

# ST KILDA FESTIVAL 2013

Sunday 10<sup>th</sup> February



## Important Information for Itinerant Traders- Market Stall

### General

For public health and safety reasons, the Port Phillip City Council manages various special events through its Community Amenity Local Law No. 3. A permit is needed to trade at the St Kilda Festival and to use Council parks and reserves, including the foreshore and roads for a range of activities.

### The kit contains:

- Application Form
- Indemnity Form
- Proposed Product & Prices Form
- General Information
- Checklist
- General Conditions
- Vehicle Registration Form

Following assessment if your application is approved, the Council will issue a permit that will contain any conditions that are relevant to your proposed activity. These conditions must be complied with and are additional to any state legislative requirements.

### Stall Location

Selection and placement of traders is at the discretion of St Kilda Festival Management. If you wish to trade from a corner site, you may indicate this in your application however this is subject to availability. St Kilda Festival Management reserves the right to make this selection.

### Proposed Products and Price List

A detailed list of the products to be offered for sale and the price of each item must be submitted. The form on which this information is to be submitted is attached.

### Waste Management and Recycling

The use of recyclable packaging during the event is non-negotiable and this will become a condition of your permit. All permits prohibit products being served in glass containers. All traders are required to comply with waste management procedures. We need the cooperation of all stall operators to make the recycling program work. Please ensure that waste is placed in the appropriate containers or bins provided by the Festival.

### Payment

All fees applicable as per the trader's approved application will be invoiced and are payable immediately upon receipt by the trader. Sites can only be confirmed once payment has been received. Please note that you are liable for full payment once your application has been processed and approved. Refunds cannot be made under any circumstances.

Traders will not be issued a permit until payments have been received in full and cleared and will not be granted access to the St Kilda Festival site without a paid current permit.

### Fire Safety

Fire Safety Guidelines for Temporary Structures must be adhered on Festival Day. To obtain a copy of these guidelines, please contact your local council.

### Power Supply

The site electrical requirements should have been included with your application form. If you haven't provided this information, connection to power cannot be guaranteed.

If your connections to the power supply do not comply with the relevant regulations and safety requirements you will not be allowed to operate. Every stall which is connected to either mains power or generator power must have a residual current device (safety switch) fitted.

Apart from other electrical equipment that you normally use, remember that you will need an extension lead to connect to the supplied power source. All extension leads and cables must be heavy duty, in good working order and secured at least 4 metres above ground for safe operation. All extension leads and powered appliances must have a current electrical test tag.

Traders cannot bring generators to the site under any circumstances. All power must be utilised from a St Kilda Festival mains power distribution point or a St Kilda Festival generator distribution point. Your power requirements must be listed within your application form to ensure power connection can be guaranteed.

### Health and Safety Issues

You need to ensure that your operation, including the equipment that you use, complies with all relevant legislative and occupational health and safety requirements.

### Accessibility

St Kilda Festival is committed to providing accessibility to people with disabilities. Please ensure you have a counter at a suitable height for the service of people with a disability or a process to recognise and service people with a disability.

### Trader Access and Parking Passes

To gain vehicle access to the St Kilda Festival Precinct during the allowable time periods on Festival Day, the accompanying vehicle registration form must be completed with your application, to be accredited with St Kilda Festival. All vehicles must be removed off site on Festival day before 9am.

Late arrivals will not be granted access to their site. During the event operational hours, no vehicles apart from designated emergency vehicles are allowed on site. The owner of any vehicle that is illegally parked may receive a parking fine and/or have the vehicle towed at their own expense. Trader access maps and parking passes will be forwarded prior to the event.

### Event Cleaning

Before leaving, all vendors must ensure that NO WASTE is left on and around their site except in the appropriate bins that have been provided.

You are required to collapse all cardboard for removal and place it in the appropriate bins provided.

A cleaning fee will be incurred if the site is not left in a state deemed appropriate by St Kilda Festival Management.