



# Terms & Conditions

**Function:** Old Bar Beach Festival

**Date:** 1st & 2nd October 2016

**Time:** 8.00am to 4.00pm Commercial Food Stalls may extend hours on Saturday to 8pm

**Venue:** Old Bar Sporting Fields – Eastern End, Old Bar Road, Old Bar NSW

**Enquiries:** [coordinator@oldbarbeachfestival.com.au](mailto:coordinator@oldbarbeachfestival.com.au)

**Refunds:** Please note there are no refunds due to poor weather.

**Advertising:** The festival will be promoted through television and local & regional newspapers from Newcastle to Tamworth, as well as national print media. Attendances are expected to be approximately 30,000 visitors.

**Payment:** Application/registration forms are to be completed and posted with payment and proof of appropriate public liability insurances and must be received by **Friday 2<sup>nd</sup> September 2016** in order to secure your participation. Priority placement / access will be given for early bookings. We recommend you use an express post envelope for tracking purposes. Please make bank cheques/money orders to: Old Bar Beach Festival Incorporated and send to **PO Box 305, Old Bar NSW 2430**.

**Direct Deposit:** Payment may be made by direct deposit. Application/registration forms may be received by email or mail requesting a direct deposit reference number and bank details. Your application will not be registered as received until payment is received.

**Photography:** The organisers may photograph and use photos of all events and participants at the Festival. These photos may be used in the promotion of the Festival and the local Community in any manner (including but not limited to promotion, marketing and merchandising) in all media.

**Code of Conduct:** Please note that this is a community event with a festive atmosphere. There are many stall holders and events involved in this project with numerous people to coordinate. While the volunteers do endeavour to set things in such a way to maximize the smooth movement of people through the premises, 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.



### **Market Stall Holders:**

Please note: 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.

Once set up, stall holders are expected to be open and available for the whole day.

Please carefully read the section 'Parking and vehicle movement'

Cost Per Market Stall: \$160 per unpowered site for both days.

Stallholders are not entitled to assign, share or sublet all or part of their site without written consent from the markets co-ordinator.

Numbers of stall holders within categories may be limited, to provide an interesting and varied selection of stalls.

**Stall Sizes:** Market Stalls: 6m x 6m

**Stall Site Boundaries:** 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 or displayed goods.

**Set up Time:** 5.30 am – 7.30 am – stalls are to be ready for an 8.00 am start. There is no set up of markets stalls on the Friday before.

**Cancellations:** No refunds are available if a stall is cancelled within three weeks of the event.

**Commercial Food:** Allocations are **by invitation** after expression of interest and selection by Old Bar Beach Festival Committee. Fees for food vendors are as shown on the appropriate forms.

Categories of food vendor are defined as:

**Commercial Food Vendors** sell meals and

**Commercial Food Van** sell snacks, beverages, and/or confectionary.

If further clarification is required, contact [coordinator@oldbarbeachfestival.com.au](mailto:coordinator@oldbarbeachfestival.com.au)

Expression of interest must be received with payment prior to **Friday 3<sup>rd</sup> June 2016**. You will be notified after this date whether you have been successful or unsuccessful.

### **Kombis & Old Bar Classic:**

Assemble at the car park adjacent to the Airstrip.

Vehicle marshalling will commence at 8am and all vehicles remain in position until 3pm. If a vehicle must leave at an earlier time, an escort by a Festival volunteer may be arranged. No vehicle may be moved prior to 3pm without a festival volunteer escort.

Old Bar Classic, Specialty Car's Competition winners announced at 2pm, Saturday 1st October 2016

Kombi Competition winners announced at 2pm, Sunday 2nd October 2016 Judges Decision is final.

**Enquiries** [kombi@oldbarbeachfestival.com.au](mailto:kombi@oldbarbeachfestival.com.au) or [oldbarclassic@oldbarbeachfestival.com.au](mailto:oldbarclassic@oldbarbeachfestival.com.au)



**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 sufficient 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.

It is encouraged that all vehicles are parked in the designated off site areas for better market appearance.

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. Food vendors may request the assistance of festival volunteers to transport supplies to a food stall.

**Rubbish and Recycling:** The Committee requests that all sites are left neat and tidy. All rubbish must be removed from sites and placed in the appropriately marked glass, cardboard and rubbish skip bins located near the amenities block. 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, the organising Committee of the Old Bar Beach Festival Inc. accept 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.



## 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.

**Dogs:** No dogs are allowed on site.

**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.

**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 no damage that may cause a hazard and must have current test tags. 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. 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:** No smoking 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.