



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 2023

This document contains all the information that you will need to apply for a stall at the 2023 Australian Celtic Festival. Thank you for ensuring that you are familiar with the terms and conditions presented here.

APPLICATIONS CLOSE COB FRIDAY 5pm 27 JANUARY 2023

TRADER	DATE	START TIME	FINISH TIME
Trader Stall Bump In (Set-up): Cars allowed on Site NO TRADING – SET UP ONLY	Wednesday, 3 May	1.00pm	4.00pm*
	Thursday, 4 May	9.00am	4.00pm*
	Friday, 5 May ^	9.00am	4.00pm*
Weekend Festival Hours: Cars to remain off the trading site during these hours TRADING COMMENCES	Saturday, 6 May	8.00am	4.00pm
	Sunday, 7 May	9.00am	4.00pm
Trader Stall Pack up: Cars allowed on Site	Sunday, 7 May	4.30pm	7:30pm
	Monday, 8 May	9.00am	4.00pm

* 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 1:00 pm Friday, 5 May 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 (CLOSE FRIDAY 27 JANUARY 2023)

Applicants will receive advice about the outcome of their application within five (5) 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.
4. ALL stalls are to have a current COVID-19 Safety Plan (if required in accordance with NSW Health requirements).
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 are in place at the time of the Festival.

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

Applications: By Post: Australian Celtic Festival
CLOSE 27 JAN 2023 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

STALLHOLDER INFORMATION

SINGLE USE PLASTIC POLICY

As from 1 November 2022, the following single use items are banned in NSW:

- plastic straws, plastic stirrers, plastic cutlery
- plastic plates and plastic bowls
- expanded polystyrene food ware

VENDOR ACCOMMODATION

NO accommodation including camping is allowed either with your stall or elsewhere on the Festival site.

FESTIVAL ENTRY

ALL traders receive two (2) weekend passes and one (1) car pass. School age children are free.

A designated off-site Trader parking area is available near the trading area throughout the Festival. Vehicles are not to be on the Festival trading site during trading hours.

Extra car passes are by request only to rbombell@gisc.nsw.gov.au

STALL SITES

ALL sites are charged at a per square metre rate with additional charges for corner sites, free-standing sites (two corners) and power. For food traders, 'stall site' includes actual food truck size and any additional space that you require to run your stall. Additional charges may apply. Stalls do not include gst.

UNPOWERED SITES

Minimum site size is 4m x 4m. Depth of all sites is 4 metres. If you require a larger site, please indicate this on your Trader Application form. For example, a 6m x 4m site gives a 6m frontage with a 4m depth or 7m x 4m has a 7m frontage. You will also need to indicate on your Trader Application form if you require a corner site which incurs an additional charge.

The schedule of fees listed, indicates the fees for 4m x 4m and 6m x 4m sites as an example. If you require a different sized site, use the indicated square metre charge, to determine the final cost. This will then be confirmed by the Festival office.

Arriving on site with a larger stall than indicated on your application form, may impact your attendance and a penalty fee will be incurred and must be paid prior to trading.

If you need to discuss any of your specific requirements, please contact Rhonda Bombell at the Australian Celtic Festival office to discuss your options rbombell@gisc.nsw.gov.au

Traders **cannot** request specific sites as the site layout may change from year to year to ensure the best possible layout for both attendees and traders.

POWERED SITES

Power is available on site in specific areas. You **MUST** indicate accurate power needs for your requirements that adequately covers your equipment needs.

Minimum site size is 6m x 4m. If you require a larger site, a corner site and/or specific ampage, please indicate this on your Trader Application form.

SCHEDULE OF FEES

Unpowered Stall Sites	Measurements	Rate	Power	Total Fee
Size of site	4m x 4m (16m ²)	\$12 per m ² *	No	\$192 plus gst
CORNER (additional fee)	+\$50		No	\$242 plus gst
FREE STANDING SITE (additional fee)	+\$100		No	\$292 plus gst
Size Site	6m x 4m (24m ²)	\$12 per m ² *	No	\$288 plus gst
CORNER (additional fee)	+\$50		No	\$338 plus gst
FREE STANDING SITE (additional fee)	+\$100		No	\$388 plus gst
Powered Stall Sites	Measurements	Rate	Power	Fee
Size of Site	6m x 4m(24m ²)	\$15 per m ² *	15amp	\$360 plus gst
CORNER (additional fee)	+\$50		15amp	\$410 plus gst
FREE STANDING SITE (additional fee)	+\$100		15amp	\$460 plus gst
Size of Site	6m x 4m(24m ²)	\$16 per m ² *	30 amp	\$384 plus gst
CORNER (additional fee)	+\$50		30amp	\$434 plus gst
FREE STANDING SITE (additional fee)	+\$100		30amp	\$484 plus gst

***per square metre**

**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 **5pm Friday 31 March 2023**. 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 **5pm Friday 3 March 2023**, 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 right 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 (eg. 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 sixteen (16) engaged in setting up must be supervised.

FOOD VENDOR REQUIREMENTS (AWAITING INFORMATION FROM EMILY LEACH)

ALL CONDITIONS ARE MANDATORY

- All food stalls/mobile food vans **INCLUDING those from interstate**, are required to have, and provide, a copy of their current **NSW 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. If a vendor **does not** have this certificate, you cannot legally operate under NSW law and will be asked to leave the Festival site. No refund will be given. 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>.
- All alcohol related businesses will need to obtain a license from Liquor and Gaming NSW. Interstate licenses are not applicable. Please contact the Festival office on (02) 67302400 or rbombell@gisc.nsw.gov.au for further information.
- If traveling from outside Glen Innes Severn Council's Local Government Area, NSW food vendors must provide a **copy of their local Council's S.68 Approval** with their application. Traders from outside NSW must provide any license or approval equivalent from their local Council. **NB** these approvals/licences are not the same as a NSW Food Safety Supervisor Certificate.
- 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 must have a suitable fresh water supply to enable hand cleansing and washing of equipment and fittings over a normal day's operation, and a wastewater tank.
- 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 Vendor inspections beginning at 1pm on Friday, 5 May 2023.** Vendors will be given a specific inspection time and you **MUST** be on-site and have your food stall and/or mobile food van set up. 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 THAT COVERS THE FESTIVAL PERIOD 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, 4 May, through Sunday, 7 May, 5pm to 6am.

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 2023.
3. **DO NOT SEND PAYMENT WITH YOUR APPLICATION**. An invoice will be sent to you.

The closing dates for receipt of Trader applications is **5pm Friday 27 January 2023**.

SUCCESSFUL APPLICATIONS

Applicants will be notified of their success by email no later than **5pm Friday 25 February 2023**. Payment information will be included, and payment for your site must be received by the Festival office by **5pm Friday 24 March 2023**, 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 **5pm Friday 25 February 2023**.

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 **5pm Friday 24 March 2023**.

IMPORTANT DATES

MILESTONE	DATE
Application Close Date	5pm – Fri 27 January 2023
Notification of Application Approval	5pm – Fri 25 Feb 2023
Payment Due and return of Code of Conduct form	5pm - Fri 24 March 2023
Cancellation Date Cancellations made after this date are non-refundable	5pm - Fri 3 March 2023
Bump-In *food vendors must be set up by 1pm Friday 5 May 2023	1pm – 5pm Wed 3 May 2023 9am – 5pm Thurs 4 May 2023 9am – 5 pm Fri 5 May 2023
Event Date	Sat 6 May 2023 & Sun 7 May 2023
Bump-Out	4.30pm – 7.30pm Sun 7 May 2023 9am – 5pm Mon 8 May 2023