not refundable unless the event is cancelled.
- No one will be allowed to trade at the Diamond Creek Rotary Town Fair without all necessary approvals.
- Conditions apply to the sale or provision of alcohol. Direct any enquiries to the Fair Committee.
- All information collected by the Rotary Club of Diamond Creek is for the sole purpose of administering the Town Fair, and will not be provided to any other organisation or individual.

The signing of site and powered site applications is an acceptance of the understanding of the terms and conditions by applicants.

## 7. Checklist

Yes	N/A
<input type="checkbox"/>	<input type="checkbox"/>

### All stallholders

Have you fully completed the website application?

<input type="checkbox"/>	<input type="checkbox"/>
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Have you supplied your current Public Liability Insurance information?

<input type="checkbox"/>	<input type="checkbox"/>
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Have you paid? Credit cards can only be used when making payment via the website. It is not an application if received without payment.

<input type="checkbox"/>	<input type="checkbox"/>
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Have you marked your diary or calendar for Saturday 14/9/2019?

### Community based organisations

<input type="checkbox"/>	<input type="checkbox"/>
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You will need to pay the fee with your application. To receive the refund of your fee, you must attend and complete your proposed activity and submit a Community Benefit Statement.

### All Food Vendors

<input type="checkbox"/>	<input type="checkbox"/>
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Have you supplied a copy of your **Statement of Trade (SOT)** to Nillumbik Shire Council?

If you have not addressed all items on this checklist then your application is not complete.

## A community project of the Rotary Club of Diamond Creek

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