

ROTARY CLUB of NORTHBRIDGE

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NORTHSIDE GARDEN FAIR : TERMS AND CONDITIONS for 2008

Welcome to the Northside Garden Fair. It is the responsibility of all stallholders to read this carefully before you send your application to the Rotary Club of Northbridge.

The making of a booking implies that you have read and accepted all the terms and conditions - copies of which will be given to everyone applying for a stall. This is an outdoor market which will run except in dangerous weather conditions.

The Northside Garden Fair (part of the annual Willoughby City Spring Festival) is to be on **Sunday September 28, 2008** and is run by the Rotary Club of Northbridge, a charity and community support club and part of the Rotary International organisation.

GENERAL:

The Northside Garden Fair is held at Bicentennial Reserve, on the corner of Willoughby Rd and Small St, Willoughby. The Fair is an outdoor event of up to 75 gardening related stall sites and up to 8 food sites with no shade/rain cover. There will also be a marquee for entertainment and horticultural related seminars & displays. The use of un-silenced generators is prohibited. Access to on-site power must be arranged with the Rotary Club of Northbridge prior to Fair Day.

1. Fair time is 10.00am to 4.30pm with **stallholder set up times 6.30 am to 9.30 am**.
2. All stallholders must aspire to a high quality presentation of products and stall layout.
3. The market location is at the western end of the reserve (adjacent to Willoughby Rd) and the area is accessed via Small St. There is a substantial offstreet parking area adjacent to the Fair.

STALLS and ALLOCATION

1. Stall spaces are approximately 3 metres x 3 metres, located in a grid pattern in blocks of 4 stalls with 2 metre separations.
2. Larger stall spaces of varying sizes are also available at the ends of the grid.
3. There will be food and drinks available and these stalls will all be grouped together and separated from the main grid pattern.
4. Location requests will be met where possible, but suitability & stall allocation decisions rest solely with the Rotary Club of Northbridge.
5. Stall allocations are available on the Thursday prior to the Fair and can be accessed by calling the Rotary Club of Northbridge during business hours, or upon arrival on Fair Day.
6. Stalls must be occupied by 9.00am or the site may be reallocated. Stallholders should contact the Rotary Club of Northbridge before 8.30am on Fair Day if you are going to be late.
7. Stallholders may not swap stall locations, or set up outside the stall area. Areas between stalls are public access ways and must be kept clear and open at all times.
8. Any umbrella, tent, awning or other structure erected by the stallholder, must be fixed to the ground 'in a secure manner'. This is for reasons of safety and is the responsibility of the stallholder.

FOOD STALLS

1. All food stalls must comply with NSW Health Department regulations. All food stallholders must be registered with NSW Food Authority. All food stallholders must have their own Public Liability Insurance. This is the stallholder's responsibility and authorised documentation must be presented to The Rotary Club of Northbridge when booking a stall.
2. All food stallholders must comply with Food Standards Australia.
3. Food stallholders **may only sell products that are authorised and approved by the Rotary Club of Northbridge**.
4. Food stallholders cannot alter their menu without prior authorisation from the Rotary Club of Northbridge.
5. Only food stallholders authorised to do so, may sell hot/cold drinks.
6. Only stallholders authorised to do so, may have access to power on Fair Day. This must be arranged prior to Fair Day.
7. It is the stallholder's responsibility to ensure that all electrical appliances and cables are regularly tagged by a qualified electrician. Appliances that have not been tagged by a qualified electrician cannot be used at Northside Garden Fair.
8. The use of any generator must be approved by the Rotary Club of Northbridge. Generators are permitted only if they contain a silencing mechanism.

PARKING, VEHICLES and ACCESS

1. There is no special event parking in the area but substantial offstreet parking is available.
2. There is stallholder unloading / loading access via Small St between 6.30am & 9.30am and 4.30pm & 6.30pm. Stallholders are permitted to park for 45 minutes to unload and load their goods. Rotray Club of Northbridge Traffic Marshals may record the car registration number and arrival time of all stallholders.
3. For safety reasons, stallholders are not to move any road barricades.
4. Vehicles should be removed from the Fair area prior to setting up the stall and may not remain on the Reserve unless part of the display.
5. Stallholders parked in surrounding streets during the Fair must comply with parking and traffic regulations to avoid fines.
6. No stallholder is permitted to unload on the access drive way to the Fair area.
7. If a stallholder enters the Fair area from another entry point than the vehicle check-in, please advise Rotary Club of Northbridge Traffic Marshals. This relates to the Rotary Club's Duty of Care and other legal requirements in the event of an incident.
8. Stallholders should pack up their stall prior to bringing their car into the Fair area for loading.
9. All stallholders must be packed and loaded ready to leave the Fair area by 6.30 pm on Fair Day.

PRODUCTS

1. The Rotary Club of Northbridge reserves the right to prohibit the sale of any item deemed unsuitable.
2. Stallholders must notify the Rotary Club of Northbridge prior to Fair day to advise any change in the product range on the stall as we wish to ensure the best trading conditions for all stallholders.
3. Only food stallholders authorised to do so, may sell hot/cold drinks and food products
4. If goods are sold bearing registered trademarks, which are not genuine products, the stallholder may be liable to damages and fines. The stallholder is responsible for any offences.
5. The Rotary Club of Northbridge is not permitted by law to grant monopoly rights to a stallholder.
6. All items for sale are to be either on a table or display structure. Goods must not be placed on the ground unless the items are large and/or unsuitable for this due to safety concerns.

BOOKING and PAYMENTS

1. Stallholders applying to the Northside Garden Fair must read the Terms and Conditions and complete and application form. The form must be submitted to the Rotary Club of Northbridge and must include full payment.
2. Stallholders wishing to attend the Northside Garden Fair must pay in advance. Payment methods include :
 - a) Post. Application Form and credit card details/ cheque / money order to The Rotary Club of Northbridge, P O Box 80, Northbridge, NSW, 1560
 - b) Fax. Application Form and credit card details via facsimile. Fax (02) 9909 1581
3. All payments are to be made prior to the Fair. No bookings and payments are accepted on Fair Day.
4. An application takes up to 2 weeks to be confirmed. The payment will be processed once the application is approved. A receipt is sent in the mail to confirm the booking.
5. Once a booking is confirmed by receipt, it cannot be refunded or transferred.
6. The Rotary Club of Northbridge will not be held responsible for changes in personal circumstances, or poor weather conditions.
7. The right to operate a stall at the Northside Garden Fair does not create any form of tenancy or imply the granting of that future right.
8. Stall Shelters (with three sides of display area) are 2400cm x 2400cm and are only available if booked and paid for prior to the Fair.
9. Flat Fold Tables are 245cm x 76cm and are only available if booked and paid for prior to the Fair.
10. If a pre-paid stall or table is no longer required then the payment cannot be refunded. The stallholder must forfeit the payment.
11. No extra tables are available for hire on Fair Day. The \$5 bond is refunded on Fair Day between 3.30pm and 4.30pm.

INSURANCE

1. Public Liability Insurance is compulsory for all stallholders.
2. Public Liability Insurance covers injury to the Public, or damage to property due to the stallholder's own negligence. Insurance is compulsory and the stallholder must supply a current insurance policy certificate showing the Insurer, limit of liability and expiration date.

PRICES

All stallholders are required to purchase a site and have insurance. Table and Stall Shelter hire is optional.

Stall Site Prices:

Standard site	\$95.00 per site, (approx 3m x 3m)
'Cluster' of 4 standard sites	\$350.00 per cluster (approx 6m x 6m)
'End of grid line' site	\$110.00 per site, (approx 3m x 3m)
Food site	\$95.00 per site, (approx 3m x 3m)

Optional

Table Hire	\$25.00 per table (includes \$5 bond)
Stall Shelter Hire	\$150.00 per stall (with display tables along three sides)

Miscellaneous service and amusement providers

POA (depending on size of site required)

WASTE and RUBBISH REMOVAL

1. It is the stallholder's responsibility to remove all their own rubbish, boxes and unwanted goods from the Fair site.
2. Rubbish bins on site are provided for customers only.
3. The Rotary Club of Northbridge will monitor the use of rubbish bins.

NORTHSIDE GARDEN FAIR "STAFF"

1. The Rotary Club of Northbridge volunteers are identified by a Club shirt and/or Club cap.
2. Please be polite and courteous to our volunteers, as without them the Fair would not be possible.

The Northside Garden Fair Coordinator is authorised to take any action regarding stalls, stallholders and the public which s/he considers is required for the safe and smooth running of the Fair.

NORTHSIDE GARDEN FAIR SITE AND LOCATION

A map is provided on our website : www.northsidegardenfair.com.au .

WEATHER

Northside Garden Fair is an all-weather event.

It is the stallholder's responsibility to provide their own protection from all weather conditions.

The Northside Garden Fair sponsors are providing marquees, seats, tables, etc. for customer use only at displays and seminars.

The Board of The Rotary Club of Northbridge has the right to vary the conditions at any time.