



FRIDAY 6TH DECEMBER – SUNDAY 8TH DECEMBER 2019

NATIONAL CHERRY FESTIVAL MARKETS

Saturday 7 December 2019

8:00am – 4:00pm

STALLHOLDER BOOKING FORM

Section 1 – Business details (Please print clearly and complete all sections)

I wish to book a Stall at the National Cherry Festival on **Saturday 7 December 2019** in Anderson Park Lovell Street Young, NSW.

Note: Please ensure you read **ALL sections** carefully prior to completing this application form.

Business Name (Please also provide ABN if applicable):
Description of goods to be sold:
Contact Name:
Address:
Mailing Address:
Phone Number (Contact number during daytime hours):
Mobile:
Email address:
Website/Facebook:
Number of Stall sites required – sites are 3 x 3metres (Maximum of 2 per stallholder):
Do you have your own Marquee/Gazebo? If so what size (3m x 3m)? Can it be secured by weights?



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Section 2 – Insurance

Stallholders must hold a current Public and Product Liability Policy. Hilltops Council requires participants to hold a minimum public liability insurance for \$20 million.

The Certificate of Currency must;

- Include a provision that notes Hilltops Council as an interested party for the National Cherry Festival.
- Provide confirmation that the policy covers public liability (for \$20 million) and product liability.

Note: Quotes, schedules or invoices will not be accepted.

PLEASE CHECK THAT YOU HAVE APPROPRIATE COVER WITH YOUR INSURER

Please note stalls will only be confirmed when:

- Proof of insurance is received
- Receipt of payment (once invoiced)

Section 3 – Risk Assessment Form

Stallholders are required to complete a Risk Assessment form.

See attached as a separate document. There is a guide on the back of the form for your reference.

Section 4 – Power

Powered Sites are VERY LIMITED. If you require power, please contact the office before submitting your application form to Young Visitor Information Centre on 1800 628 233.

Power leads are not supplied. Stallholders are asked to provide their own extension leads. All leads must be tested and tagged by an Electrician and suitable for external use. Leads must be taped and covered.



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Section 5 – Food Stall

You will need to comply with the NSW Food Authority “Guidelines for Food Businesses at Temporary Events”. To obtain the guidelines for temporary events refer to the NSW Food Authority website. (www.foodauthority.nsw.gov.au), and follow the prompts: click on “Retail” at the top and then click on “Markets & Temporary Events” and then click on “Food Safety Controls” and open the document “Guidelines for Food Business and Temporary Events”. See attached illustration for your reference.

You will also need to determine if your stall requires a Food Safety Supervisor (FSS) Certificate, and if so, a copy of your Food Safety Supervisors Certificate will need to be provided with your application prior to the day of the National Cherry Festival. For example, your stall will need a FSS if you are processing and selling food that is ready to eat (ie, making and selling ham and salad sandwiches); plus if the food is potentially hazardous (ie requires temperature control), and the food is not sold in the suppliers original packaging. More information can be found on the NSW Food Authority Website.

Also be advised that Hilltops Council Environmental Health Officer may undertake an inspection of your premises and of your activities during the National Cherry Festival period. The Food Safety Supervisor Certificate will be requested on the day of the inspection (if required). If you have been inspected previously over the past 6-12 months (either by Hilltops Council or by another Council), it is recommended you also have a copy of the report onsite.

Note: that at present coffee vendors who only heat milk and not-for-profit community and charity causes do not need an FSS Certificate.

For any queries please contact:

Hilltops Council’s Environmental Health Officer – PH: 1300 445 586

Section 6 – Terms and Conditions

As a Stallholder, I understand that:

1. New stallholders are required to provide samples of products and display for consideration. **Not all stallholder applications are accepted.**
Note: Stallholders may be precluded from selling certain items.
2. Hilltops Council reserves the right to determine the location of your stall or display. Your stall site will be confirmed following your booking by October 18, 2019.
3. The Festival will go ahead regardless of weather conditions on the day. No refunds will be offered.
4. Stallholders are responsible for ensuring structures and displays are firmly secured in the event of wind/inclement weather.



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5. All Stallholders must hold a current public and product liability insurance policy of a minimum of \$20 million. The Certificate of Currency (COC) must identify Hilltops Council as an interested party.
Note: If the COC expires prior to the event then the stallholder is required to provide Hilltops Council with an updated copy. Otherwise the stall will be automatically excluded on the day.
6. All stallholders are required to provide their own tables, chairs and whatever equipment they require for the day. It is the stallholder's responsibility that setup complies with Work Health and Safety (WH&S) requirements and return a completed Risk Assessment.
7. Photographs/film may be taken to be used by the Hilltops Council Tourism and Events Team for media and promotional purposes.
8. Your stall must comply with the current "Guidelines for Food Business at Temporary Events" published by the NSW Food Authority. Attached is an illustration for your reference.
Note: If your Food Safety Supervisors Certificate (FSS) expires prior to the event then the stallholder is required to provide Hilltops Council with an updated copy. Otherwise the stall will be automatically excluded on the day.
9. Stallholders cooking food on the pavement area of the street are required to provide protection underneath to avoid splatter of substances.
10. Standard Stall sites are 3 metres x 3 metres
11. Power leads are not supplied. Stallholders are asked to provide their own extension leads. All leads must be tested and tagged in accordance with WH&S legislation and suitable for external use. Leads must be taped and covered.
12. Access to site for set up from **6:30am** and completed by **8:00am** on Saturday morning. Stallholders must relocate vehicles outside festival area by **8:00am**. Stallholders must exhibit until **4:00pm**.
13. Stallholders should be considerate of other stallholders during setting up/dismantling and activities throughout the course of the day.
14. All insurance is the responsibility of the stallholder and shall indemnify Hilltops Council for all fines, penalties, claims, suits, demands, actions and proceedings against Hilltops Council, its employees or agents, in respect of injury, loss or damage arising out of the actions of the stallholder and/or their agent. This insurance will also cover you for any damage caused to Hilltops Council assets during the event.
15. Hilltops Council reserves the right to reject any stallholder application, or any stallholder on the day of the event if these terms and conditions are not being met.



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Locked Bag 5, Young NSW 2594 | P: 1800 628 233 | E: vic@hilltops.nsw.gov.au
W: www.nationalcherryfestival.com.au | ABN: 33 984 256 429





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Section 7 – Stallholder Checklist

Stall application must be received by **NO LATER** than Friday 4 October 2019.

Business name: (Please print clearly)	
Mailing Address: (Please print clearly)	

I have completed/attached the following: (Please tick)

- Application Form (Section1);
- A Risk Assessment for Stall (Separate document);
- Certificate of Currency nominating Hilltops Council as an interested party for this event.

I am a Stallholder who would like the following stall

- Standard non- powered site - \$50.00
- Standard powered site - \$55.00 AMPS required _____

Note: Powered sites are very limited – please contact the Young Visitor Information Centre on T: 1800 628 233 before submitting your application.

My Certificate of Currency for Public (\$20 million) and Product Liability insurance:

- Enclosed (note: Quotes, schedules or invoices will not be accepted)

My Food Safety Supervisor Certificate:

- Enclosed
- Not applicable

Payment Details:

All stallholders will be invoiced by Hilltops Council. Please follow payment methods on the invoice

I have read and agreed to comply with **ALL** the Terms and Conditions for Saturday 7 December 2019.

Contact: _____ Signature: _____ Date: ____/____/2019

<p>Please return you Stall application to: The Young Visitor Information Centre Locked Bag 5, Young NSW 2594 Email: maree.lamb@hilltops.nsw.gov.au For enquiries please phone: 1800 628 233</p>
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Risk Management Information sheet for Stall Holders

Dear Stall Holder,

Thank you for wishing to participate in our event. To ensure the safety of those attending the event, the council requires that you undertake and provide a copy of a risk assessment of your stall set up. A risk assessment is a great way to help you be well prepared for the event. As the type of risks encountered can change, your assessment should always be refreshed and updated accordingly for each event. You should also be monitoring your environment on the day of the event, to ensure that no new risks emerge.

To Help you undertake the process of conducting a risk assessment. Hilltops Council have put together a brief glossary of some of the terminology used in addition to a few tips on how to do a risk assessment. There are many different formats for undertaking a risk assessment, however, if you don't already have a format for your risk assessment, you can use the template attached to this guide.

Terminology:

What is a risk? "The effect of uncertainty on an objective/s" – For example, the objective in this instance is to ensure public safety at your event.

What is a hazard? "A source of potential harm". Harm includes injury or illness as well as damage to property and the environment.

What is a control? A control is something that you do, or something that you put in place, that helps to minimise or reduce the likelihood of the risk eventuating.

What is a Risk Rating? A risk rating helps to priorities your risks and identifies which risks need attention.

What is a Risk Matrix? Helps to determine a risk rating by assessing likelihood and consequence. I.e. the likelihood that the risk will happen and the consequence if it does happen.

Tips:

- Using a 'risk phrase or description' will help you assess your risks in a consistent way. I.e. "There is a risk that [.....] will result in [.....]" – see examples in table.
- You can break down your risk assessment by activity if you have multiple activities at your event. This can help you focus on the risks associated with that activity.
- As you can have more than one risk associated with a single hazard, it's best to identify these individually. It doesn't matter if the same control is used for different risks, you should always try to identify all the risks associated with the hazard.
- The hazards listed on the template are just a guide and are by no means an exhaustive list. You may have other hazards you have identified that need to be added to your list.
- The risk matrix attached to this guide is also only an example. There are many different types of descriptors and matrices that you can use.
- For further information you should refer to the standard on risk management: AS/NZS ISO 3100:2009

EXAMPLE RISK ASSESSMENT: This is provided as an example only and is by no way an exhaustive list of all hazards to be assessed or controls to be implemented.

Name of Stallholder: Peter Parker

Type of Stall: Games

Assessment Date: DD/MM/YYYY

Assessment prepared by: Mr Peter Parker

Hazard	What can happen?	* Risk Rating	What controls can be put in place to prevent or minimise the chance of an accident occurring?	Adjusted Risk Matrix Rating with controls	Person responsible for putting control into place.	How will it be monitored?
Gazebo/ Marquee Structure	There is a risk that someone may trip on a guy rope/peg supporting the stall structure resulting in personal injury.	H-9	Ensure ropes are not stretched out across pedestrian paths. Ensure ropes are brightly coloured and visible. Check condition of marquee prior to assembly at event.	H-6		Assess and monitor on the day. Included in setup. Check during setup on the day.
	There is a risk that the ground is too soft for pegs to be securely inserted in ground resulting in the structure not being sufficiently stable.	H-9	Ensure alternative procedure in place to secure structure	L-1		Check and assess condition of ground on the day. Use alternative process if required to eliminate risk
	There is a risk that the stall structure is not secure and in event of windy conditions could collapse or blow away resulting in injury to person/s and disruption to other stall holders and event in general	H-9	Use sandbags to help anchor the structure. In severe conditions event may be cancelled	H-6		Pre-setup check of sturdiness of structure. Monitor weather conditions and any notices issued by event organiser
Other Identified hazards	There is a risk of unknown hazards at the site on the day, depending on the location of the site, which could result in inquiry to a person/s	H-9	Conduct risk assessment on the day Ensure attendance at event organiser induction	L-2		Assessed on the day

* To determine the risk rating please refer to a risk matrix (an example of a risk matrix is provided below)

Risk Definition and Classification Example:

There are many different types of descriptors and matrices that can be used. This is an example of one type.

Likelihood Descriptors: Likelihood describes the chance of something happening.

Descriptor	Description
Almost Certain	Expected to occur in most circumstances
Possible	Will probably occur in most circumstances
Unlikely	Could occur at some time
Rare	May occur only in exceptional circumstances

Consequence Descriptors:

The consequence is the outcome of event on objectives, which in this case is public safety.

Descriptor	Example and detail description
1. Insignificant	No injury
2. Minor	First aid treatment, situation immediately contained.
3. Major	Extensive injuries, ambulance required.
4. Catastrophic	One or more fatalities.

Risk Matrix: The matrix determines the risk rating for each hazard identified.

Likelihood	Consequences			
	1 Insignificant	2 Minor	3 Major	4 Catastrophic
Almost Certain	M - 4	H - 8	E - 12	E - 16
Possible	M - 3	M - 6	H - 9	E - 12
Unlikely	L - 2	M - 4	H - 6	H - 8
Rare	L - 1	L - 2	M - 3	M - 4

- Legend:**
- E:** extreme risk; immediate action required (RED)
 - H:** high risk; immediate attention needed (ORANGE)
 - M:** moderate risk (YELLOW)
 - L:** low risk (GREEN)

To obtain a risk rating simply choose the relevant likelihood and consequence descriptors and reference them in the matrix to come up with a score i.e.. Likelihood of Almost Certain and Consequence of Possible gives you a rating of E-12. Transfer this rating to your assessment.

The legend helps you determine what action needs to be taken for each level of risk identified. For example, any risks identified as 'red' should be actioned immediately.

