



# Stallholder Terms & Conditions

## Macclesfield Strawberry Fete

### 24th November 2024

The Strawberry Fete Subcommittee (the 'Subcommittee') of the Macclesfield Community Association is pleased to open applications for stallholders to join us, either again, or for the first time, at the historic annual Macclesfield Strawberry Fete (the 'Fete'), to be held at the Macclesfield Recreation Grounds, Davies St on Sunday 24<sup>th</sup> November 2024.

**\*\*Acceptance of the following Ts and Cs is a requirement of the application process.\*\***

#### 1. Applications

- 1.1. All applications are to be completed via <https://www.macclesfieldsa.com/strawberry-fete>.
- 1.2. Applications close at 5:00pm, Friday 8<sup>th</sup> November 2024.
- 1.3. All stallholders must have appropriate insurance. A copy of your Certificate of Currency must accompany your application. Policies that expire prior to the event must be updated, and a new Certificate of Currency emailed to the Subcommittee by no later than 27th October 2024.
- 1.4. It is the goal of the Subcommittee to create an event that is successful for all involved. Accordingly, the provision of variety in what is offered at the event is a priority when stallholder applications are assessed. The submission of an application does not automatically afford the applicant a site at this event. Approval of all applications is at the absolute discretion of the Subcommittee.
- 1.5. You will be advised if your application has been successful within 14-days of submission. Successful applicants will receive an invoice for payment of site fees from the Macclesfield Community Association. **This must be paid by the specified due date to secure your site/s.**

#### 2. Sites

- 2.1. Site fees for a single, general stall of 3.5m x 3.5m are \$35 each. If you require your vehicle onsite you must apply for two sites. Please include details relating to this in your application under "Special Requirements."
- 2.2. Site fees for a single, standard food truck (6.0m x 2.1m) are \$50 each. If you require your vehicle onsite or your food truck exceeds these dimensions, you must apply for two sites. Please include details relating to this in your application under "Special Requirements."
- 2.3. Stallholders are required to provide their own equipment, including trestles and gazebo (clause 6.1).
- 2.4. Approval to have your vehicle on-site must be provided by the Subcommittee.
- 2.5. Vehicles that have been approved to remain on-site MUST NOT be moved for the duration of the event.
- 2.6. All sites are non-powered; however, you may provide your own power source and advise the Subcommittee of this in the "Special Requirements" section of the application. All electrical equipment MUST have Current Test and Tag.
- 2.7. The Fete is a family friendly event, and as such opened alcoholic beverages are not permitted to be sold for consumption at this event. Applicants wishing to offer alcoholic tastings and/or the sale of sealed, 'take home' alcoholic products must hold an appropriate liquor license to do so. Applicants must forward a copy of said license within 28-days of receiving a request to do so from the Subcommittee.



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- 2.8. Stall holders must clearly describe the items they intend to offer at the event within their application.
- 2.9. As a secular and non-politically aligned community event, political canvassing and or religious proselytising is not permitted at the Strawberry Fete and will not be tolerated.

### 3. Food Stall Requirements

- 3.1. All successful food stall applicants must submit a Temporary Food Stall Notification (<https://www.mountbarker.sa.gov.au/community/food-safety/foodtemporary>) to the Mount Barker District Council by no later than 5:00pm, Friday 8<sup>th</sup> November 2024, and advise the Subcommittee that this has been undertaken.
- 3.2. All food stall personnel must be familiar with safe food handling standards (available at: <https://www.mountbarker.sa.gov.au/community/food-safety/foodsafety>).
- 3.3. If you are using any fuel sources (gas, generator or other) you must ensure you have appropriate extinguishers / blankets etc on-site.
- 3.4. Food stalls are to have floor coverings.
- 3.5. The Macclesfield Community Association reserves the exclusive right to offer fresh strawberries and strawberry based food products for sale at the event. The sale of competing strawberry-based items by other food stallholders at this event is not permitted without prior authorisation from the Subcommittee.

### 4. Strawberry Trail

- 4.1. Stallholders who wish to participate in the Strawberry Trail must apply to do so in their application.
- 4.2. Stallholder participation is not mandatory; however, your stall will be advertised as a participant in the Trail, providing your stall with greater exposure and the opportunity to convert increased foot traffic to your stall into product sales.
- 4.3. The only cost to stallholders participating in the Strawberry Trail is the cost of providing 100 small, child-appropriate items that Strawberry Trail participants will collect from your stall. Consider it as a marketing expense. Suggestions for child-appropriate items include: A5 prints to colour in; lollipops; balloons; stickers etc.
- 4.4. Each participating stall will receive a laminated number with a strawberry logo on it to indicating their participation in the Strawberry Trail. Participating stalls are required to hang this lamination in a visible position, and leave it affixed until the end of the event.
- 4.5. Each participating stallholder will receive a self-inking stamp. It is to be used to mark off the strawberry illustration containing your stall number on each of the Trail participants' maps, demonstrating that they have visited your stall.
- 4.6. Subcommittee representatives will distribute the self-inking stamps and numbered laminations during set-up and collect them during pull-down.



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#### 5. Set-up and pull-down

- 5.1. One week prior to the event, stallholders will receive a site map which shows where their stall will be located; information on which gate they are to enter via, and which designated stallholder parking area they have been assigned to.
- 5.2. Set-up is from no earlier than 7:30am on Sunday 24<sup>th</sup> November 2024 at the Macclesfield Recreation Grounds, Davies Street, Macclesfield.
- 5.3. Gates will open to the general public at 10:00am.
- 5.4. Stalls must remain within the allocated site and are not to exceed the aforementioned site area.
- 5.5. Stallholder vehicles must be parked in the assigned stallholder parking area by 9:30am, unless authorisation has been granted (clause 2.3).
- 5.6. In the interest of public safety, pull-down is not to commence until after 3:00pm.
- 5.7. Please leave your site tidy, all rubbish must be managed by the stallholder during and after the event and must be taken home with you. Offering recycling options is strongly encouraged.

#### 6. Health & Safety Requirements

- 6.1. The Strawberry Fete is an outdoor event. As such, OH&S requires that all stallholders have cover (unless you are selling plants/seedlings). All gazebos are to be heavily weighted at each corner. **Tent pegs are not permitted on the oval.** If guy ropes are used, they are to be bannered or have bunting. Awnings and signs are to be safe and sturdy and not a danger to yourself, your neighbours, or your customers. Please try not to exceed the dimensions of your site.

#### 7. Refund Policy

- 7.1. Should the event be cancelled due to weather conditions, or government enforced restrictions, a full refund will be issued to stallholders.
- 7.2. Should a stallholder cancel outside 30 days from the date of the event, a full refund will be issued.
- 7.3. Stallholder who cancels their application within 30 days of the event will forgo their right to a refund unless extenuating circumstances exist. Any refund issued under this clause will be at the sole discretion of the Subcommittee.