

Stallholders - Terms and Conditions

NOTE: Council regularly reviews and updates its documents. The latest controlled version can be obtained by contacting Council's Corporate Services Branch. **A hard copy of this electronic document is considered uncontrolled when printed.**

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1. OVERVIEW

South Burnett Regional Council ('Council') has developed these terms and conditions for retail and food and beverage stallholders ('stallholder') applying for a trade site at the Bjelke-Petersen Family Fun Day ('event') at Bjelke-Petersen Dam Recreation and Caravan Park, Haagar Drive, Moffatdale ('venue'). Stallholders are deemed to have accepted and understood these conditions and any accompanying risks, obligations and responsibilities.

2. GENERAL CONDITIONS

- Stallholders must submit a completed Expression of Interest Form ('EOI') and submit with supporting documentation by Tuesday 26 May 2026 at 2:00 pm;
- Council reserves the right the EOI closing date and time;
- Submission of an EOI does not guarantee a trade site at the event;
- Applications and supporting documentation will be assessed for suitability, variety and alignment with the events goals and compliance;
- Council reserves the right to accept or reject EOI's at any point up to the event date;
- Council reserves the right to cancel or postpone the event for any reason;
- Entry to the venue is at own risk;
- Trade sites will be allocated prior to the event, and Council reserves the right to rearrange sites at the time of stallholder arrival;
- Unless otherwise agreed, stallholders are to provide their own equipment such as marquees, tables, pegs, weights and generators. Power is not available at this event for stallholders;
- Fire Safety Regulations must be adhered to where a stallholder uses a gas or electrical appliance to cook or heat food. Stallholders are required to have a fire extinguisher for the type of fire and where a stall uses oils or fats, it is required to have a fire blanket;
- Stallholders must have Public Liability cover for \$10 million and appropriate Product Liability cover for their produce, merchandise, stock or goods. A copy must be provided to Council with the EOI application;

- Stallholders camping on site are bound by the venue's rules and booking policies, in addition to the event terms and conditions.
- Stallholders are required to notify Council a minimum of four (4) days prior to the event of their intention to cancel attendance.
- Smoking and alcohol consumption are not permitted within the stallholder or public event area.
- The sale or promotion of offensive, unsafe or illegal goods is strictly prohibited.

3. MARKET STALLS

- Stallholders can commence setup from 2:00 pm, on Saturday 27 June 2026. . Trade cannot commence prior to Sunday 28 June 2026.
- Stallholders must be setup and ready for trade at 9:00 am, Sunday 28 June 2026 , or as otherwise advised by Council;
- Stallholders can commence pack up at 2:30 pm, Sunday 28 June 2026, or as otherwise advised by Council;
- All stock, displays, vehicles and rubbish (including packaging and boxes for stock), must be removed from the venue by 3:00 pm, Sunday 28 June 2026;
- Vehicle access for set up and pack up will be controlled by event staff and stallholders must follow all safety and traffic instructions.

4. FOOD AND BEVERAGE STALLHOLDERS

- Food and beverage stallholders must hold a current Food Business Licence issued under the *Food Act 2006* and provide a copy with the EOI;
- Food and beverage stallholders must comply with all relevant health, safety and hygiene regulations at all times;
- Stallholders can commence setup at from 2:00pm on Saturday 27 June 2026. Trade cannot commence prior to Sunday 28 June 2026;
- Stallholders must be setup and ready for trade at 9:00 am, Sunday 28 June 2026, or as otherwise advised by Council;
- Stallholders must remain operational and serving during the event and can commence pack up at 2:30 pm, Sunday 28 June 2026, or as otherwise advised by Council;
- All stock, vehicles and rubbish (including packaging and boxes for stock), must be removed from the venue by 3:00 pm, Sunday 28 June 2026;
- Vehicle access for set up and pack up will be controlled by event staff and stallholders must follow all safety and traffic instructions;

5. SITE RULES

Stallholders must:

- Always conduct themselves in a professional and respectful manner;
- Keep displays within the site boundary;
- Not encroach on other stallholder's sites or walkways;
- Ensure the site is adequately staffed for the duration of the event;
- Not enter other stallholder's sites without approval;
- Not tamper with electrical feeds, power cords, power boxes or generators.

6. PRIVACY

Personal information collected by Council is for the purpose of processing the Expression of Interest and for use in Council matters. Personal information is handled in accordance with the *Information Privacy Act 2009* and will only be disclosed to a third party as per Council's Information Privacy Policy.

7. LIABILITY

Council shall not be liable for any loss, expense, damage or personal injury which is suffered or sustained at or in association with this event.

Stallholders agree to indemnify Council against all claims for damages or injury to property or any person in respect of any claim arising out of negligence by the stallholder or their agents or servants.

8. VERSION CONTROL

Version	Revision Description	Approval Date	ECM Reference
1	New Terms and Conditions	16 May 2025	3309863
2	Review Terms and Conditions	8 April 2026	3309863


Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date: 8 April 2026