



A U S T R A L I A N C E L T I C F E S T I V A L

TRADER INFORMATION 2022

This document contains all the information that you will need to apply for a stall at the 2022 Australian Celtic Festival. Thank you for ensuring that you are familiar with the terms and conditions presented here.

TRADER	DATE	START TIME	FINISH TIME
Trader Stall Bump In (Set-up) Cars allowed on Site	Wednesday 27 April	1.00pm	5.00pm*
	Thursday 28 April	9.00am	5.00pm*
	Friday 29 April [^]	9.00am	5.00pm*
Weekend Festival Hours Cars to remain off site during these hours	Saturday 30 May	8.00am	4.00pm
	Sunday 1 May	9.00am	4.00pm
Trader Stall Bump Out (Pack-up) Cars allowed on Site	Sunday 1 May	4.30pm	7:30pm
	Monday 2 May	9.00am	5.00pm

* Traders unable to arrive during the scheduled set up hours above **MUST** contact the Festival Site Manager to make arrangements for access to site.

[^] Food Vendors are required to be set up by 1:00pm Friday, 29 April for scheduled Food Shop Inspections.

Vehicles MUST remain off site during Festival hours. This is for the safety of Festival Patrons and any violation of this policy could result in the Trader being asked to leave the site.

APPLICATIONS

Applicants will receive advice about the outcome of their application within three business days of submission. This year we continue to offer limited premium sites. Preference will be given to boutique stall traders providing the very highest level of Celtic themed quality goods and food with credit card facilities. **In the event of a late cancellation additional trader sites may be allocated at the discretion of the ACF Coordinator.**

GENERAL SELECTION CRITERIA

1. Stalls that have high quality and unique stock, strongly Celtic themed to provide visitors with the ultimate in a boutique shopping and dining experience and a very high level of professionalism of Celtic appearance.
2. Current broad form insurance – public liability and product liability where relevant.
3. Compliance with relevant statutory regulations. Food stalls in particular must be compliant to industry regulations as per www.foodauthoritynsw.gov.au. And current COVID-19 Food safety plan <https://www.nsw.gov.au/form/covid-safety-plan/restaurants-cafes-food-courts>
4. Current COVID-19 Safety Plan to be submitted for Non-Food Markets. <https://www.nsw.gov.au/covid-19/covid-safe/non-food-markets>
5. Credit card and cash facility payment option for visitors on site.

COVID-19 SAFETY

The Australian Celtic Festival will be following the current Public Health Order (COVID-19 Restrictions on Gathering and Movement) that is in place at the time of the Festival.

All Stallholders must have a COVID-19 Safety Plan in place using the Non-Food Markets guidelines or the Restaurant and Cafes (including food courts and other food and drink premises guidelines).

Signage and adherence to physical distancing, access to sanitizer are mandatory. The use of gloves and masks is also advised for those in vulnerable categories.

Applications: By Post: Australian Celtic Festival
Trader Application
PO Box 61
Glen Innes NSW 2370

In Person: Glen Innes Visitor Information Center – ACF Office
152 Church Street
Glen Innes NSW 2370

By Email: rbombell@gisc.nsw.gov.au

Enquiries: ACF Office: (02) 6730 2400
Email: rbombell@gisc.nsw.gov.au
Website: www.australiancelticfestival.com

SCHEDULE OF FEES

The Festival Office has allocated several premium sites this year. These Premium Sites have been allocated in what are considered central high traffic areas.

POWERED STALL SITES	MEASUREMENTS	POWER	FEE
Standard Site SP	6m x 4m	15amp	\$300
Standard Corner Site SP	6m x 4m	15amp	\$330
Standard Site MP	6m x 4m	25amp	\$330
Standard Corner Site MP	6m x 4m	25amp	\$350
Premium Mini Cnr (limited)	4m x 4m	25amp	\$330
Premium Half (limited)	6m x 4m	30 amp	\$440
Premium Site LP	10m x 6m	30amp	\$880
UNPOWERED STALL SITES			
UNPOWERED STALL SITES	MEASUREMENTS	POWER	FEE
Compact Site	4m x 4m	No	\$170
Compact Corner Site	4m x 4m	No	\$190
Standard Site	6m x 4m	No	\$220
Standard Corner Site	6m x 4m	No	\$240
Premium Site	10m x 6m	No	\$770

**These sites include two (2) weekend passes and one (1) car pass.
Extra car passes are by request only to rbombell@gisc.nsw.gov.au**

PAYMENT

Payment information will be sent to Successful Applicants following final allocation of sites. Payment must be received by 5.00pm 11 March 2022. If payment is not received by that date, your site may be reallocated to another Trader on our waiting list.

If the stallholder wishes to cancel the booking before 5.00pm 1 April 2022, a full refund will be given. However, cancellations received after this date will not be refunded or carried over to the next year. The Festival Office reserves the rights to re-allocate any such sites at their discretion without reimbursement to the Stallholder. Stallholder fees will be refunded if the event is cancelled due to Public Health Order (COVID-19 Restrictions on Gathering and Movement).

WORKPLACE HEALTH & SAFETY

Every stall will undertake a Safety Risk Assessment prior to trading on Saturday morning by either a Council representative or the Australian Celtic Festival Site Manager.

Stallholders located in powered sites are asked to supply all required leads and adaptors to connect to the power supply. Leads may be placed on the ground in provided electrical access "alleys" only and may not be run along the ground in Public Access areas. Leads that are exposed in Public Access areas must be suspended where practicable 2400mm above ground level. It is recommended that leads be at least 30m long.

All power leads and power boards must be tagged to AS3760:2001 Standard. Any cords not tagged to standard on the Festival Site will be required to be disconnected.

Hold-down (guy- ropes) must be clearly identified.

Stallholders are expected to ensure that your stall meets the required Workplace Health & Safety standards of Glen Innes Severn Council.

Children under the age of 16 engaged in setting up must be supervised.

FOOD VENDOR REQUIREMENTS

- All food stalls/mobile food vans are required to have, and provide, a copy of their current **Food Safety Supervisors** certificate with their application. A copy of this certificate is always to be displayed within the food premises during the event or be readily available and locatable by all staff members when requested by Council Officers. Further details and NSW legislative requirements can be found at www.foodauthority.nsw.gov.au. If you wish to discuss this matter further or have any questions, please contact the Council Building and Environmental Health Officer on (02) 6730 2350.
- Complete a '**Food Business Registration Form**' and return with your application. These forms are available on Council's website at: <https://www.gisc.nsw.gov.au/environment/food-safety>.
- If traveling from outside Glen Innes Severn Council's Local Government Area, food vendors are to supply a **copy of their local Council's S.68 Approval** with their application.
- Approval of food stalls/mobile food vans is subject to a satisfactory inspection by Council's Officers to ensure the vehicle or stall complies with the requirements of the *Food Act 2003* and the Food Safety Standards.
- Vehicles and stalls selling food are to be equipped with a fresh water supply tank of sufficient quantity, able to supply both cold and hot water, to enable hand cleansing and washing of equipment and fittings over a normal day's operation, and a wastewater tank of at least equal capacity.
- All goods for sale must be located on vehicle/trailer, on tables or in marquee. No items used in the preparation of food or intended for sale are to be placed on the ground.
- **Council Officers will be undertaking Food Shop inspections beginning at 1.00pm on Friday, 29 April.** Vendors will be required to be on-site and have their food stalls and/or mobile food vans set up or in the process by this time. Should you be unable to be on site by Friday, you will need to contact the Council Building and Environmental Health Officer to schedule your inspection. Failure to do so may result in an inspection being conducted at a time that may or may not be convenient to you. All required paperwork is to be available for inspection upon request. Failure to comply with Council's and NSW Legislative requirements may result in you being deemed unsuitable to trade.

INSURANCES & WORKERS COMPENSATION OR PERSONAL ACCIDENT

Public Liability Insurance cover of \$20 million is compulsory for all stallholders, and it is a requirement for you to send us a copy of your Public Liability Policy when you submit your application. We also require you to submit copies of your Product Liability Insurance and Workers Compensation Insurance (if you employ staff for the Festival), or Personal Accident & Illness Insurance (if you are a Sole trader). The Australian Celtic Festival Office accepts no responsibility for damage to the stallholder's produce, equipment, materials, machinery, and the like.

STALL SITE SECURITY

A "Neighbourhood Watch" attitude amongst stallholders is encouraged. Security will be provided overnight from Thursday 28 April until Sunday 1 May, 5.00pm to 6.00am.

STALL PRESENTATION

Stallholders are required to present their stalls in a professional 'Celtic Themed' appealing and imaginative manner to provide Festival patrons with the ultimate boutique shopping and dining experience. The Australian Celtic Festival office is committed to delivering an enhanced Festival featuring Festival favorites and exciting innovations.

TICKETING

Once your stall application is accepted and your payment is processed, a copy of your receipt will be sent to you. Traders will be required to pick up their information pack, including car pass, from the Glen Innes Visitor Information Centre prior to setting up their tent at the site.

EXCLUSIONS

The Australian Celtic Festival organisers retain the right to enter stallholders' sites and remove any article, sign, picture or printed matter that is offensive. The following items are prohibited at the Australian Celtic Festival:

- X-rated or pornographic material
- Any item that infringes third party intellectual rights (including trademarks, copyright)
- Illegal firearms
- Toy guns, cap guns, noise makers or similar products
- Dangerous or illegal substances of any kind
- Fireworks

WEATHER CONDITIONS

The Festival is held on the first weekend of May of each year. Autumn in the high country is a beautiful time of year, but the weather can be unpredictable.

At our elevation of just over 1000 metres, stallholders are encouraged to have adequate sun protection but be prepared for four (4) seasons on the one day. ***It is important to ensure that you have a wet weather contingency plan for your stall and your stock.***

WHAT DO I DO NOW?

Once you have read the information contained in this Traders' Information Kit, you need to:

1. Complete and submit the application form.
2. Include a photograph/image of your stall set up for trading and descriptive bio of your goods/items/food, along with a high resolution Jpeg photo - **VERY IMPORTANT** – as this forms part of the selection process in 2022.
3. **DO NOT SEND PAYMENT WITH YOUR APPLICATION**. An invoice will be sent to you.

The closing dates for receipt of Trader applications is **5.00pm 24 January 2022**.

SUCCESSFUL APPLICATIONS

Applicants will be notified of their success by email no later than **5.00pm 31 January 2022** Payment information will be included, and payment for your site must be received by the Festival office by **5.00pm 11 March 2022**, failing which the site may be reallocated. Your receipt will be posted to you once payment is received and processed.

UNSUCCESSFUL APPLICATIONS

If your application for a stall is unsuccessful, you will receive notification by email by **5.00pm 31 January 2022**.

ACF EVENT CODE OF CONDUCT

The Australian Celtic Festival, in cooperation with the GISC Workplace Health & Safety Office, have created an Event Code of Conduct that we now require all Festival participants to read and sign. We will send successful applicants the Event Code of Conduct, and ask that you read it and return a copy of the signed Declaration page to rbombell@gisc.nsw.gov.au by **5.00pm Friday 11 March 2022**.

IMPORTANT DATES

MILESTONE	DATE
Application Close Date	5pm – Mon 24 January 2022
Notification of Application Approval	5pm – Mon 31 January 2022
Payment Due and return of signed Code of Conduct form	5pm – Fri 11 March 2022
Cancellation Date Cancellations made after this date are non-refundable	5pm – Fri 1 April 2022
Bump-In *Food vendors must be set up by 1pm Friday 29 April.	1.00pm – 5.00pm – Wed 27 April 2022 9.00am – 5.00pm – Thur 28 April 2022 9.00am – 5.00pm – Fri 29 April 2022
Event Date	Sat 29 April & Sun 1 May 2022
Bump-Out	4.30pm – 7.30pm – Sun 1 May 2022 9.00am – 5.00pm – Mon 2 May 2022