

DIAMOND CREEK ROTARY TOWN FAIR

Diamond Creek
Rotary
Town Fair



Information For Stall Holders

Saturday 14th September 2024

A Community Project of the Rotary Club of Diamond Creek Inc,
generously sponsored by the Shire of Nillumbik and the Bendigo Bank

Contacts are:

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1. Overview

The Diamond Creek Rotary Town Fair is a major event for the township of Diamond Creek and surrounding area and is organised by the Rotary Club of Diamond Creek.

The Diamond Creek Rotary Town Fair is a community event where the operation of stalls and displays is primarily intended to give local groups and clubs the opportunity to raise funds. Funds raised by Rotary are then spent on a range of community projects.

A carnival and the some of the stalls and activities will be held at Marngrook oval. Even more stalls and activities will be held on the grounds and the area surrounding Coventry oval.

The Stallholders at the fair include produce, craft stalls, clothing, tools, etc. Specialist food stalls are available to a limited number of vendors including local community groups and local traders.

Each year, there are an average of about 30,000 visitors to the Diamond Creek Rotary Town Fair, as well as more than 200 stall holders and activities. The fair committee promotes community involvement at all levels, either as stall holders, or by participation in the grand parade or on the community stage.

This year our theme is:

“ ONCE UPON A TIME ”

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

2. Program

The Fair will commence at 9.00am. The Grand Parade starts at 10.00am. A firework display (permit / weather permitting) is due at 8.00pm.

3. Application & Fees

- **SIZE**

Default site size is 3.0 x 3.0. Other sites are available as per our **SITE FEES** document. If you require a Non-Standard space, accurate dimensions must be negotiated with the Stallholders Coordinator and a price agreed upon. Agreed sizes and hire requirements will be shown on our Layout Plan. The Stallholders Coordinator must be contacted immediately if there are any changes.

Stallholders are not permitted to trade or solicit outside the boundaries of their stall site. Public address systems are also not permitted.

- **POWER**

Powered sites are limited and strict conditions apply to their use. Purchasing 1 x Power is for 1 lead only.

- **LAYOUT**

Stall space is limited. The Town Fair Coordinator has the final decision regarding fair layout, and stall and display matters.

- **BANNED ITEMS**

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 e.g. toy weaponry (guns, bows and arrows, etc.), crazy string and stink bombs are strictly prohibited A list of unsuitable and banned items is available on our website.

The list largely supports the Agricultural Shows Banned Items List.

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.

- **PUBLIC LIABILITY**

All stallholders are required to provide a certificate of currency for public liability (and products liability where applicable) to an amount of, at least, \$10 million dollars. This **MUST** be included with your application. If the certificate of currency expires before the Fair, please include the current certificate with your application and forward the renewed certificate as soon as it is obtained.

Where a stallholder does not have a current public liability policy, application can be made to Nillumbik Shire Council (<http://www.nillumbik.vic.gov.au/Council/Make-a-payment/Community-Liability-Insurance>) to obtain community liability coverage for the Fair. All applications will be subject to Nillumbik Shire Council approval. Stallholders will **NOT** be permitted to trade without a current public liability certificate and will forfeit any fees paid.

4. Safety

• 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.

• LPG CYLINDERS

The fair organisers reserve the right to remove any stallholder who does not comply with the Gas safety at public events checklist provided on the Energy Safe Victoria website. The Fair Safety Officer will be conducting inspections on the day. Cylinders are to be stamped and tagged and stored properly to current standards. For further information please go to <http://www.esv.vic.gov.au>.

• WORKING WITH CHILDREN CHECKS

All stallholders and their contractors working directly with children must provide to the Diamond Creek Rotary Town Fair organizing committee evidence that they hold a Working with Children Check. This is to comply with State legislation that came into effect on 1st August 2017. Please supply a copy of the certificate for all persons who will be working on your stall/activity. This requirement applies for all activities directly involving children including amusement operators, sporting groups and children's activities.

5. 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 make contact with people.

Current test tags are required. 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, in the judgment of the Town Fair Safety Office. Tagging and testing can be done on the day, if required, at a cost of \$20.0 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.

6. Vehicle Movement

Town Fair staff will be on location from 6.30am. Stall holders must arrive by 8.00am. Vehicle movement is prohibited from 8:30 am until 4.30 pm. **Day Traders can leave from 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. Ample stallholder parking is available nearby at the rear of Marnbrook Oval and at the back of Coventry Oval. Our Rotary volunteers will direct you.

DISPLAY STALLHOLDER'S VEHICLE SIGNS

Please print off and display your STALLHOLDER'S VEHICLE SIGN (see the attached file) on inside of the front windshield of your car. This is so that in the case of emergency we can contact if your car needs to be moved.

7. Food Vendors

All Stall holders 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. Full details are available at https://streatrader.health.vic.gov.au/public_site.

You should submit your registration/notification through Streatrader at least 21 days before the event.

You **MUST** notify Nillumbik Council (also through Streatrader) of your intention to trade at least 5 days before the event.

The Fair organisers are required to verify that all food sellers have a Certificate of Registration for Food Premises. Please ensure that you submit a copy of this with your application.

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. Contact the Council's Public Health Services Unit on 9433 3340 or email health.services@nillumbik.vic.gov.au

Liquor Licences

All vendors providing liquor at the Diamond Creek Rotary Town Fair must hold a Major Events Liquor Licence for the event.

8. Environmental

The Diamond Creek Rotary Town Fair is a WASTE WISE event and encourages strong sustainability practices. 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. Preferred vendors will not be using single use plastic products, in line with Nillumbik Shire Council's policy to phase out single use plastic prior to the Victorian Government ban taking effect from February 2023

- **Single Use Plastic Bags** are prohibited by State Government regulation which came into force late 2019.
- **Balloons** are not permitted as many of them end up in our waterways and being ingested by wildlife.
- **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.
- **Tree Safety:** All trees in the area are protected. Do not damage them in any way. Do not cut or trim them. Do not nail or screw anything to them. Do not move any of the logs that have been placed as barriers. Offenders face fines and prosecution from the relevant authorities.

9. Refund Policy

- Stallholders or other participants who have paid fees for the Diamond Creek Rotary Town Fair and who provide advice of cancellation or modification of their booking by COB on the Friday two weeks prior to the commencement of the Fair will receive a full refund of the fees applicable to the cancellation/modification.
- Cancellations or modifications to a booking must be advised to the Stallholders Coordinator at rcdctownfair@gmail.com. A refund will not be provided if a stallholder or participant, unexpectedly, is unable to attend the Fair in whole or part and has not already provided advice by COB on the Friday two weeks prior to the commencement of the Fair.
- In the event of cancellation of the entire Fair prior to its scheduled start, fees may be refunded in whole or in part and at the sole determination of the Diamond Creek Rotary Town Fair organizing committee and its decision as to the amount of refund, if any, will be final.

10. 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.

BOOK A STALL or REGISTER FOR THE PARADE ONLINE!!!

Go our website www.diamondcreektownfair.org.au to find:

Stallholders & Activities	Book A Stall / Activity
Parade	Parade Registration
Entertainment	Stages & Entertainment Registration

Application forms and information are available there.

Rotary Club of Diamond Creek

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