TOURISM & EVENTS
Moreton Bay

IMPORTANT INFORMATION

SITES

- TEMB has the right to alter, reallocate and cancel sites if needed. TEMB's decision is final. Additional changes from vendors will not be accepted once payment has been received and no refunds will be issued.
- Stallholders are not permitted to trade outside their designated area (please ensure you provide the correct size of everything in your site)

PHOTOGRAPHY / VIDEOGRAPHY

- By agreeing to take a site, you authorise TEMB to use any photography/ videography taken of your site, including images of your products, and staff for any publicity purposes including publications, promotional flyers, news articles, websites, television, production, newsletters, and magazines.
- By agreeing to take a site, you authorise TEMB to use any image uploaded onto your social media pages or website to promote future events. If you do not authorise this, please advise event staff in writing as soon as possible.
- Use of any image by TEMB for promotional purposes does not guarantee a site at future events.

BEHAVIOUR

- Stallholders that display aggressive or abusive behaviour towards event staff, contractors and volunteers or non-compliance with the event Terms and Conditions and site rules will be asked to leave the event site. If this occurs, the success of future applications may be affected.
- Stallholders must ensure that any additional staff working on event day are aware of the terms and conditions outlined here and are across all information required to trade.

WEATHER

- The Event will proceed in most weather conditions unless it is deemed unsafe to do so by TEMB.
- TEMB will endeavour to notify stallholder at the earliest opportunity of any cancellations or changes to the event due to weather.

SECURITY

- Security is present at all events. Should you require any assistance please contact event staff.
- Ensure your site is set up in a way that you can monitor all aspects of your stall.

LOST CHILDREN

- If you become aware of any lost children at our events, please ensure you make contact with security or event staff immediately, who will come directly to your stall and follow

TEMB's Lost Child procedures. Alternatively, please visit the information tent ASAP to report lost children if no staff or security are around.

PUBLIC LIABILITY

- A valid copy of the company / organisation's public liability to the minimum of $10 million must be forwarded to TEMB prior to the event date. Any stallholders unable to provide a copy of this policy will not be permitted to trade at the event.

WATER

- Water taps are available for use by all stallholders. Please liaise with staff on the day to confirm exact location of taps.
- All water required for your stall must be ported by bucket. No stallholder will have direct access to running water to connect to their site. It is up to the you as the stallholder to provide your own tap key.

FOOD / DESSERT / BEVERAGE

- Food must only be prepared in accordance with City of Moreton Bay's food standards and in line with the Food Act 2006. Please ensure your current licence is on display at the event.
- Officers may be present during the setup and operation times to ensure all food standards are being met. If you have any questions prior to the event, please contact City of Moreton Bay on (07) 3205 0555.
- Please refer to the Food Act 2006 and Food Standards Code fact sheets for all food licencing and sampling.

SITE CLEANLINESS

- Stallholders are to ensure their site is always kept clean and tidy during the event.
- All signage and banners are to be professionally presented.
- No A-frames are to be used at this event.
- At the end of the event, stallholders are to leave their allocated area in a clean and tidy state, removing any litter, spills or by-products from their activities. Should the site require further cleaning at the conclusion of the event, the stallholder will be required to pay the cleaning fee.
- Any equipment brought to the site, either from Stallholders or their suppliers, must be removed from the site at the conclusion of the event. Any equipment left on site will be removed at the expense of the stallholder.
- All food stalls setup in marquees must have a drop sheet that clearly covers the dimensions of the marquee floor (spot checks will occur).
- Disposal of cooking oils and fats are the sole responsibility of the stallholder. YOU ARE NOT PERMITTED TO DISPOSE OF ANY OILS OR LIQUIDS IN TEMB PROVIDED BINS OR COUNCIL BINS ON THE EVENT SITE. IF YOU ARE CAUGHT INCORRECTLY DISPOSING OF WASTE YOU WILL BE REPORTED.

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ELECTRICAL REQUIREMENTS (If Applicable)

- There is limited on-site electricity available at this event. Please see in your confirmation pack the electricity that has been confirmed for your stall. The amount of electricity has been allocated based on the equipment you listed during the application process. If you have any questions as to the amount of power you require, please consult with an electrician prior to the event. You must advise festival organisers as early as possible should your electricity requirements change, as the area allocated to you may not be able to accommodate your new requirements.
- Access to power is by approval only.
- All stallholders must provide their own leads and power boards and ensure they are covered with mats or cable cover. It is recommended that at least two (2) 20m leads be supplied.

  Double adaptors and piggyback plugs must not be used in any circumstances.
- All leads and power boards must be tagged and tested by a qualified person. Event staff or the Event electrician may view your leads and disconnect any that have not been tested within 12months of the event date or any that are unsafe – staff will be doing spot checks.
- Wherever possible, we encourage vendors to use their own generator instead of connecting to site electricity.
- TEMB can only provide 2 x 10amp or 2 x 15amp outlets. Any additional power will not be approved.
- You must disconnect from power no later than 30 minutes after the running time of the event so all assets can be promptly collected. Failure to do so will result in your power being disconnected without warning.

SUSTAINABILITY

- Plastic bags are not permitted at this event. Please ensure you are following QLD Bag Ban guidelines.
- Plastic straws are not permitted at this event. Please source an appropriate substitute if required.

ILLEGAL / SUSPICIOUS ACTIVITIES

- If you notice any illegal or suspicious behaviour, please contact security or event staff ASAP.

WORKPLACE HEALTH AND SAFETY

- Licensed Workplace Health and Safety Officers may be patrolling the site during the event and may approach stalls to ensure setup and operation of the activity is performed in a safe manner. All stallholders must abide by safety directions given by these Officers.
- All marquee weights and other trip hazards are to be clearly marked to prevent incidents. This includes all electrical leads to be covered with mats or cable covers.

- Stallholders must use all equipment in good condition and if required, equipment must display any registration certificate in accordance with regulations governing the activity.
- All guards and safety shields on equipment must be always used with warning signs to be posted on all hazards, any required personal protective equipment or clothing for your activity must be always worn.
- No hazardous substances are permitted on site unless prior clearance is obtained from event staff. If approved, all chemicals must have the appropriate material safety data sheets available and stored in appropriate containers using acceptable decanting equipment.
- Exits must always remain clear and unobstructed.
- Ensure your stall is safe and comfortable, protecting yourself, your customers and your products from rain, wind and UV rays.
- Your gazebo/marquee must have a minimum of three full walls to ensure privacy, protection from the elements and patron safety. If an attendee of an event can easily walk via your stall to restricted areas (e.g. behind your stall), you are putting their safety and the safety of those around you at risk.
- Mesh Window Walls are allowed at TEMB run events, balancing visibility and protection.
- Gazebo weights are mandatory to ensure your gazebo is securely anchored to the ground. Recommended minimum weight is 15-20 kilograms per leg for a standard 3m x 3m gazebo. In areas with strong winds or unstable ground, additional weight may be required.
- Any stall using a gas or electrical appliance to cook or heat food, is required to have fire extinguisher for that class of fire. Where a stall uses oils or fats, a fire blanket is essential. The extinguishers and fire blankets must have an inspection tag attached showing the last test (within six months).

CANCELLATIONS / REFUNDS

- If a confirmed stallholder has paid a site fee and wishes to cancel before the event, this must be received in writing at least three (3) weeks prior to the event date for a refund to occur. TEMB will refund any paid fees in full before this date. Cancellation received after this date will result in no stall fees being refunded.
- All cancellations/withdrawals must be received in writing to vendors@temb.com.au
- In the case of the event being cancelled due to inclement weather or other circumstances, TEMB will refund any paid stall fees in full. However, if the festival goes ahead in inclement weather and the applicant chooses not to attend, no refund will be given.
- Should TEMB find it necessary to cancel or postpone the event, this contract shall cease to exist. TEMB will notify the stallholder either in person, phone or email and shall not be liable to the stallholder for any compensation on the grounds of loss of profits because of the cancellation.

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FIRST AID SECURITY

- First Aid Officers will be available during event operation hours. Please make yourself aware of the location of the First Aid Officer prior to trading. This service is available to all event patrons and vendors should they require first aid services.
- Event security service will be onsite for bump in, bump out and event operating times, however, please ensure you are always monitoring your site, as TEMB shall not be held liable for the loss or damage to stallholders' property while on site for any reason involving the negligence of TEMB or its employees, representatives, or agents.

EMERGENCY PROCEDURES

- In the case of an emergency, event staff will direct all stallholders and patrons to a designated area. Upon this direction, all stallholders must cease service immediately and follow the orders of the event staff. All food stallholders are asked to turn off any gas bottles if safe to do so.
- Emergency plan has been prepared and will be implemented in case of an emergency within the boundaries of the Event. If you are required to call 000/112, please report this to event staff ASAP to ensure we can accommodate all necessary measures for emergency personnel.

IN THE EVENT OF AN EMERGENCY

Vendor Coordinator: (07)3453 4100

Major Emergency: 000 or 112