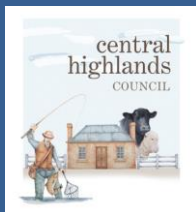




HIGHLANDS BUSHFEST

STALLHOLDER INFORMATION



www.centralhighlands.tas.gov.au/bushfest



**PO Box 20
Hamilton TAS 7140
(03) 6286 3202**

**E: cbryant@centralhighlands.tas.gov.au
W: www.centralhighlands.tas.gov.au**

Highlands Bushfest is being held over two days, Saturday and Sunday, November 18th and 19th, 2017 and will celebrate and showcase the Central Highlands region of Tasmania, its heritage, culture and communities. This is the fourth year this event will be held.

It will be held at the Bothwell Recreation Ground, which is located in the township of Bothwell on the A5, 20kms from the Midland Highway, 50 mins from Hobart and 1hr 45 minutes from Deloraine and Launceston.

Highlands Bushfest will feature the unique outdoor pursuits of the region - fishing, hunting, camping and other recreational and adventure activities.

It will also highlight food and beverage, tourism, arts and crafts, music and small business.

Application forms can be obtained from our website www.centralhighlands.tas.gov.au or by emailing Central Highlands Council on council@centralhighlands.tas.gov.au

TIMETABLE

September 1, 2017 Deposit of 50% of stall site required

October 1, 2017 Successful applicants will be advised and balance of stallholder site fee will be requested.

October 15, 2017 Deadline for cancellation of stall allocation and still eligible for refund. An Administration Levy of \$50 will be deducted from fees prior to refund on all cancellations.



Please take note of the following information:

A tax invoice will be issued once application is received and approved. Payment may be made via cheque, money order or direct bank payment. Should a stall holder find it necessary to cancel an allotted stall space, notification must be forwarded to Central Highlands Council in writing prior to be October 1, 2017, to be eligible for a refund.

NOTE: An Administration Levy of \$50 will be deducted from fees prior to refund on all cancellations.

STALL AND SITE INFORMATION

STALLS	3 X 3	\$110
	6 X 3	\$165
SITE	10 x 10	\$275

All prices include GST

Larger sites are available with prices available on request.

Highlands Bushfest reserves the right to allocate space.

- Powered sites upon request and payment of \$11 per outlet.
- Please be aware that all stalls will be sited on a grass surface.
- Highlands Bushfest does not provide lighting.

SET-UP

- Sites will be available for set-up from 9am Friday, November 17th. The site will close at 5.00pm.
- Stalls and sites must be removed by 3pm, Monday, November 20th. The site will open at 8am.
- On November 18th & 19th, the site will be open from 7.30am.
- All stallholders and their employees must wear fluorescent vests on site during the set up and clear up.



OPERATING HOURS

Saturday, November 18th, 9am – 4pm

Sunday, November 19th, 9am – 3pm

Stalls and site must be manned from 9am each day.

- **Newspaper, Radio and Television journalists will cover Highlands Bushfest and requests from them for interviews should be honoured as this promotion will greatly help Highlands Bushfest and your site.**
- **The venue will be locked and secured at 4.30pm each evening. A night watch service is provided and the site will be patrolled between 3.00pm and 9.00am.**
- **Please be aware Central Highlands Council does not carry insurance for theft, loss or damage on behalf of exhibitors. Exhibitors should arrange their own insurance if required.**

GENERAL INFORMATION

NIGHT SECURITY

The venue will be floodlit and locked and secured at 4.30pm. A night watch service is provided and the venue will be patrolled between 3 pm and 9 am. Please be aware that the Highlands Bushfest and Central Highlands Council do not carry insurance for theft, loss or damage on behalf of the exhibitors.

BANKING

THE Highlands Bushfest office will be able to provide limited change, however, to be on the safe side, please arrange to have a plentiful supply of change before you come, as we are unable to guarantee that we can provide it.

CREDIT CARD FACILITIES

The Highlands Bushfest does not have or supply credit card facilities. Should stall holders wish to use such facilities, they need to be arranged at their expense. Portable ATM's will be available at the venue.



EXHIBITOR CAR PARKING

Limited parking on site with overflow directed to overflow car park directly opposite the Recreation Ground. **Strictly no camping on site.**

STORAGE

Highlands Bushfest does not supply any storage facilities to stallholders.

LIFTING FACILITIES

Highlands Bushfest does not supply any lifting facilities to stallholders.

ANIMALS ON SITE

No animals/pets except disability dogs, dogs performing in the arena, or animals in live displays are permitted within the Highlands Bushfest venue.



HIGHLANDS BUSHFEST TERMS AND CONDITIONS

- NO commission selling and NO sales on behalf of a third party.
- NO raffles are permitted at the Highlands Bushfest.
- Exhibitors must supply their own marquee.
- Exhibitors must be in attendance at their stall each day of the two days of the Highlands Bushfest.
- Food and Beverage stallholders must apply for a Temporary Food Premises permit. The form is provided as part of this pack.
- The event will be licensed for the consumption of alcohol.
- All those serving alcohol must possess a current Responsible Service of Alcohol Certificate and be able to produce it, to any licensing officer attending during the event.
- The Highlands Bushfest and Central Highlands Council accept no responsibility for breakage, theft or loss of goods or equipment.
- Exhibitors must comply at all times with Occupational Health and Safety regulations.
- All electrical cords must be tested and tagged.
- Stallholders using a naked flame or any form of heating device must supply their own fire extinguisher and have it within easy reach at all times.
- The Highlands Bushfest Committee reserves the right to reject any application and no correspondence will be entered into.
- Stallholders and their employees are to conduct themselves in an orderly and respectful manner while they are on the grounds.

No exhibitor shall:-

- Allow their exhibit to extend beyond the limits of their allocated site or erect barriers to prevent free and uninterrupted passage of the public between exhibits.
- Erect display signs of fencing in such a manner as to cause inconvenience to other exhibitors.
- Paint or mark any of the Council's property.



- The Organisers reserve the right to regulate the use of equipment on static display sites which produces excessive noise, causing annoyance to other exhibitors and/or public. No loudspeakers are permitted for use by exhibitors. Microphones may only be used with a reasonable level of volume, which is acceptable to neighbouring stallholders.
- The Organisers accept no liability for damage to electrical equipment due to power fluctuations and failure.
- Exhibitors are responsible and liable for the condition of the area covered by the contract from the time they commence the erection of their site until they have dismantled it and cleared the area to the satisfaction of the Organisers. A clean up fee will be imposed on sites not cleared to the satisfaction of the Organisers.
- **Exhibitors must carry a minimum \$5 Million Public Liability Policy to cover their involvement in Highlands Bushfest. A copy of the policy must be produced at the request of the organisers.**
- The organisers shall not, irrespective of the cause, be liable for any loss or damage whatsoever to the exhibitor's property or equipment hired by the stallholder.
- Exhibitors agree to occupy and use the site at their own risk and shall accept all liability for damage or injury to persons or property howsoever the same shall occur and hereby release and indemnify Highlands Bushfest and Central Highlands Council, the organisers and their servants and agents from all claims and demands of any kind and from all liability which may arise in respect of any accident, damage or injury occurring to any person, persons, or property on site.
- Exhibitors hereby undertake to faithfully conform with the requirements of any Act of Parliament which may govern the erection of structures, displays, and/or demonstration and/or sales of machinery and other products and also to conform with any regulations, by-laws or ordinances made under such Acts of Parliament or by any Government, Local Government Authority duly authorised to make regulations, by-laws ordinances in connection herewith including the requirements of the Foods Act.
- Exhibitors will be liable for all costs of repairs resulting from any damage done to any underground services.
- **No person shall stay on site overnight, other than those engaged in the designated security service.**
- Highlands Bushfest does not supply storage for any exhibitor equipment.
- Knives cannot be sold to any person under the age of 16.
- All exhibitors and their employees are to wear fluorescent vests during set up and clear up, prior to, and after, the event.



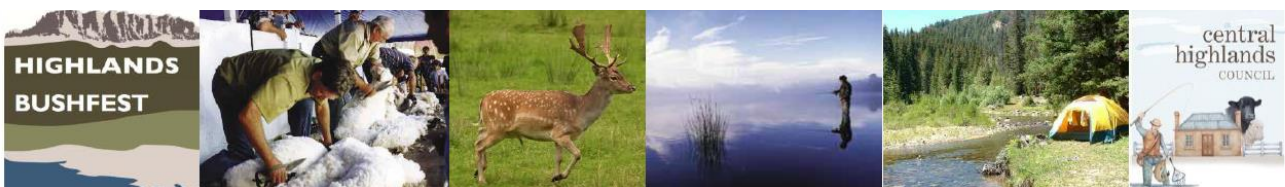
PRIVACY

Exhibitors should be advised that their name, trading name, address and telephone number will be placed in the Highlands Bushfest program (and on the Central Highlands Council web site).

Should you not wish for this information to be divulged, exhibitors need to notify Central Highlands Council in writing and only your trading name will be advertised.

APPLICATION FORM

- All questions must be answered completely.
- Incomplete applications will not be accepted.



DECLARATION

I/We agree to abide by all the conditions set out herein.

I/We consent to my/our name(s), address, telephone number and trading name being published in the Highlands Bushfest program and on the Central Highlands Council website. I/We understand that I/we may withdraw that consent by notice in writing to Central Highlands Council, in which case publications produced after that notice is compiled and received will only contain my/our trading name.

APPLICANTS SIGNATURE: _____ **DATE:** _____

IMPORTANT

Please complete the following:

Your Stall: _____

Products for sale: _____

Any special requirements: _____

Are you offering food samples? _____

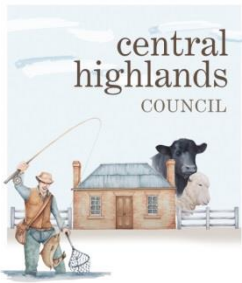
Are you having a working display? _____

If yes, please provide details: _____

WORKING EXHIBITS AND LIVE DISPLAYS

Highland Bushfest values working exhibits and live displays and designated areas have been allocated for these displays.

Working exhibits and live displays add to the atmosphere of Highlands Bushfest and attract a more discriminating audience.



Development & Environmental Services

19 Alexander Street

BOTHWELL TAS 7030

Application for registration of a **Temporary Food Outlet**

Event Details

Name of Event

Location of Event

Date Start Time Duration

Name of Stall (if applicable)

Stallholder Details

Name of stallholder.....

Name of organisation and position (if applicable)

Postal address for correspondence

..... Postcode

Telephone Mobile Phone

Facsimile Email

Food Details

Sale of Food

List all food/drinks to be sold at your outlet

.....

.....

Type of Food Outlet (Please Tick)

- | | |
|--------------------------|--------------------|
| <input type="checkbox"/> | Open Trestle Table |
| <input type="checkbox"/> | Food Van |
| <input type="checkbox"/> | Tent/Covered Stall |
| <input type="checkbox"/> | Other |

.....

Food Storage

Address where food will be stored prior to transport to event

.....

NOTE: Potentially hazardous foods are those that support growth of bacteria including food poisoning bacteria and include foods such as meat and meat products, seafood, chicken, milk and milk products, gravy, mayonnaise, custard and other similar type products.

Food Details (continued)

Food Preparation

Describe foods to be prepared (ie cooked, heated, mixed, cut etc) on-site at the Event

.....

Are any foods to be prepared anywhere else other than your food outlet?

If yes, please provide details

.....

Temperature Control

Explain how potentially hazardous foods will be kept either cold (not more than 5°C) or hot (not less than 60°C) **during transportation** to the Event

.....

Explain how potentially hazardous foods will be kept either cold (not more than 5°C) or hot (not less than 60°C) **during storage and sale** to the Event.....

.....

Fee and Signature

Application fee: One Day Event (Commercial) - \$30.00

 One Day Event (Community Organisation) - \$25.00

Signature of applicant Date.....

I agree to comply with all food safety requirements stipulated by the Event Organiser and Council's Environmental Health Officer.

I agree to keep a copy of Council's Temporary Food Business Registration at my food outlet for the duration of the event.

Please lodge your completed application form, attachments and any other details with the Central Highlands Council, Alexander Street, Bothwell

Office Use Only

Date Received:

Conditions of approval/comments:

.....

.....

Authorised Officer:

Date: