



Stallholder Trading Guidelines

Including Code of Conduct and Selection Criteria

ESSENTIAL INFO

The organising body for The Gathering is Limestone Events Inc.

EVENT MANAGER

General email: info@gatheringfestival.com.au

Vendors email: vendors@gatheringfestival.com.au

WHERE

Ipswich Turf Club

WHEN

Saturday, 21 May 2022

Sunday, 22 May 2022

TRADING HOURS

Saturday, 21 May 2022: 11am - 5.00pm (the night finishes at 8.30pm, although activity only in the forecourt area. Food trucks in this area are encouraged to stay open until close.)

Sunday, 22 May 2022: 9am - 4.30pm

CONCEPT

The Gathering brings the wider community together in celebration of Celtic music, culture and performance.

In the spirit of the Royal Edinburgh Military Tattoo, against the historic backdrop of Ipswich, visitors will witness the colour and spectacle of the Queensland Pipe Band Championships, featuring 250 of Australia's pipe band competitors.

A Highland dancing competition, Celtic music, lost arts and a medieval re-enactment will also feature at this Highland gathering of Scottish, Irish, Welsh, French, Spanish, Cornish Celtic cultures.

Visitors can also sample Haggis, learn how to play the bagpipes and even participate in the strong man style Highland games, featuring the world famous caber toss.

Stallholders will be positioned throughout the Turf Club. We aim not to duplicate products and services in the same area. Visual appearance and presentation is very important. In previous events most stallholders, particularly food trucks, ran out of product and had record trading days.



PRODUCT & SERVICES CRITERIA

The Gathering is seeking a diverse range of Celtic and Highland inspired stallholders with the following offers:

- Celtic influenced clothing, jewellery, gifts, etc.
- Traditional Highland food and beverage offerings
- Traditional Highland gourmet sweets and snacks to take home
- Displays of cultural or historical significance
- Genealogy services to trace ancestry
- Celtic instruments, tartan accessories, tartan dog collars and accessories, etc

MARKET STALL PRICING & BOOKING

- Community Not-for-Profit (non-selling) - Free
- Sale of Goods and Services - \$100 (3m x 3m site)
- Sale of Goods and Services - \$170 (6m x 3m site) - other sizes by enquiry
- Food and Beverage - \$300 (3m x 3m site)
- Food and Beverage - \$450 (6m x 3m site) - other sizes by enquiry

Please Note:

- All measurements above must include allowances for tow bars, etc
- Power facilities for both days are available for \$50. Generators are permitted to be used with prior approval, but must be silenced and contained within your vehicle. Loud generators will not be permitted. Overnight power (from mains power) will only be provided if specifically requested.

SELECTION CRITERIA

Each application will be reviewed with consideration to the following:

- Achieving the desired target of Celtic- and Highland-inspired stallholders
- Achieving the desired overall mix of stallholders
- Available space
- Stallholder presentation and concept
- Social media following of stallholder and commitment to promote 'The Gathering' if selected
- Compliance with mandatory requirements e.g. COVID, insurance and food license (if applicable)

THE APPLICATION PROCESS

1. Submit the online application form available at www.thegathering.com.au/vendors
2. Our team will review your application based on the above selection criteria
3. Once our team has contacted you to confirm the outcome of your application, we will send you an invoice for payment. Please note that your stall is not secured until payment has been made. If payment is not made within the specified payment terms you may lose your ability to host a stall at The Gathering.



APPROVED PRODUCTS

A stallholder may only sell products that have been approved by the Event Management, as per your application. Any new products will require permission from the Event Management. Stallholders may be asked to provide pictures of their intended product.

It is the responsibility of the stallholder to ensure they conform to any safety and compliance standards pertaining to their product.

CANCELLATIONS

It is a requirement that stallholders pay their fees in advance and by the due date.

Stallholders who do not pay their fees by the due date will be automatically replaced. Stallholders who cancel their booking after 1st April 2022 will forfeit their stallholder fee.

If The Gathering is cancelled due to adverse weather conditions, the event will be rescheduled. If this is not possible, stallholders will receive a refund less a 30% administration fee.

If The Gathering is cancelled due to COVID-related government restrictions, stallholders will receive a full refund.

ADVERSE WEATHER CONDITIONS

The Gathering will operate in varying weather conditions and stallholders must be prepared for adverse weather. Management will not be held responsible for any loss, damage or injury whatsoever resulting from adverse weather conditions. If The Gathering is to be cancelled due to extreme weather conditions the Event Management will make contact with all stallholders via e-mail.

Announcements will also be made via social media platforms.

STALL ALLOCATION

Allocation of a stall site is based on the overall desired experience we are trying to create, the size of stalls and the entertainment programmed. Specific stall locations cannot be negotiated.

PUBLIC LIABILITY & INSURANCE

It is the responsibility of all stallholders to hold Public Liability Insurance and indemnity of at least \$20 million, Personal Indemnity and Product Liability (where applicable) as required by law. Event Management will require a copy of your insurance Certificate of Currency prior to trading. Following notification of your successful application, and closer to the event, you will be sent an online form where you must provide this information.

BUMP IN / BUMP OUT PROCEDURE

Bump in times are available:

- 12pm to 4.30pm - Friday 20th May
- 6.30am to 9.30am - Saturday 21st May (Zones A, B, C, D only)
- 8.00am to 9.30am - Saturday 21st May (Zones E, F, G)



Please note that vendors in areas E, F and G may not have car movement or be erecting equipment between 6.30am and 8am on Saturday 21st May. You may therefore bump in on Friday or from 8am on Saturday.

We will send out a booking form closer to the event for you to book a bump in time. This will ensure we have enough volunteers to provide you a proper bump in and avoid long wait times for you.

All vehicles must proceed in a safe manner at no more than walking pace (5kph) , with their hazard lights on. Vehicles must always give-way to pedestrians. Please unload your vehicle, move it to the parking area and then return to set up your stall to allow other vehicles to access the site. All vehicles must exit the site by 10.00am on Saturday.

Vehicles from the front area are recommended to park along TL Cooney Avenue or in the general car park on Brisbane Road, while those in the rear area are recommended to park along Videroni Street. With the exception of food trucks and pre-approved vehicles you may not leave your vehicle on site. Failure to remove your vehicle may result in you being asked to leave the site.

All stalls are to be ready for trade and connected to all services by 10.30am on Saturday and 8.30am on Sunday.

Bump out commences at 5pm on Sunday and must be concluded by 7pm. No vehicles are permitted on site until given the all clear by event management staff. Stallholders must not pack up prior to the conclusion of the event. Those who disassemble stalls or remove equipment prior to the conclusion of the markets will not be invited back. If you sell-out please leave your stall neat and tidy with a SOLD OUT sign.

Please make sure your stall is dismantled (within the footprint of your allocated site) and ready to load into your vehicle before bringing your vehicle onsite.

Directions and instruction from Event Management must be followed at all times.

Stalls must be left in place between the two event days, unless prior approval has been given. Security will be in place overnight.

MUSIC

No music is to be played at any stall sites without prior approval.

FOOD LICENCE FOR CONSUMABLE GOODS

Commercial food stalls must hold a valid food license from Ipswich City Council. Under the Food Act 2006 all licensable food businesses are also required to have a Food Safety Supervisor Certificate. Licences must be provided when directed to by Event Management.

Further information can be obtained from Ipswich City Council. Website:

<https://www.ipswich.qld.gov.au/business/local/food-licences>

Stalls with refrigerated/heated display cabinets must have a food safety program in place, which involves temperature checks of the display. All hot appliances must be out of public reach for their safety and protection. It is a requirement that all food stalls have adequate facilities for food preparation, storage, cooking, hand washing facilities utensil washing facilities and thermometers for temperature monitoring. Flooring to food stalls is to be of a smooth and impervious material (e.g. plastic sheeting).



It is the stallholders' obligation to ensure that all Council and Government guidelines and health regulations are met, and that all appropriate food licenses are obtained; and the setup of their stall meets all Council, health and safety requirements during trading.

WASTE AND RECYCLING

We strongly encourage the minimisation of waste and the use of recycled or compostable products and packaging made from a sustainable source. Each market site is to be left clean and all rubbish removed. The Gathering waste removal and cleaning contract is for lightweight rubbish and recycling only, not for stallholders produce, rubbish and/or boxes. If you bring it in, please take it home.

Stallholders must provide and remove their own potable water. Potable water is water of a quality suitable for drinking, cooking and personal bathing.

Please do not wash and tip any waste onto the ground. This includes all waste water, oils and other liquid waste must be removed from the site at the end of the event. No glass to be used.

Stallholders are responsible for leaving their site and surrounding area clean, tidy and undamaged.

A minimum cleaning fee of \$100 will be charged if any stallholder leaves rubbish behind or a mess to be cleaned up.

EMERGENCY VEHICLE ACCESS

A corridor will be maintained throughout the event site at all times to allow access for emergency vehicles. In the event of an emergency, please follow the Emergency Evacuation Procedure and the direction of Event Management staff.

FIRST AID

Brisbane First Aid Volunteers provide First Aid services and the location of the first aid area will be advised upon bump in. All incidents must be reported to the Event Management.

GAS APPLIANCES

Gas appliances and fittings are to have A.G.A, A.L.P.G.A approval. Gas cylinders with a capacity no more than 9 kg are to be used inside a tent or marquee and should be secured or created in a way that they cannot be moved. Ring burners must have a fire-resistant material under them at least 6mm thick.

Gas Cylinders older than 10 years are required to be tested and restamped by an authorised agent.

Twin stage regulators are required to control the gas pressure and the regulators are required to be mounted rigidly with the diaphragms in the vertical position.

FIRE EXTINGUISHER / BLANKET

All food outlets must provide a fire blanket and have at least at 20B (E) Dry Chemical Powder (or equivalent) fire extinguisher, each with current test tags. Any food vendors using a deep fryer must also have a 40B(E) Dry Chemical Powder (or equivalent) fire extinguisher.



MARQUEES & TENTS

Stallholders must provide their own marquees which must be in good condition. Event Management does not provide any stall equipment for hire or loan.

Tents/marquees must be of a commercial/heavy duty waterproof standard. All structures must be weighted with at a minimum of 20kg per leg. Any stall without appropriate weights will not be permitted to trade until weights are installed.

Only well-presented professional stalls will be invited to return.

STALLHOLDERS CONDUCT & SECURITY

Stallholders are expected to act in a professional manner at all times. Event Management will not tolerate any offensive comments, unwarranted gossip or bad behaviour towards other stallholders, the public, event staff, volunteers, or The Gathering.

Security of a stallholder's stock, equipment, cash and personal effects is the responsibility of the stallholder. Event Management reserves the right to enter any stall site and remove any signage, picture, poster, written material or any other item considered unsafe, inappropriate or offensive and any unapproved products.

The stallholder is not permitted to consume alcohol on site and smoking is not permitted on the Ipswich Turf Club site.

Stallholders are asked to present positive messages about The Gathering on social media platforms. The posting of negative comments or airing of grievances through any social media platform will result in the stallholder's immediate termination from The Gathering. All grievances can be resolved professionally by other means.

COVID SAFE OPERATIONS

Key requirements for stallholders include:

- COVID-19 infection control: Every stallholder must have completed the COVID-19 infection control training. This training is provided free by the Department of Health, takes only 10 minutes to complete, and can be found [here](#). While only the primary stall contact is required to provide their Certificate of Acknowledgment, we recommend each worker/volunteer complete this training. The certificate must be uploaded with the application form.
- Hand Sanitiser: The Gathering will have hand sanitiser located throughout the venue at key traffic areas. In addition, every stall must have hand sanitiser available to customers.
- Food and beverage vendors: If you are providing food or beverage you must adhere to the Retail Food Services Industry COVID Safe Plan. You must provide The Gathering with a copy of your Safe Work Method Statement that forms part of your Retail Food Services Industry COVID Safe Plan.