



# Terms and Conditions

## Old Bar Beach Festival 2022

- Function:** Old Bar Beach Festival
- Date:** Saturday 1<sup>st</sup> to Monday 4<sup>th</sup> October 2022
- Time:** 8.00am to 4.00pm Saturday and Sunday required.  
Markets only 8am to 1pm Monday.  
Commercial Food Stalls may extend hours on Saturday to 8pm
- Venue:** Old Bar Reserve – Eastern End, Old Bar Road, Old Bar NSW
- Enquiries:** [coordinator@oldbarbeachfestival.com.au](mailto:coordinator@oldbarbeachfestival.com.au)

Please take particular attention to the items under COVID Safety in Part 4 as these are new items that are important for the safety of you and your customers.

1. General Terms .....	p2
2. Market Stalls.....	p3
3. Commercial Food Vendors and Vans.....	p5
4. Safety .....	p7
5. Other Information .....	p9



## 1. General

- General terms and conditions apply to all market stall holders, commercial food vendors, commercial food vans, kombi owners, classic owners and performers, who are participating in the 2022 Old Bar Beach Festival.
- **Refunds:**
  - Fees will not be refunded due to poor weather.
  - If the event is cancelled due to changes in COVID-19 restrictions refunds will apply, but a 10% administration cost may be deducted.
- **Advertising:** The festival will be promoted locally and regionally on television, radio, print media and social media platforms. Attendance is expected to be over 30,000 over two days.
- **Photography:** The organisers may photograph or film and use photos or videos of any events and participants at the Festival. These photos may be used in the promotion of the Festival and the local community in any manner in any media format.
- **Animals:** Animals are not allowed on site. (This is a condition of Council's event approval)
- **Code of Conduct:** Please note that this is a community event with a festive atmosphere. There are many stall holders and events involved in the Festival with numerous people to coordinate. Festival management and volunteers endeavour to maximize the smooth movement of people through the premises, and we ask that you cooperate with volunteers and remain patient and polite on the day. Rude and aggressive behaviour will not be tolerated. There are no refunds for anyone asked to leave on the day due to poor behaviour.
- **Rubbish and Recycling:** It is policy of the Festival to recycle and reduce waste where possible. The Committee requests that all sites are left neat and tidy. All rubbish must be removed from sites and placed in the appropriate recycling or rubbish skip bins located near the amenities block.
  - Applicants that demonstrate similar values will be favoured.
  - Failure to comply with this request could lead to a cleaning fee and possible exclusion of market attendance in the future.
- **Disclaimer:** Whilst all care is taken by the organisers, Old Bar Beach Festival Inc. accepts no responsibility for any loss, injury or damage suffered by the event participants during the Festival.
- **Privacy Clause:** Old Bar Beach Festival Inc. will use information gathered for statistical, reporting and contact purposes, no personal information will be disclosed to third parties without the express consent of the individual.



## 2. Market Stalls

### ▪ Applications:

- Applications reopen on Monday June 27 2022, and close 17:00 AEST on Friday August 12, 2022 for a small number of available sites.
- Applications may not be received or processed after the closing date. You are encouraged to apply early as stall sites are expected to fill quickly.
- Applications must be made online using the online forms at [www.oldbarbeachfestival.com.au//market-2022](http://www.oldbarbeachfestival.com.au//market-2022)
- Applications will only be processed once payment is received.

### ▪ Payment and Cost

- **\$320 (inc. GST)** per unpowered site for both days.
- **\$370 (inc. GST)** per powered site for both days.
- Payment must be made via one of the following methods for an application to be processed.
  - **PayPal:** Applicants lodging forms online may pay securely via PayPal. PayPal payments are instant and will allow management to process your application sooner. Instructions will be automatically emailed to the applicant after completion of the online form. Please note that \$5.00 online transaction surcharge will apply to PayPal payments.
  - **Direct Deposit:** Applicants lodging forms online may pay via direct deposit. Instructions will be automatically emailed to the applicant after completion of the online form. Please note that direct deposit payments can take 2-5 business days to be received.

### ▪ Set Ups:

- **Stall Size:** Market Stalls: 6m x 6m
- **Set up time:** 5.30 am – 7.30 am. Stalls are to be ready for an 8.00am start each day. There is no set up of markets stalls on the Friday before.
- This is an outdoor event and you will need to provide your own shelter, tables and chairs. Please also ensure that you take the appropriate measures in case of rain or wind. All marquees must be pegged or weighed down. There are limited sites that are located on asphalt where pegs cannot be used.
- Once set up, stall holders are expected to be open and available for the whole day on Saturday and Sunday (8am – 4pm). Setup is optional on Monday and markets only will operate from 8am to 1pm.



- Stall holders are expected to be present for Saturday and Sunday. Make sure you have enough stock to cover both days. Failure to comply may result in exclusion from future events.
- Stallholders are not entitled to assign, share or sublet all or part of their site without written consent from the market coordinator.
- Stallholders shall not extend their displayed goods beyond the boundaries of their nominated site. It is not acceptable for stall holders to encroach onto the walkways with their racks, signage or displayed goods.

▪ **Stall Items**

- Market stalls must not sell food or drink that could be consumed on site. Please contact the coordinator for clarification.
- Stallholders are not to sell second hand goods. Please contact the coordinator for clarification
- Numbers of stall holders within categories may be limited at the discretion of the organisers, to provide an interesting and varied selection of stalls. If your application is unsuccessful due to this reason, a full refund will be made available to you.

▪ **Parking and vehicle movement:**

- The stall size includes space for your vehicle. Should your vehicle not fit in the space, you will be required to unload and park in other approved areas.
- Should this not be enough space, you have the option of applying for 2 stalls. Please note that often cars with trailers will not both fit in a **6m x 6m** space.
- You are welcome to leave your trailer on your stall site for easy loading/unloading and park your car in other designated offsite areas.
- Vehicles may not enter or leave the market or food area between **7:30am and 4pm** Saturday/Sunday and 7:30am to 1pm Sunday.
- Moving vehicles must *always* be escorted by a festival volunteer.

▪ **Cancellations:**

- No refunds are available if a stall is cancelled after 17:00 AEST on 2nd September 2022. A 10% administration fee will be deducted for earlier cancellations.

▪ **Section Criteria may include:**

- Application Date
- Reputation
- Uniqueness
- Environmentally conscious
- Stall Presentation



### 3. Commercial Food Vendors and Vans

- Categories of food vendors are defined as:
  - **Commercial Food Vendors** sell meals and beverages; and
  - **Commercial Food Vans** sell snacks, beverages, and/or confectionary.
  - If further clarification is required, contact the festival coordinator.
- **Expressions of interest:**
  - Expressions of interest reopen Monday 27 June 2022 and close 17:00 AEST on Monday 27 July, 2022.
  - Expressions of interest may be made online using the online forms at [www.oldbarbeachfestival.com.au/food-2022](http://www.oldbarbeachfestival.com.au/food-2022)
  - You will be notified after the closing date whether you have been successful or unsuccessful.
- **Allocations:** Allocations of commercial food vendors and vans are **by invitation** after selection by Old Bar Beach Festival Committee.
- **Payment and Cost:**
  - Costs are stipulated on the relevant application forms.
  - You **do not** need to send in a payment with a Commercial Food Expression of Interest.
  - If you receive notification of a successful submission, you will be invited to pay within 10 days. Failure to pay within the allocated time, will result in cancellation of the offer and the site may be offered to someone else.
- **Parking and vehicle movement:**
  - The stall size you stated on the form should include space for your vehicle. Should your vehicle not fit in this space, you will be required to unload and park in other approved areas.
  - No motor vehicle may enter or leave the market or food area between **7:30am and 4pm**, including vehicles for service or supply to food stalls.
  - Moving vehicles must *always* be escorted by a festival volunteer.
  - Food vendors may request the assistance of festival volunteers to transport supplies to a food stall. However, the vendor must ensure that items are broken down to safe and manageable weights and dimensions.
- **Food Safety:** You must comply with Australian food safety and handling guidelines.



- **Trading Hours:** You must be ready to trade at 8am on both Saturday and Sunday. Music and fireworks finish at approximately 8pm on Saturday and you are strongly encouraged to stay open until this time. Sunday trading finishes at 4pm. You must be available for both Saturday and Sunday trading.
- **Cancellations:**
  - No refunds are available if a stall is cancelled after 17:00 AEST on 2nd September 2022. A 10% administration fee will be deducted for earlier cancellations.
- **Section Criteria may include:**
  - Reputation
  - Price
  - Uniqueness
  - Dietary Options
  - Environmentally conscious
  - Stall Presentation



## 4. Safety

- **Definitions:**
  - “Participants” includes stall holders, food vendors, exhibitors and amusement vendors.
  - “Stall” is any area allocated to a participant.
- **Chemicals:** If participants have hazardous chemicals on hand, such as cleaning chemicals or fuels, a Safety Data Sheet (SDS) must be held on site and appropriate PPE must be worn while handling or exposed to the chemical.
- **Fire:** participants with hot oil or naked flame must have an appropriate fire extinguisher and fire blanket available and in a conspicuous location in the stall.
- **Food Safety:** Participants handling food must comply with food safety management legislation and Council requirements. Inspections will be conducted by a Council officer.
- **Gas:** Gas bottles must have current test dates displayed and must not be more than 10 years old.
- **Electrical:** Electrical leads and equipment must be in good working order with current test tags and no damage that may cause a hazard. Leads are to be located out of trafficable/pedestrian areas and/or be covered e.g. rubber matting over lead on ground.
- **Housekeeping:**
  - Participant equipment, products and signage is to be contained within the marked site area and be out of trafficable/pedestrian thoroughfares.
  - Good “housekeeping” practice (tidy as you go), must be adopted.
  - All marquees and tents are to be pegged or weighted down. Guy ropes are to be flagged and pegs protected.
  - Glass breakage and spills must be cleaned up immediately.
- **Health and Safety:** Participants must take reasonable precautions to ensure their own safety and that of patrons. Participants must also comply with Work Health and Safety (WHS) legislation.
- **Smoking: Smoking is prohibited on site.** Please be considerate of other participants and visitors.
- **Compliance:** Participants must comply with all directions given by the Festival management and obey all safety and warning signs.



- **COVID-19 Safety:**

- All participants advised to have a NSW Covid Safety Plan and keep a copy of the completed plan within the stall at all times. Staff should be made aware of the Covid Safety Plan and it should be implemented. The following link will assist in completing a current plan: [www.nsw.gov.au/covid-19/business/safety-plans/checklist](http://www.nsw.gov.au/covid-19/business/safety-plans/checklist)
- Festival organiser may ask you if you have a COVID safety plan
- Participants should provide staff with information and training on COVID-19 and on implementation of any COVID Safety Plan.
- Hand sanitiser must be available for customers to use at the stall.
- Physical distancing must be promoted within the stall.
- Frequently touched surfaces must be cleaned on a regular basis (several times each day) with disinfectant/detergent. All hard surfaces must be cleaned at least daily.
- Terms and conditions relating to Covid safety are subject to change if there are any changes to public health orders or NSW Government advise.
- All participants and their staff must abide by directions given to them by Festival staff and volunteers in relation to Covid safety and compliance with the Festival's Covid Safety Plan.

## 5. Other Information

- **Data:**

- Festival organisers may ask for data regarding the number of staff you have, whether you are employing local staff, where you are staying and how long you are staying for.
- Identifying bands may be issued to staff upon entry.
- Festival staff will not ask for employee names or other personal details.