

YOUTH STALLHOLDER TERMS AND CONDITIONS

2023 Prospect Spring Fair

Saturday 28 October 2023, 10am – 3pm
Broadview Oval / Yarnta Tutu Yarta.

- Preference will be provided to applicants (home-based / online businesses and hobbyists operational within City of Prospect or acting on behalf of charity not commercial businesses that are profit orientated.
- Stallholders that sell or promote products that City of Prospect deems inappropriate or unsuitable for this event will not be eligible to take part in this event.
- Applications will be assessed by Councils Youth Development Officer and you will be notified of the outcome no later than 22 September 2023.
- All stallholders must hold and maintain a public and or products liability insurance policy for the duration of the event in the name of the stallholder, with a minimum cover of ten million dollars to indemnify City of Prospect against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought, made or claimed against the stallholder in relation to participation in Prospect Spring Fair. A copy of the certificate of currency must be submitted and cited by Councils Youth Development Officer before the event. If the applicant is uninsured, Council can arrange temporary cover upon request and absorb the cost.
- Stalls must set up and be ready to operate by 9.30am on the day of the event.
- It is a condition of acceptance that all stallholders trade for the entire duration of the event from 10am – 3pm. Stallholders must not commence pack-up or leave the event site prior to the advertised event finish time.
- Approved stallholders will be provided with details of their location one week before the event.
- Stallholders are prohibited from setting up their stalls in any other location than the one allocated by City of Prospect.
- Youth stallholders will be supplied with a 3m x 3m area of space and allocated a marquee, trestle table and two chairs. All other equipment required is the responsibility of the stallholder.
- Stallholders are welcome and encouraged to bring their own signage but they must appear professional, stay within the allocated marquee, not promote upcoming events, must not be greater than 30% of allocated space and adhere to SafeWork SA guidelines.
- All merchandise must be professionally presented and displayed in an accessible and interactive manner. Prices must be noted on all products or appropriate signage to be upfront. If you're raising funds for a business or charity, this must be clearly displayed at the point of sale.
- Stallholders are not permitted to share, sublease, or assign their allocated site to another person or trader.

- Stallholders must ensure their stall is supervised for the duration of the event (10am – 3pm). If the stall holder is under 18 years, they must be supervised and supported by an adult guardian at all times.
- All goods intended for sale must be legal and suitable for all age groups i.e. no adult products, derogatory language, knives, replica weapons or dangerous goods will be permitted at the event. Any changes to the intended goods sold must be requested and approved in writing by Councils Youth Development Officer. Stallholders who provide false or misleading information regarding the products they sell may be disqualified from trading.
- Further items that are not permitted to be sold, displayed or gifted at the event include: balloons, glass items, silly string.
- Amplified music or promotion is not permitted.
- All electrical appliances are legally permitted to be tested and tagged before being used on site. The onus is on the stallholder to ensure this task is completed prior to attending the event.
- The Prospect Spring Fair is a zero-waste event, all stalls are urged to consider the amount of waste produced and to try to limit their impact on the environment. Note – food and drink stallholders must only use approved compostable packaging, with the exception of pre-packaged goods e.g. cans, bottles, etc.
- Bins provided at the event are limited to patron use only. All waste generated by stallholders must be contained, removed from site and responsibly disposed.
- It's the stallholders responsibility to ensure their site is kept clean at all times during the event and after they vacate the site.
- The City of Prospect will implement traffic management measures, such as reduced speed limits, road closures and parking restrictions, at its discretion. Stallholders must comply with all signage and instructions given by the event organiser.
- Please note that no vehicle access or movement will be permitted onsite during the event. Temporary parking will be available for stallholders during bump in and bump out, but not during the event. Stallholders must find their own legal parking in surrounding streets.
- Stallholders will be able to access the site for bump in on Friday 27 October. No set up will be allowed on the day of the event (except for food vans) or if prior permission has been granted for on-day set up by the Event Organiser. Bump out / pack down is not permitted to start before the conclusion of the event on Saturday 28 October at 3pm.
- It is the responsibility of all stallholders to trade in accordance with any applicable federal, state and local government laws associated with Health and Safety. Any stallholder failing to comply will not be permitted to trade unless the required improvements are made.
- It is the stallholder's responsibility to ensure their products meet all relevant safety standards, regulations and guidelines, in accordance with Australian Standards.

- It is the responsibility of each stallholder to promptly report to the onsite event team any and all incidents including but not limited to property damaged, illness, accident or injury, anti-social or inappropriate behavior, lost Children, or any other issues raising concern for the health, safety or security of stall holders, public and staff during the event.
- Any damage to City of Prospect grounds, property or assets caused by stallholders must be reinstated to their original condition by the stallholder.
- All stallholders are required to comply with WH&S and Risk Management procedures during all stages of the event. Any reasonable direction, particularly in regard to safety, from a City of Prospect representative must be adhered to by stallholders.
- All stallholders using power appliances, cooking or operating with gas must carry a fire blanket and/or fire extinguisher to valid Australian Standards.
- Stallholders are required to maintain a reasonable level of personal safety and security. The event organiser will not be liable for any theft, damage or loss of cash, personal items, merchandise or any other goods.
- The stallholder consents that any footage or photographs taken of the stallholder, the stall set up or products by the authorised photographer or event organiser to be used for promotional and/or archival purposes.
- The City of Prospect will ensure an active marketing campaign for the event. However, all stallholders are strongly encouraged to participate in marketing activities and promote their involvement in the event through social media or by the use of any traditional marketing tool.
- The City of Prospect reserves the right to cancel the event at any time in the interest of public safety or for any other reason deemed appropriate by the City of Prospect.
- The Event Organiser shall have sole authority to interpret and enforce these terms and conditions; to make any amendments and to add further rules and regulations for the orderly conduct of the event, including but not limited to changing the dates of the event, shortening or lengthening the duration of the event or change the hours during which the event is open to visitors.

City of Prospect reserves the right to decline, reject a stallholder application, or exclude a stallholder who is considered to be in breach of these guidelines or where direct competition would exist between multiple or similar stallholders.