**Stall Holder General Terms and Conditions**

**Before the event**

* Notification of non-attendance is required at least 48 hours in advance.
* All electrical leads, appliances and equipment must be certified and tagged by a qualified electrician (in compliance with OHS standards).
* Any promotional materials or advertising that pertain information about this event MUST be prior approved by the Town of Port Hedland Events Team.
* A temporary food stall permit must be acquired through Environmental Health Team with the Town of Port Hedland.  All stalls must comply with the Health and Safety requirements in place.
* Application forms and temporary food stall permit fees (where applicable) must be submitted to the Town of Port Hedland.

**Setup**

* Australia Day Celebration hours are from 5.00pm until 9.00pm on Saturday 26th of January 2019 at Civic Centre Gardens, Port Hedland.
* Stallholders are responsible for suppling, erecting and dismantling their own shades and stalls.
* Vehicles are NOT permitted on the venue except with the prior approval from the Events Team.
* Council will not admit to the venue any vehicle which may through its nature, or weight, cause damage to the roads, carpark or any other part of the venue.
* Stalls must be erected in allocated positions with displays kept within the allocated space.
* Stallholders are to provide their own tables, chairs, weather protection and equipment for sufficient operation of your stall. The Australia Day staff will not be responsible for sourcing materials or equipment that you have not supplied. This includes shades, tents, hammers, tape etc.
* Spikes, tent pegs etc. may NOT be driven into the ground in some locations due to reticulation. Stall holders must provide their own weights or methods for securing shelters in their allocated area. For example sand bags, weights, etc.
* Stall holders shall be set up, ready for the event at 4.30pm with trading to commence at 5.00pm Saturday 26th January 2019.

**During the event**

* Stallholders must remain onsite for the duration of the event with one person allocated with overall responsibility.
* Organisation or Business trading name must be clearly marked on the stall.
* Stallholders must remain set up for the entire duration of the event; 5.00pm – 9.00pm.
* Stallholders 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.
* The stallholders and their employees/volunteers will at all times comply with the rules and regulations of the Australia Day Celebrations including those contained in event correspondence and will abide by all instructions issued by the Australia Day Staff - relative to the use of the site occupied.
* **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.**

**Pack down**

* Stallholders are required to remove all materials from their site including rubbish and grey water and leave it tidy and clean. Rubbish must be placed into appropriate bins including cardboard boxes, garbage bags, packaging etc. before final departure.
* Stallholders may not conclude trading until 9.00pm. Please be aware that packing down your stall prior to this time will not be allowed as it creates security and OHS hazards for those in attendance.

**Liability**

* Town of Port Hedland will not be responsible for any accident which may be caused through or by the stallholder or which may happen in connection with his or her business; the stallholder shall deem the Town of Port Hedland harmless and indemnify it against any legal proceedings arising from any such accident.
* Any damage done to the roads, ground or buildings by the stallholder must be made good by the stallholder to the satisfaction of the Town of Port Hedland.
* Town of Port Hedland will not be responsible for any loss or misdelivery of exhibits/items at Australia Day Celebrations or for any damage done there.
* Stallholders are responsible for insuring their own property and stock.
* Stallholders must comply with statutory insurance requirements (provision of Public Liability Insurance).
* Town of Port Hedland cannot be held responsible for the cancellation of Australia Day Celebrations due to adverse weather conditions or natural phenomenon.