

# **PRIDE FAIR DAY - TERMS & CONDITIONS**

## **APPLICATION**

• Applicants must fit one of the events stallholder categories, applications must be completed in full, and these terms & conditions must be agreed to, to be considered to trade at Pride Fair Day.

Applications must include photographs of products they intend to sell. Any application that does not include photos will not be considered. Please provide clear detailed information about your products.

**Applications close on Wednesday the 6th of October.** Applications may take up to one week to process. If you do not receive confirmation after one week, please contact stalls@newcastlepride.com.au

• Newcastle Pride reserves the right to decline any application for reasons including but not limited to suitability and demand.

• Counterfeit products will not be tolerated at the event and monitoring takes place throughout the day.

## **TRADING DATE & TIMES**

Date: Saturday the 6th of November 2021

Trading Hours: 10am till 5pm

## **LOCATION**

Shortland Lawn & Amphitheatre, Foreshore Park, Newcastle East 2300

## **STALLHOLDER CATEGORIES**

Stalls must fall into one of the following categories:

- Art
- Community
- Fashion
- Homewares
- Jewellery
- Lifestyle
- Plants / Flowers
- Sponsor
- Packaged Food
- Beverage
- Hot Food
- Desserts & Baked Goods

\*Community stalls are stalls that provide a service to the LGBTQI community.

## **STALL COST & DIMENSIONS**

\*All stall fees include GST

### **General Stalls**

Cost: \$110

Dimensions: 3m x 3m

Stall Type: Marquee

### **XL General Stalls**

Cost: \$220

Dimensions: 6m x 3m

Stall Type: Marquee

### **Community Stall**

Cost: \$80

Dimensions: 3m x 3m

Stall Type: Marquee

### **Coffee**

Cost: \$180

Dimensions: 3m x 3m (marquee) & 3m x 4m (van)

Stall Type: Marquee or Van / Trailer

### **Alcoholic Beverages (packaged bottle sales)**

Cost: \$250

Dimensions: 3m x 3m

Stall Type: Marquee

### **Desserts & Baked Goods**

Cost: \$180

Dimensions: 3m x 3m

Stall Type: Marquee

### **Hot Food**

Cost: \$300

Dimensions: 3m x 3m

Stall Type: Marquee

### **Hot Food Truck**

Cost: \$430

Dimensions: Up to 8m (including tow bar)

Stall Type: Trailer / Van / Truck

## **PAYMENT OF STALL FEES**

Approved stallholders are required to pay their stall fee in full, within 7 days from invoice.

Invoices will be emailed to approved stallholders with instruction on how to make payment. Please check your junk folder after your stall has been approved if you do not receive the invoice as this will not extend the payment period.

Approval will lapse if payment is not made within this period and the stall space will be allocated to another applicant.

## **STALLS SELLING ALCOHOLIC BEVERAGES**

All alcohol sales must be sold packaged with closed bottles i.e. an un-opened bottle of wine.

No bottles/cans are to be opened by the stallholder or staff.

Bottle openers are not to be provided by the stallholders or staff.

No over the counter service as the event operates under a market/fair license.

All providers/staff must have their current RSA licences with them at the event.

All stalls selling alcohol must display RSA signage.

No sales to under 18 years old.

Samples must be restricted to 10ml serves. All RSA rules must be followed at all times during the event.

If you have any queries, please contact [stalls@newcastlepride.com.au](mailto:stalls@newcastlepride.com.au)

## **SHARED STALLS**

No shared stalls unless requested by the applicant in writing and approved by event management in advance. Each stallholder must submit an application for their goods, and will be considered in the application process.

## **PRESENTATION OF STALLS**

All stalls MUST be well presented, creative, and in keeping with the theme of Newcastle Pride. They must be neat & tidy and display signage of the designers logo/name where possible. Think colour, interesting display, rugs, flowers/plants etc. be creative and have fun with it! Your stall needs to draw interest from customers.

Offering eftpos where possible is advisable. There may not be an ATM on site.

We strongly advise you provide a mirror and change room if you are selling clothes/jewellery.

## **EQUIPMENT**

Tables, gazebo, racks, signage and any other form of merchandising must be supplied by the stallholder. Please leave ugly plastic tables, tarps and camp chairs at home!

**Do not turn up on the day expecting to receive tables, gazebos or any other equipment as it will not be available.**

Stallholders using marquees must bring weights for every leg of their marquee. Pegs and start picked are not allowed to be used in Foreshore Park.

## **PUBLIC LIABILITY INSURANCE**

Every stall must hold a current public liability insurance policy to the value of \$20,000,000 cover in order to trade at Newcastle Pride Fair Day. This is a requirement of City of Newcastle.

A copy of the Insurance Certificate of Currency must be supplied to stalls@newcastlepride.com.au before the event. It is the responsibility of the stallholder to ensure that the insurance is renewed and remains current for the term that the stallholder undertakes trading activity at the event.

## **FOOD SAFETY CERTIFICATES & INSPECTIONS**

All hot food vendors must supply current FSS certificates to stalls@newcastlepride.com.au before the event, in order to trade.

Hot food vendors may also be subject to City of Newcastle food safety inspections, where, if inspected, they must pay an inspection fee.

## **WET WEATHER POLICY**

Pride Fair Day is an open air event and will go ahead. It is the responsibility of the stallholder to bring their own shelter for protection against sun or rain if required.

Noted again: Stallholders using marquees must bring weights for every leg of their marquee. Pegs and start picked are not allowed to be used in Foreshore Park.

## **CANCELLATION POLICY & REFUNDS**

Newcastle Pride Fair Day will only be cancelled if unsafe / external factors restrict the market from operating. Newcastle Pride management reserve the right to change venue or postpone the date as an alternative option to cancelling the event.

In the instance that Newcastle Pride Fair Day is cancelled due to pandemic, all confirmed stallholders will be contacted by the morning of the event by text (please make sure you provide the event day contacts mobile number on your application).

**In the instance Pride Fair Day is cancelled due to pandemic, stallholders will be refunded their stall fee.** Stallholders will be contacted within 14 days of the cancelled event to arrange a refund.

In the instance that a **stallholder cancels within 24 days** of the event, for any reason, they must give written notice by email to stalls@newcastlepride.com.au. **No refunds or credits are provided** for cancellations, for any reason, within 24 days from event day.

Newcastle Pride Fair Day will not be cancelled due to unfavourable weather, including but not limited to, rain and wind. And no refunds are provided for unfavourable weather.

In summary, the only instances where refunds are provided are:

1. Cancellation of the event due to pandemic.
2. Where the stallholders has provided at least 24 days written notice to stalls@newcastlepride.com.au

## **COVID SAFE**

All stalls must provide a covid safe environment within their stall by providing hand sanitiser at the entry of their stall.

All stallholders must follow any direction of management in relation to COVID-19 regulations, before, during and after the event.

If there are any procedures that must be followed, management will keep stallholders informed.

## **ACCESS TO POWER**

Newcastle Pride Fair Day is a powerless event for stallholders. If you require power you may bring a silent generator, but this must be approved by market managers on application. If a noisy generator is used at the event, event management reserves the right to stop the stallholders trade.

**Do not turn up on the day expecting to receive power as it will not be available.**

If you operate a sponsored stall and require power, please advise on application.

## **RUBBISH & WASTE**

All rubbish, waste and packaging must be taken away with the stallholder. **Bins provided do not cater for stallholder rubbish** and may not be used by stallholders to dump old clothes, racks, display items etc. The stall site must be left in the condition it was found.

Foreshore Park is a public place for everyone to enjoy, please treat it as you would your own home, and please respect the neighbours and local community.

## **PARKING & VEHICLE ACCESS**

Please do not park illegally, double park in traffic lanes, queue across traffic intersections, undertake illegal U turns or traffic manoeuvres, or otherwise hinder traffic in the streets surrounding the market during set up or pack up.

Once your stall is set up, we strongly suggest you move your vehicle to avoid parking fines and to allow customers to park near the event.

## **NO VEHICLES MAY ENTER THE PARK/VENUE AT ANY TIME!**

Food & Beverage stalls are the only exception and must be confirmed upon application. When they arrive, before they enter the park, they will be provided a permit to enter the park for bump in and bump out where they will be marshalled in/out by event staff wearing high vis vests. Event management will provide detailed information in the week leading up to event day.

## **TOILETS**

Toilets are provided at the event.