

Welcome to Hedland

Stall Holder General Terms and Conditions

Before the Event

1. Notification of non-attendance is required at least 2 weeks in advance.
2. All electrical leads, appliances and equipment must be certified and tagged by a qualified electrician (in compliance with OHS standards).
3. Any promotional materials or advertising that pertain information about this event must be prior approved by the Town of Port Hedland Events Officer.

Before the Event – Bump In

1. Welcome to Hedland hours are from 5.00pm – 8.00pm on Friday 10 May 2019.
2. Stall holders are responsible for erecting and dismantling their own shades and stalls.
3. Stall holders vehicles will be given access to their site to drop off items only. Vehicles must then exit the event space.
4. Stalls must be erected in allocated positions with displays kept within the allocated space. Stall holders will be provided the equivalent space to that noted on their registration form.
5. Stall holders are to provide their own tables, chairs and weather protection and equipment for sufficient operation of your stall. Event staff will not be responsible for sourcing materials or equipment that you have not supplied i.e. shades, tents, hammers, tape etc.
6. Stall holders must provide their own weights or methods for securing shelters in their allocated area i.e. sand bags, weights, etc. Tent pegs and spikes will not work with the hard ground surface.
8. Stall holders shall be set up by 4.00pm, for a 5.00pm event start – early trading is not permitted.

During the Event

1. Stall holders must remain onsite for the full duration of the event with one person allocated at all times.
2. Organisation trading name must be clearly marked on the stall.
3. Stall holders must continue to operate until 8.00pm. Failure to do so may affect future stall holder opportunities.
4. Stall holders have the responsibility under the Occupational Health and Safety Act to ensure the health, safety and well-being of all whom come in contact with their site.
5. Stall holders and their employees/volunteers will at all times comply with the rules and regulations of the event including those contained in the stall holders booklet and will abide by all instructions issued by the event staff - relative to the use of the site occupied.
6. For safety reasons, no stalls will be permitted to sell cap guns, fireworks or toys with firing ability. Nor is chewing gum, offensive material, water pistols or any other article that would cause annoyance or offence to the public.

After the Event – Bump Out

1. Stall holders are required to remove all materials from their site including rubbish, grey water and leave it tidy and clean. Rubbish must be placed into appropriate skip bins or SULO bins before final departure.

Liability

1. The Town of Port Hedland will not be responsible for any accident which may be caused through or by the stall holder or which may happen in connection with their business; the stall holder shall deem the Town of Port Hedland harmless and indemnify it against any legal proceedings arising from any such accident.
2. Any damage done to the roads, ground or buildings by the stall holder must be made good by the stall holder to the satisfaction of the Town of Port Hedland.
3. Council will not be responsible for any loss or misdelivery of exhibits/items at the event or for any damage done there to. Stall holders are responsible for insuring their own property and stock.

4. Stall holders must comply with statutory insurance requirements (Public Liability Insurance)
5. Town of Port Hedland cannot be held responsible for cancellation of the event due to adverse weather conditions or natural phenomenon.

Other

1. This event is alcohol and drug free.

Food and Drink Stall Special Conditions

1. All food and beverage stall holders must complete an 'Application for Trading in Streets and Public Places' and return with their registration paperwork. A link to this form is provided in your registration form. Please note, applications must be submitted two weeks before the event for approval.
2. It is a requirement of the Town of Port Hedland that all food stalls use drip trays, tarps for oil and mats to provide protection to the ground at the event. A check will be made before the event to ensure these materials are in place.

Please note, only Not for Profit and Community/Sporting Groups will be permitted to sell food and beverages at the event. Commercial food businesses are encouraged to display menus and offer small taste testers (A temporary food permit will still be required if taste tests are provided).