

Smarter than Smoking Perth Basant Festival 2015

TERMS & CONDITIONS, POLICY and PROCEDURES for placing STALLS

Every stallholder has to read and comply with the terms & conditions, policy and procedures being defined below.

GENERAL CONDITIONS

1. Stall once confirmed will not be cancelled and the stall charges are non-refundable
2. Wrong declarations concerning the description of the stall will lead to the exclusion of the stallholder and the loss of the amount paid for the stall.
3. Stalls have to be used only by the person whose name/s is registered on the stall booking application form.
4. Stall allocation will be the responsibility of the organiser and will only be disclosed prior to the event.
5. Every stallholder will be allocated a stall at a particular location and number. The stallholder will not be allowed to relocate the stall's tables or chairs or change the stall number.
6. If any stallholder fails to turn up at the given bump-in/bump-out time and for setting-up the stall or cancels stall at the last moment, Organisers shall utilise the stall in any manner they deem fit. Forfeiting all the money paid by the stallholders.
7. The Stallholder will have access to the basic facilities such as the public toilets, security & fire fighting services, & it is the stallholder's responsibility to make knowledge of the nearest fire exits in the exhibition hall.
8. Additional facilities will only be available on extra payment basis or on the discretion of the organizers for example; electricity for additional lighting and power for demonstration of the equipment, spot lights or water.
9. If organiser is unable to arrange the required equipment the stallholder can bring their own, however only when the Perth Basant Festival Management has assessed the equipment and has given permission.
10. It is forbidden to put any permanent items on the walls such as nails, hard glue or hard tape. All damage caused eventually to the exhibition (stall) area or to its technical facilities has to be repaired by the stallholder.
11. In case of accidents or any other incident which causes damages at the installations of the exhibition area, the person who is renting the stall is responsible and has to take on the juridical or financial consequences.
12. Stallholder has to use their stall/s without encroaching outside the allotted area on the alleys or the neighboring stall/s with their goods/services.

HANDLING AND CLEARANCE OF STALL CONDITIONS

13. Anyone accessing the Loading Dock for, bump-in/bump-out, loading/offloading goods must wear appropriate hi vis vest and close toed shoes otherwise access to the loading dock will not be permitted.
14. Clearing and handling of the exhibits shall be the responsibility of the exhibitors.
15. It is the responsibility of the stallholder to clean their stall area appropriately and to bring the required cleaning material needed in order to do so.

16. If stall area is found unclean the Management will request them to pay a penalty fine.
17. Smarter than Smoking Perth Basant Festival Management shall not be responsible for any loss whatsoever incurred by stallholder and stallholder should bare all responsibilities for their exhibits against all risks for the period covering transportation, preparation, installation, festival duration, dismantling, rules and transit.

SUBLETTING

18. Subletting of stalls is absolutely prohibited which means stall cannot be sublet to the other person or shared with somebody else.

TECHNICAL GUIDELINE

19. Stallholders are to describe the design of the stall to the Management for approval. Stallholder is required to comply with instructions issued by the Smarter than Smoking Perth Basant Festival Management regarding schedule for setting up and dismantling stall. Failure to comply with the instructions will attract penalty.

DAMAGE/COMPENSATION

20. The Stallholder is liable for payment of compensation for any bodily harm to person - Staff/ Public/ Organisers and other Exhibitions and/ or damage caused to the property of the Organisers and other stallholder, caused during transportation, installation, festival duration and dismantling period.

RIGHTS OF PERTH BASANT FESTIVAL MANAGEMENT

- a. To recover from the exhibitors compensation for losses/ damages caused to the property or reasonable penalty for any wilful contravention of the terms and participation.
- b. To postpone, curtail, extend, or abandon the exhibition (stall) or close some or all sections of it temporarily or permanently in unforeseen circumstances.
- c. To photograph or video film the interior of any stall and to use the same for promotional work.
- d. To refuse permission to any stallholder to clear their stall or to retain the exhibits or other goods if any problem occurs during the event
- e. You are only allowed to place the items approved on your application. For example, if you have a clothing stall, you should only have those items on the stall. Smarter than Smoking Perth Basant Festival Management has the right to close/remove items from your stall if you are found placing additional items.

ADDITIONAL CONDITIONS FOR SPECIFIC TYPE OF STALLS

FOOD STALLS & VANS

The following additional Terms and Conditions apply to food stallholders.

1. Your single stall is a 3.0m x 3.0m, however some stallholders have 2 or 3 stalls together as they have booked.
2. All the Food stalls will be situated outside and stall number will be given to the stallholders upon arrival.

3. Every stallholder will be allocated bump-in/bump-out time of stall off-loading (on arrival) & loading (at pack-up), therefore, stallholder should comply that times.
4. Successful food stall applicants will be required to meet the Environmental Health Requirements of Temporary Food Stalls.
5. You are required to notify your participation (about your food stall) in the event by lodging Temporary Food Business Permit from Town of Victoria Park. You will also need to comply all the conditions & procedures of related local's food stall requirements.
6. The fete stalls will need floor covering to ensure no oil etc. falls onto the ground surface
7. The fete stalls will need plastic covering for the benches as food preparation cannot take place on wooden bench tops
8. Food Stallholder must bring with them the waste oil bins. Any waste oil poured onto the floor or down drains is not permitted and post event cleaning charges may apply.
9. Cooking Food stall should have a roof and food items must be covered and the stallholders must place their food materials within the stall's premises.
10. Under the provisions of the WA Food Act all food stall operators are required to sell safe and suitable food. Failure to comply with the Act can result in the issue of fines by Council's.
11. Food stall allocation will be determined by Smarter than Smoking Perth Basant Festival Management in accordance with the appropriate grouping of food themes, infrastructure, equipment, and power requirements. The allocation of sites by the Management will be final and at its absolute discretion.
12. You will be responsible for waste and recycling collection. Please dispose your rubbish in the bins shown by Management.
13. Food stallholders will be responsible for all catering equipment, property and items in the supplied food stall.
14. The stallholder will be responsible for any insurance in relation to the property of the food stall operator or any third party in the food stall.
15. A minimum of food preparation shall be undertaken within the food stall, with the majority of preparation being undertaken prior to the event and transported to the temporary food stall in a temperature controlled, hygienic manner.
16. Those food stalls that require food preparation, must ensure that preparation is being conducted in a temperature controlled, hygienic and safe manner.
17. All equipment to be used in the food stalls is to be safe and in good working order, with protective shields, and covers in place.
18. Food stallholders must have competent staff in attendance at their food stall for the duration of the event.
19. All food stall sites must be left in a clean and tidy condition on departure, and all applicants must agree to cooperate in an effort to keep the food stall area in a clean condition. A fine will apply if stall area and its surroundings are left untidy.
20. Food stalls must read and comply with Food Safety Standards for Food businesses; you can contact organizers to find out about these details.
21. Smarter than Smoking Perth Basant Festival Management is not responsible for power failure which is not under their control at any stage of the event.
22. Smarter than Smoking Perth Basant Festival Management will be authorised to close the stall immediately in case of non-compliance with food safety or Halal requirements without any refund of the stall fee.

HENNA/MEHNDI STALLS

1. Each Stallholder will be given a stall number upon your arrival.
2. Each stallholder will be given one table of 180cm (long)x 76cm (wide) x 75cm (high) and three chairs.
3. Each stallholder will be notified the time of arrival and stallholder must observe the timeframe strictly. The entry to event for stallholders will be closed at 10.30am.
4. You should bring your own table cover for decoration.
5. Please make sure you only use the allocated space provided to you by Management.
6. Only one henna designer will be permitted to work on each stall.
7. You are not allowed to sell Henna/Mehndi at your stall or bring any other person for henna painting.

CLOTHING, BANGLES, COSMETICS, DVDs, HANDICRAFTS, PHOTOGRAPHY

1. Each stallholder will be given 2 tables, each of 180cm (long)x 76cm (wide) x 75cm (high) and one chair.
2. Stallholder's bump-in/bump-out for offloading and move-in good into the hall will be notified separately and stallholder has to observe that timeframe strictly. The entry to all the stallholders will be closed at 10:30am.
3. Stallholder should bring your own table covers for decoration.
4. Stallholder should use the allocated space provided by the Management. Make sure stands/racks etc. are kept within your area.

SPONSORSHIP & PROMOTIONAL STALLS

1. Sponsors will be given 2 tables each of 180cm (long)x 76cm (wide) x 75cm (high) and two chairs.
2. Stallholder's bump-in/bump-out for offloading and move-in goods into the hall will be notified separately and stallholders have to observe that timeframe strictly.
3. The Stall Number & location will be told to the stallholders upon their arrival.
4. Stallholders should bring their own table covers and other decorating material.
5. Stallholders must use the allocated space provided by the Management. Make sure stands/racks etc. are kept within your area.