



## ***Welcome to the Diamond Creek Rotary Spring Town Fair 2021***

On Saturday 11<sup>th</sup> September 2021, we celebrate the 49<sup>h</sup> running of the Diamond Creek Rotary Town Fair.

Celebrate and experience the start of Spring starting with the Grand Parade at 10.00am. This is an event where we can all unite as one, for the love of our town. Come one - come all! Enjoy yourself at the exciting events planned for the Diamond Creek Rotary Spring Town Fair on September 11<sup>th</sup> 2021.

The Rotary Diamond Creek Spring Town Fair is organised annually by the Rotary Club of Diamond Creek. The aim of the fair is to provide an event for the benefit and enjoyment of the local community including families, friends and businesses. It is also a valuable opportunity for community groups, such as schools, churches, sporting clubs to fundraise and to promote their activities. Last year more than 30,000 people attended the fair, and this year the fair will be even bigger and better!

Start your Town Fair day by experiencing Grand Parade at 10.00am.

Planned activities include:

- Carnival rides
- Free entertainment and activities
- Craft stalls and novelties
- Food stalls
- Sporting clubs
- CFA Tug-O-War
- Novelty races
- Free demonstrations and displays
- Cultural displays and presentations.

Our evening entertainment will include the CFA Torch Light Parade, entertainment on the main stage and our stunning fireworks to complete the night.

## ***BOOK ONLINE!!!***

The STALLHOLDER ("Book a Stall") and GRAND PARADE ("Participate in the Grand Parade") application forms are available on our website: [www.diamondcreektownfair.org.au](http://www.diamondcreektownfair.org.au).

COVID 19 : We are continually updating our COVID 19 Plan to comply with the most recent government restrictions.

In the event that the event is cancelled due to any COVID 19 restrictions your booking fees will be refunded.

The website is a working document and is continually being updated as information comes to hand, so some areas may contain information which is not yet current.

We look forward to your involvement in a great local event!

### **Diamond Creek Rotary Town Fair Committee**

townfairsecretary@diamondcreekrotary.org.au  
www.diamondcreektownfair.org.au  
Rotary Club of Diamond Creek Inc.  
ABN 38025 660 158  
PO Box 95 Diamond Creek VIC 3089

Major Sponsor



## SITE FEES – 11<sup>th</sup> September 2021

### Food Stalls - Gold Area & Blue Area

Large Commercial Food Vans (9.0 Mt x 3.0 Mt)	\$650	**Must trade 9am -9pm**
Specialist products (6.0 Mt x 3.0 Mt) (e.g. coffee, ice cream trucks, slushies)	\$480	**Must trade 9am -9pm**
Small Single Item Food Vendors (3.0 Mt x 3.0 Mt) (E.g. pretzels, corn, popcorn, donuts, baked potatoes, pancakes etc.)	\$280	**Must trade 9am -9pm**
Community Groups (not for profit organisations) (3.0 Mt x 3.0 Mt)	\$110	<b>**REFUNDABLE**</b>

#### Note

- Community Groups can receive a refund for their entry fee after the event if they complete their proposed activity and submit a Community Benefit Statement which summarises their activity and how it assists their group.
- Day and night trade is not available nor is it suitable for all positions. All Day/Night sites MUST trade from 9am to 9pm.
- Limited opportunities for similar food types exist. If multiple applications are received for the same food type, the organiser will select the best tenders once tenders close (or earlier if sufficient applications have been received).
- All Food operators must obtain Council Food Permits prior to the event (See Stallholders Information).

### Market Stalls - Green Area

3.0 x 3.0 Market stall - Day only	\$ 110
3.0 x 3.0 Hand Craft created within 10 km of Diamond Creek	\$ 70
6.0 x 3.0 Market stall - Day only	\$ 165

### Market Stalls - Silver Area

3.0 x 3.0 Market stall - Day only	\$ 150
3.0 x 3.0 Hand Craft created within 10 km of Diamond Creek	\$ 110
6.0 x 3.0 Market stall - Day only	\$ 210

### Market Stalls Day & Night - Blue Area

3.0 x 3.0 Market Stall or display - Day & Night	\$185	<b>**Must trade 9am -9pm**</b>
6.0 x 3.0 Market Stall or display - Day & Night	\$275	<b>**Must trade 9am -9pm**</b>

### Community Service Stalls, Activities & Promotions (not for profit)

Community Service Groups (3.0 Mt x 3.0 Mt)	\$110	<b>**REFUNDABLE**</b>
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#### Note

- Community Groups can receive a refund for their entry fee after the event if they complete their proposed activity and submit a Community Benefit Statement. If this is not provided, then normal site fees will apply.
- A **Community Benefit Statement** is an online application via our website which details the benefits (e.g. financial, new members, higher profile) your group obtains by having free entry to the fair. The Rotary Club of Diamond Creek collects this information to demonstrate the benefit of the Town Fair to the local community. This supports submissions to Nillumbik Council and sponsors when seeking continued permission to run the fair, and assists with obtaining funding.

### Items Available for Hire

10 or 15 AMP Power outlets ( <i>per point</i> )	\$ 95
Marquee 3.0 x 3.0 ( <i>including weights if required</i> )	\$250
Trestle table	\$ 30
Chairs (ea.)	\$20



## Dress up as you favourite Super Hero !

We ask that all stallholders, activities and participants try to find a way to support this years theme.

### 1. Conditions

- Powered sites are limited and strict conditions apply to their use. There is no guarantee of access to a powered site.
- Accurate dimensions must be quoted. The Town Fair Coordinator must be contacted immediately if there are any changes.
- Stall space is limited. The Town Fair Coordinator has the final decision regarding fair layout, and stall and display matters.
- Please note that we have a budget area with reduced stall fees. These sites are limited in number and if fully allocated you will be offered to upgrade to a regular site if any are available.
- Glow items must be accompanied by a Material Safety Data Sheet, a copy of which must be attached to the application form. Permits to operate at the fair will not be given if this information is not provided.

### 2. Safety

#### (a) General

A Safety Officer shall be monitoring all Fair activities. Any stallholder permitting an unsafe activity will be required to fix the issue. Failure to do so may result in closure of the activity or eviction from the Fair.

#### (b) Power

Access to power is limited, and is strictly controlled.

The maximum load on each lead shall not exceed 15 amps (whether by a direct connection or through a power board or caravan/vehicle connection). Power leads should be suspended in the air or installed in a manner that they cannot be walked on or come in contact with people. Current test tags are required. Random checks may be carried out on equipment. Power may be disconnected immediately from any stall site, vehicle or display, where the equipment and/or leads supplied or used do not meet the required conditions listed or regulated standards, in the judgment of the Diamond Creek Rotary Town Fair Committee or representative, The Diamond Creek Rotary Town Fair Committee and its representatives are in no way responsible or liable for any losses (financial or otherwise) that may be caused by such disconnection.

#### (c) Vehicle Movement

Stall holders must arrive by 8.00am. Town Fair staff will be on location from 6.30am. After 8.00am sites may be allocated to other interested parties, and entry to the town fair stalls area will not be permitted. **Vehicles are not permitted to move in the stall areas until 4.30pm. Day/Night traders cannot leave their site until 9.00pm.** Vehicles other than those being traded from will not be allowed to remain in the stalls area. Stallholder parking is available nearby at the Sacred Heart Primary School grounds and at the back of Marngrook oval.



### 3. Environmental

#### (d) Food Vendors

All stall holders selling food must comply with all food handling laws. All stall holders who want to sell food at the Diamond Creek Rotary Town Fair must obtain a Statement of Trade (SOT) from Streatrader and submit it directly to Nillumbik Shire Council. Not-for-profit groups are also required to apply for a permit.

Food Stallholders are not permitted entry into the Town Fair unless this permit has been obtained, and it should be on display throughout the event. Council Environmental Officers will be in attendance during the Fair.

Council's website is [www.nillumbik.vic.gov.au](http://www.nillumbik.vic.gov.au). Contact the Council's Public Health Services Unit on 9433 3340 or email [health.services@nillumbik.vic.gov.au](mailto:health.services@nillumbik.vic.gov.au).

#### (e) Waste

The Diamond Creek Rotary Town Fair is a WASTE WISE event. Recycling stations, consisting of 3 x 240m litre wheelie bins are located around the Fair site for public use. These are monitored and emptied regularly. These are not for general use by stall holders.

- **Box waste / packaging:** stall holders are required to flatten, store and take away all waste and packaging.
- **Bulk food / cooking wastes:** stall holders are required to store and take away these wastes. Waste shall be stored to deter flies and wasps (e.g. sealed plastic bags).
- **Clean sites:** all sites and surrounds must be kept clean during the day and left fully clean at the end of the day.

### 4. Community Benefit Statement

Community groups can gain a refund of their stall fees by submitting a **Community Benefit Statement** via our website. This will detail any financial or other benefit (e.g., new members, higher profile) obtained by having free access to the fair. The Rotary Club of Diamond Creek collects information to determine the benefit of the Town Fair to the local community. This supports submissions to Nillumbik Council seeking continued permission to run the fair, and assists with obtaining funding. The application fee will be refunded for community groups who attend the Town Fair and carry out their proposed activity and submit their Community Benefit Statement. If this is not provided then normal site fees for Market or Food stalls will apply.

### 5. Legal: (the fine print)

The Rotary Club of Diamond Creek Inc. and its representatives are not responsible for any damage or loss to person or property, real or through fault, negligence or otherwise including weather and/or cancellation of the event.

- Fees are not refundable unless the event is cancelled.
- No one will be allowed to trade at the Diamond Creek Rotary Town Fair without all necessary approvals.
- Conditions apply to the sale or provision of alcohol. Direct any enquiries to the Fair Committee.
- All information collected by the Rotary Club of Diamond Creek is for the sole purpose of administering the Town Fair, and will not be provided to any other organisation or individual.

The signing of site and powered site applications is an acceptance of the understanding of the terms and conditions by applicants.



## 6. Checklist

Yes    N/A

### All stallholders

<input type="checkbox"/>	<input type="checkbox"/>
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Have you fully completed the website application?

<input type="checkbox"/>	<input type="checkbox"/>
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Have you supplied your current Public Liability Insurance information?

<input type="checkbox"/>	<input type="checkbox"/>
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Have you paid? Credit cards can only be used when making payment via the website. It is not an application if received without payment.

<input type="checkbox"/>	<input type="checkbox"/>
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Have you marked your diary or calendar for Saturday 11<sup>th</sup> September 2021.

### Community based organisations

<input type="checkbox"/>	<input type="checkbox"/>
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You will need to pay the fee with your application. To receive the refund of your fee, you must attend and complete your proposed activity and submit a Community Benefit Statement.

### All Food Vendors

<input type="checkbox"/>	<input type="checkbox"/>
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Have you supplied a copy of your **Statement of Trade (SOT)** to Nillumbik Shire Council?

If you have not addressed all items on this checklist then your application is not complete.



## THE BANNED ITEMS LIST

Some novelty items are considered unsuitable for sale. Anything that can be used to create injury or nuisance to animals or people is banned from sale. A list of unsuitable and banned items is available on our website.

The list largely supports the Agricultural Shows Banned Items List.

We have agreed that the following items are banned from sale or display at the Diamond Creek Rotary Town Fair:

- Balloons
- Pop downs (throw downs), 8 Shot Caps, Strip Caps, Roll Caps. All Caps are banned.
- Fireworks - Crackers – Explosive items of any description are banned.
- Knives of any description.
- Bows and arrows of any description.
- Toy guns are acceptable; however, the following are not: pellet guns, ball bearing guns, replica guns (bullet type), potato guns (Bullet Type). Samurai swords, English swords and Fencing swords are to be sold in sealed packages by Licensed Traders ONLY.
- Similarly, guns or toys (for sale or given as prizes) that fire projectiles or water including bows and arrows, or create noise which can be a public nuisance or frighten animals, excluding shooting galleries are banned.
- Water pistols less than 150 mm in length are permitted. Water bombs are not permitted.
- Explicit & hardcore T-Shirts, explicit DVD's & videos, fake cigarettes, fuel type fire lighters (Zippos), iridescent hair spray, horns and trumpets, metal and wooden martial art nunchucks, playing cards (nude or lewd), pressure pack items—gas (all types), Silly String, drug related goods (incl. Cocaine Kits and Bongs etc.), Stink Bombs, Laser Pointers, pen lights, torches, Bouncing Beans.
- ANYTHING THAT CAN BE USED TO CREATE INJURY OR NUISANCE TO PEOPLE OR ANIMALS IS BANNED.

Please Note: It is the Site holder's responsibility to ensure they are complaint with the laws regarding the sale of Novelty Items, including the Dangerous Goods (Explosives) Regulations 2000, Regulation 803 and the Dangerous Goods Act 1985-554, so that an illegal item is not sold at the Fair. Banned or illegal items will be confiscated and the names of the Stall Holders found selling banned items will be circulated to the police and other fair and ag show organisers.

