

DREAM LANTERNS

SATURDAY 9 SEPTEMBER 2023

3PM – 9PM

STALLHOLDER INFORMATION + TERMS AND CONDITIONS

IMPORTANT:

Before you apply to have a stall at this year's DREAM Lanterns, please review the information below including all terms and conditions.

Applications close: Friday 25 August 2023 (unless sold out prior)

Event date: Saturday 9 September 2023 | 3pm – 9pm

Bookings via payment: <https://www.123tix.com.au/events/38521/dream-lanterns-stallholder-application-2023>

SITE FEES (all sites 3m x 3m)

Food and beverage vendors \$100.00

Your site fee covers the 3m x 3m space for your stall and no additional space beside, behind or in-front of your stall. If you require additional space please book additional space

Stallholders \$100.00

Your site fee covers the 3m x 3m space for your stall and no additional space beside, behind or in-front of your stall. If you require additional space please book additional space

Non Dubbo Region LGA – Food and beverage vendors + Stallholders \$150.00

Your site fee covers the 3m x 3m space for your stall and no additional space beside, behind or in-front of your stall. If you require additional space please book additional space.

CANCELLATION POLICY

Cancellation on or prior 9 August 2023 (100% refund; excluding booking fee)

Cancellation on or prior 25 August 2023 (50% refund; excluding booking fee)

Cancellation on or after 1 September 2023 (no refund)

ACCEPTANCE

- Payment must be made at the time of online application for your application to be considered
- Any applications after close date will be at the discretion of Dubbo Regional Council

DOCUMENTATION

Document	Via	By
Public Liability Insurance	Regionalevents@dubbo.nsw.gov.au	25 August 2023
Risk Assessment/Management Plan		
Working with Children documentation if applicable		

Failure to provide the above documentation by 25 August may result in your exclusion from the event and no refund provided.

SITE LOCATION

- All sites will be located based on the type of stall/exhibit and the need for Council to protect public assets.
- Sites will also be located to ensure the best possible outcome for the event.
- Prior to the event you will be provided with a site plan

FOOD AND BEVERAGE SUPPLY/SERVICE

- All food and beverage vendors are required to adhere to the NSW Food Authority's guidelines for markets and temporary events. [Markets and temporary events | NSW Food Authority](#)
- All food vendors must be registered with Dubbo Regional Council or their home council.
- All food vendors must ensure that any BBQs/cooking areas are protected by a matting. This is not only a requirement under the NSW Food Authority's guidelines but a requirement of Council to ensure that grasses surfaces are protected against oil/grease.
- Tap water is available on site for filling potable water containers.

POWER AND LIGHTING

- All stallholders are required to provide their own power. Please ensure that the required power source is engaged to support any cooking or kitchen appliances.

- All power cords must be provided and tagged and tested. (Council will not have any spare cords).
- No cords are to run along the ground unless protected by a power cord cover.
- In the event of wet weather all power cords must be elevated off the ground.
- Stallholders are encouraged to source LED lights for use at each stall when night falls.

MARQUEES AND STRUCTURES

- No pegs are to be used to secure marquees or structures.
- Please use sand or water weights.

VEHICULAR MOVEMENT

A traffic management plan will be provided to stallholders prior to the event to help manage access and egress to reduce risk and protect grassed areas and pedestrian pathways.

Bump in and bump out is **strictly** as follows:

- Bump in: 1.00pm – 2.30pm
All vehicles removed from site: 2.00pm
- Bump out: 9.00pm
Vehicles permitted on site 9.00pm

All vehicles moving across the event footprint must not exceed 8km/h and must engage hazard lights.

WASTE

- Stallholders are prohibited from using the bins in Victoria Park to dispose of rubbish.
- There will be skip bins provided for the disposal of your waste. The location of the skip bins will be identified on the site plan provided prior to the event.
- All sites must be left clear of rubbish.

INSPECTIONS

- Inspections will occur on the day by Council to ensure adherence to your Risk Management Plan, compliance to the NSW Food Authority guidelines and any terms and conditions under which you have agreed as a stallholder.

CONTINGENCY PLAN

- In the event of a wet weather event, please see our website for any changes to the location (given the large amount of set up required; it is unlikely to be re-located). In the event of relocation or cancellation no refunds will be provided for stallholder bookings.

MEDICAL and EMERGENCY

- A Medical and Emergency Plan will be developed and includes the attendance of NSW Police, St John Ambulance and the engagement of security guards.
- Council's Information Tent will be identified on the site map and will include the provision of a first-aid box, fire extinguisher and a register for recording any injuries or incidents.
- All stallholders are to ensure that they and staff/volunteers practice safe manual handling procedures.
- Please direct any lost children to the Information Tent.
- All stallholders are responsible for ensuring that they have a cash handling plan.

ADDITIONAL INFORMATION

More information will be provided prior to the event. In the meantime, if you have any questions, please contact regionalevents@dubbo.nsw.gov.au.