



# Smart Building and Living Expo 2020

~~Care~~ **Dare** to Change

10.00am to 3.30pm. Sunday February 23rd, 2020

Royal Park, cnr Hedrick and Warrenheip St

[forp.buninyong@gmail.com](mailto:forp.buninyong@gmail.com) | [www.smartbuildingandlivingexpo.com.au](http://www.smartbuildingandlivingexpo.com.au)

Enquiries: Stallholder Coordinator, Andrea Mason 0427 338 482

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# STALLHOLDER REGISTRATION TERMS and CONDITIONS

The Friends of Royal Park Inc (Buninyong Sustainability) welcomes your registration application for the Smart Building and Living Expo, Sunday February 23. 2020. All monies raised from Smart Building and Living Expo help fund the maintenance of Royal Park, Buninyong Community Garden/Orchard and future sustainability initiatives for the community of Buninyong.

- The management of the event will be undertaken by the Friends of Royal Park Inc (Buninyong Sustainability) Smart Building and Living Expo Committee (SBAL Committee).
- Stallholders will have one point of contact via our Stallholder Coordinator, Andrea Mason, providing consistency to communication in the lead up to the event.
- We are investigating opportunities to provide and / or encourage:
  - A War on Waste, what to do with e-waste, avoid packaging, single use plastic, reuse of waste products
  - Builders, designers, consultants
  - Battery storage, solar, insulation, windows, retrofit, lighting products
  - Food, garden, indigenous plants
  - Lifestyle products - cleaning, personal care, pets, vintage, recycled goods etc
  - Fun for the kids - Sustainable Craft Workshops
  - Community groups, Landcare, Permaculture

## **Code Red WEATHER CANCELLATION**

- **If Code Red fire danger is forecast for our Sunday on Saturday 22nd February 2020, the event will be cancelled.**
- **Stallholders will be notified by email Saturday 22rd February 2020.**
- Sponsorships will not be refunded as the publicity for the event will already have happened, and further publicity of the cancellation will need to happen.
- Stall holders can apply for a 50% refund.

## **GUIDELINES & REGULATIONS**

- Site fees are not refunded in the event of stallholder cancellations.
- Stallholders are permitted access to the site from **7.00am Sunday February 23. 2020** for set up.
- Stallholders must be set up and vehicles removed from their site by **9.30am**.
- Stallholder parking will be available on the oval in a designated area **AWAY** from the stalls.
- Stallholders must trade / operate from 10am – 3:30pm. Stallholders are permitted to close stall and commence packing up from 3:15pm.
- All outside stall sites will have a 3-metre frontage and a 3-metre depth unless approved by the Stallholder Coordinator. Displays and equipment associated with your stall (inclusive of guide ropes and display vehicles) must be kept within this space.

- Stallholders are reminded that they must provide all equipment needed for their own site and display. This includes items such as gazebos, tables, chairs, wet weather coverings, water buckets, power leads etc.

## MARQUEES.

- Stallholders are reminded that marquees must be secured with pegs and weighted. Water & sand filled weights can be made at home or purchased from camping retailers.
- All products sold on the day are to be of high quality and be in keeping with the theme of the Sustainable building and living theme – trash & treasure will not be accepted.
- A receipt will be forwarded to you one week prior to the event.
- The SBAL Committee reserves the right to refuse entry or to close down a stall (without refund) if these guidelines and regulations are not met.

## RAFFLE.

- **The Friends of Royal Park Inc (Buninyong Sustainability) has the exclusive right to raffles at this event. No other raffles or games of chance will be permitted without the prior approval of the SBAL Committee.** The SBAL Committee reserves the right to remove non-approved raffle sellers from the Royal Park, Buninyong between 10am – 3:30pm on Sunday 23 February, 2020.
- **You are invited to participate in our “Choose your prize” raffle:**

Raffle Description - participant gets to choose who's prize draw they enter

- Stallholder donates a prize
- Event organiser sells tickets, gathers name, email, phone on the ticket
- Visitors place their tickets into **your prize draw** if they wish to win your prize
- Stallholder is responsible to getting the prize to the winner
- Event organiser provides ticket container
- Proceeds go to Buninyong Sustainability Actions – 2020 recipient yet to be decided

## PUBLIC LIABILITY INSURANCE

- All stallholders must have at least \$10 million in Public Liability insurance. Proof of such insurance must be submitted to the stallholder coordinator before your application will eligible for approval.
- If you do not have adequate cover, **please advise us on your registration form so that we can include your business within our event policy.** The SBAL Committee reserves the right to reject your registration if you are not currently insured or if you are uninsurable under alternative policies.

## POWER REQUIREMENTS

- Stallholders are responsible for assessing and requesting the correct power requirements at the time of registration. There is a very limited number of sites with power available.
- If no power is requested at the time of registration, no power can be issued on the day.
- Stallholders requiring power must provide a 20m lead (minimum) for each 10amp outlet to connect to Distribution Boards.

- As a requirement of the Occupational Health & Safety Act, all electrical leads used in a public place must be tested and tagged for current date usage by a licensed electrician. The SBAL Committee reserves the right to reject untagged leads. No refund will be given for those rejected.
- Extension leads, if coupled together, must be securely connected and the plug interface sealed with tape to prevent moisture ingress.

## **ADVERTISING**

Advertising & promotion displayed by stallholders is only permitted within the stallholders own site.

## **PROTECTING ROYAL PARK**

- Pruning of trees & shrubs, and the Community Garden or Community Orchard is not permitted.
- Ropes and other obstructions to patron's movements will not be permitted. Stallholders are asked to minimise vehicle movement over the oval.
- Fats, oils, grease, fuels etc must be discharged into a robust container and not onto the oval ground. If pollutants are discharged, contact the EPA / City of Ballarat services to attend.
- Digging of holes in the oval is strictly prohibited.
- Please check with the site coordinator on arrival. Parking on the oval is permitted in the designated area for stallholders.
- No tiered seating is to be erected without City of Ballarat approval.

# FOOD HANDLERS SPECIFIC INFORMATION

## POWER REQUIREMENTS

- Stallholders are responsible for assessing and requesting the correct power requirements at the time of registration. There is a very limited number of sites with power available.
- If no power is requested at the time of registration, no power can be issued on the day.
- Stallholders requiring power must provide a 20m lead (minimum) for each 10amp outlet to connect to Distribution Boards.
- As a requirement of the Occupational Health & Safety Act, all electrical leads used in a public place must be tested and tagged for current date usage by a licensed electrician. The SBAL Committee reserves the right to reject untagged leads. No refund will be given for those rejected.
- Extension leads, if coupled together, must be securely connected and the plug interface sealed with tape to prevent moisture ingress.

## FOOD PERMITS / LIQUOR LICENCE

The Ballarat City Council recognises current Food Act registrations of businesses from other Victorian municipalities when attending events in Ballarat.

Operation under these provisions is dependent upon the food business providing notification of their intention to sell food in the City of Ballarat, in this case at Smart Building and Living Expo in February 2020, and demonstrating that they have a current Food Act registration in their own municipality by providing copies to the [Environmental Health Unit](#).

These provisions apply to Victorian food businesses only. Any interstate food business intending to sell food at must apply for a one-off registration which requires completion of a 'Food Act Application Form' and payment of a registration fee, which can be completed by contacting the Environmental Health Unit on (03) 5320 5702, after which time they will be issued with a Food Act registration certificate.

Any business which fails to demonstrate they have a current Food Act registration by producing it on-site upon request, will be considered to be operating an unregistered food premises and as such will be required to cease providing food for sale immediately.

Please note, if your business sells pre-packaged, low risk, shelf-stable food only (eg: cans of drink, packaged confectionary and no tastings are provided), registration is not required and notification of your intention to sell in Ballarat is only required once.

- Should you be unsure about any of the above requirements, please contact Council's Environmental Health Unit on (03) 5320 5702 prior to the event to discuss.
- Stallholders offering sales and tastings of alcohol are reminded that they too must hold BOTH a food permit with the City of Ballarat and a Temporary Limited Licence to offer sales and tastings of alcohol at Smart Building and Living Expo. For more information and to complete an online application please go to [www.consumer.vic.gov.au/liquor](http://www.consumer.vic.gov.au/liquor) Go to "Services" and then click on "Apply for a Temporary Licence".
- **Failure to meet these requirements may result in all fees being forfeited and a registration being cancelled.**



## **Wash Against Waste**

### **No SINGLE USE packaging or utensils are to be used**

The organisers are running a **Wash Against Waste**

#### **All food and beverage providers are required to:**

- Use the crockery, cutlery and mugs provided by Buninyong Sustainability Group, and washed up and returned for use by our Wash against Waste team.

OR

- Use only FULLY RECYCLABLE utensils, cups and plates