



# Stallholder Trading Guidelines

*Including Code of Conduct and Selection Criteria*

## **ESSENTIAL INFO**

The organising body for The Gathering is Limestone Events Inc.

## **EVENT MANAGER**

General email: [info@gatheringfestival.com.au](mailto:info@gatheringfestival.com.au)

Vendors email: [vendors@gatheringfestival.com.au](mailto:vendors@gatheringfestival.com.au)

## **WHERE**

Ipswich Turf Club

## **WHEN**

Sunday, 23 May 2021

## **TRADING HOURS**

9 am – 4.30 pm

## **CONCEPT**

The Gathering brings the wider community together in celebration of Celtic music, culture and performance.

In the spirit of the Royal Edinburgh Military Tattoo, against the historic backdrop of Ipswich, visitors will witness the colour and spectacle of the Queensland Pipe Band Championships, featuring 250 of Australia's pipe band competitors.

A Highland dancing competition, Celtic music, lost arts and a medieval re-enactment will also feature at this Highland gathering of Scottish, Irish, Welsh, French, Spanish, Cornish Celtic cultures.

Visitors can also sample Haggis, learn how to play the bagpipes and even participate in the strongman style Highland games, featuring the caber toss, kilted dash and tug-of-war.

Stallholders will be positioned throughout the Turf Club. We aim not to duplicate products and services in the same area. Visual appearance and presentation is very important.



## **PRODUCT & SERVICES CRITERIA**

The Gathering is seeking a diverse range of Celtic and Highland inspired stallholders with the following offers:

- Celtic influenced clothing, jewellery, gifts, etc.
- Traditional Highland food and beverage offerings
- Traditional Highland gourmet sweets and snacks to take home
- Displays of cultural or historical significance
- Genealogy services to trace ancestry
- Celtic instruments, tartan accessories, tartan dog collars and accessories, etc

## **MARKET STALL PRICING & BOOKING**

- Community Not-for-Profit (non-selling) - Free
- 3m x 3m Sale of Goods and Services - \$70
- 6m x 3m Sale of Goods and Services - \$100
- Food and Beverage - \$150
- Other sizes available, please enquire

Please Note:

- All measurements above must include allowances for tow bars, etc
- Power facilities are available for \$50. Generators are permitted to be used with prior approval, but must be silenced and contained within your vehicle. Loud generators will not be permitted.

## **SELECTION CRITERIA**

Each application will be reviewed with consideration to the following:

- Achieving the desired target of Celtic and Highland inspired stallholders
- Achieving the desired overall mix of stallholders
- Available space
- Stallholder presentation and concept
- Social media following of stallholder and commitment to promote 'The Gathering' if selected
- Compliance with mandatory requirements e.g. COVID, insurance, food license (if applicable)

## **THE APPLICATION PROCESS**

1. Submit the on-line application form available at [www.thegathering.com.au/vendors](http://www.thegathering.com.au/vendors)
2. Our team will review your application based on the above selection criteria
3. Once our team has contacted you to confirm the outcome of your application, we will send you an invoice for payment. Please note that your stall is not secured until payment has been made. If payment is not made within the specified payment terms you may lose your ability to host a stall at The Gathering.



### **APPROVED PRODUCTS**

A stallholder may only sell products that have been approved by the Event Management, as per your application. Any new products will require permission from the Event Management.

Stallholders may be asked to provide pictures of their intended product.

It is the responsibility of the stallholder to ensure they conform to any safety and compliance standards pertaining to their product.

### **CANCELLATIONS**

It is a requirement that stallholders pay their fees in advance and by the due date.

Stallholders who do not pay their fees by the due date will be automatically replaced.

Stallholders who cancel their booking after 1 May 2021 will forfeit their stallholder fee.

If The Gathering is cancelled due to adverse weather conditions or COVID-related government restrictions, the event will be rescheduled. If this is not possible, stallholders will receive a refund less a 30% administration fee.

### **ADVERSE WEATHER CONDITIONS**

The Gathering will operate in varying weather conditions and stallholders must be prepared for adverse weather. Management will not be held responsible for any loss, damage or injury whatsoever resulting from adverse weather conditions.

If The Gathering is to be cancelled due to extreme weather conditions the Event Management will make contact with all stallholders via e-mail. Announcements will also be made via social media platforms.

### **STALL ALLOCATION**

Allocation of a stall site is based on the overall desired experience we are trying to create, the size of stalls and the entertainment programmed. Specific stall locations cannot be negotiated.

### **PUBLIC LIABILITY & INSURANCE**

It is the responsibility of all stallholders to hold Public Liability Insurance and indemnity of at least \$10 million, Personal Indemnity and Product Liability (where applicable) as required by law. The Event Management will require a copy of your insurance Certificate of Currency prior to trading, and must be uploaded as part of your application.



## **BUMP IN / BUMP OUT PROCEDURE**

Stallholders can **bump in** from 3.00 pm to 6.00 pm on Saturday 22 May 2021 and from 6.00 am to 8.00 am on Sunday 23 May 2021. You will be allocated a more exact arrival time and instructions closer to the event.

You may leave vehicles, goods, and equipment at the site overnight, however The Gathering takes no liability for your items. Anyone wishing to camp on site the night must seek approval from Event Management. The venue is fully fenced and locked overnight.

All vehicles must proceed in a safe manner at no more than walking pace (5kph) , with their hazard lights on. Vehicles must always give-way to pedestrians. Please unload your vehicle, move it to the parking area and then return to set up your stall to allow other vehicles to access the site. All vehicles must be parked by 8.30am.

All stalls are to be ready for trade and connected to all services by 9.00 am.

**Bump out** commences at 4.30 pm and must be concluded by 6.30 pm, Sunday, 23 May 2021. No vehicles are permitted to move on site until given the all clear by event management staff, estimated at 5.00 pm. Stallholders must not pack up prior to the conclusion of the event. Those who disassemble stalls or remove equipment prior to the conclusion of the markets will not be invited back. If you sell-out please leave your stall neat and tidy with a SOLD OUT sign.

Please make sure your stall is dismantled (within the footprint of your allocated site) and ready to load into your vehicle before bringing your vehicle onsite.

Directions and instruction from the Event Management must be followed at all times.

## **PRE-RECORDED & AMPLIFIED MUSIC**

No music is to be played at any stall sites without prior approval.

## **FOOD LICENCE FOR CONSUMABLE GOODS**

Commercial food stalls must hold a valid food license from Ipswich City Council. Under the Food Act 2006 all licensable food businesses are also required to have a Food Safety Supervisor Certificate.

Further information can be obtained from Ipswich City Council. Website:  
<https://www.ipswich.qld.gov.au/business/local/food-licences>

Stalls with refrigerated/heated display cabinets must have a food safety program in place, which involves temperature checks of the display. All hot appliances must be out of public reach for their safety and protection. It is a requirement that all food stalls have adequate facilities for food preparation, storage, cooking, hand washing facilities utensil washing facilities



and thermometers for temperature monitoring. Flooring to food stalls is to be of a smooth and impervious material (e.g. plastic sheeting).

It is the stallholders' obligation to ensure that all Council and Government guidelines and health regulations are met, and that all appropriate food licenses are obtained; and the setup of their stall meets all Council, health and safety requirements during trading.

### **WASTE AND RECYCLING**

We strongly encourage the minimisation of waste and the use of recycled or compostable products and packaging made from a sustainable source. Each market site is to be left clean and all rubbish removed. The Gathering waste removal and cleaning contract is for lightweight rubbish and recycling only, not for stallholders produce, rubbish and/or boxes. If you bring it in, please take it home.

Stallholders must provide and remove their own potable water. Potable water is water of a quality suitable for drinking, cooking and personal bathing.

Please do not wash and tip any waste onto the ground. This includes all wastewater, oils and other liquid waste must be removed from the site at the end of the event. No glass to be used. Stallholders are responsible for leaving their site and surrounding area clean, tidy and undamaged.

A minimum cleaning fee of \$100 will be charged if any stallholder leaves rubbish behind or a mess to be cleaned up.

### **EMERGENCY VEHICLE ACCESS**

A corridor will be maintained throughout the event site at all times to allow access for emergency vehicles. In the event of an emergency, please follow the Emergency Evacuation Procedure and the direction of Event Management staff.

### **FIRST AID**

First Aid Volunteers provide First Aid services and the location of the first aid area will be advised upon bump in. All incidents must be reported to the Event Management.

### **GAS APPLIANCES**

Gas appliances and fittings are to have A.G.A, A.L.P.G.A approval. Gas cylinders with a capacity no more than 9 kg are to be used inside a tent or marquee and should be secured or created in a way that they cannot be moved. Ring burners must have a fire-resistant material under them at least 6mm thick.



Gas Cylinders older than 10 years are required to be tested and restamped by an authorised agent.

Twin stage regulators are required to control the gas pressure and the regulators are required to be mounted rigidly with the diaphragms in the vertical position.

#### **FIRE EXTINGUISHER / BLANKET**

All food outlets must provide a fire blanket and have at least at 20B (E) Dry Chemical Powder (or equivalent) fire extinguisher, each with current test tags. Any food vendors using a deep fryer must also have a 40B(E) Dry Chemical Powder (or equivalent) fire extinguisher.

#### **MARQUEES & TENTS**

Stallholders must provide their own marquees which must be in good condition. Event Management does not provide any stall equipment for hire or loan.

Stall positions will be on either grass or concrete. You will be informed which surface prior to the event. Tents/marquees must be of a commercial/heavy duty waterproof standard. All structures on concrete must be weighted with at a minimum of 20kg per leg, while structures on grass surfaces must be pinned in accordance with manufacturers directions. Any stall without appropriate weights will not be permitted to trade until weights are installed.

Only well-presented professional stalls will be invited to return.

#### **STALLHOLDERS CONDUCT & SECURITY**

Stallholders are expected to act in a professional manner at all times. Event Management will not tolerate any offensive comments, unwarranted gossip or bad behaviour towards other stallholders, the public, event staff, volunteers, or The Gathering.

Security of a stallholders stock, equipment, cash and personal effects is the responsibility of the stallholder. Event Management reserves the right to enter any stall site and remove any signage, picture, poster, written material or any other item considered unsafe, inappropriate or offensive and any unapproved products.

The Stallholder is not permitted to consume alcohol on site and smoking is not permitted unless in a designated outside smoking area determined by Ipswich Turf Club.

Stallholders are asked to present positive messages about The Gathering on social media platforms. The posting of negative comments or airing of grievances through any social media platform will result in the stallholder's immediate termination from The Gathering. All grievances can be resolved professionally by other means.



## COVID-19

Key requirements for stallholders include:

- **COVID-19 infection control:** Every stallholder must have completed the COVID-19 infection control training. This training is provided free by the Department of Health, takes only 10 minutes to complete, and can be found [here](#) . While only the primary stall contact is required to provide their Certificate of Acknowledgment, we recommend each worker/volunteer complete this training. The certificate must be uploaded with the application form.
- **Hand Sanitiser:** The Gathering will have hand sanitiser located throughout the venue at key traffic areas. In addition, every stall must have hand sanitiser available to customers.
- **Food and beverage vendors:** If you are providing food or beverage you must adhere to the Retail Food Services Industry COVID Safe Plan. You must provide The Gathering with a copy of your Safe Work Method Statement that forms part of your Retail Food Services Industry COVID Safe Plan.