



Queensland  
Country  
Bank

HOME HILL  
**HARVEST**  
*Festival*

STALLHOLDER KIT  
2024

A: PO Box 654 Home Hill, Queensland  
E: [info@hhharvestfestival.com.au](mailto:info@hhharvestfestival.com.au)

# Queensland Country Bank Home Hill Harvest Festival

## Event Details

	Street Party
Event Date	Saturday, 9 <sup>th</sup> November 2024
Venue	Watsons Green & 9 <sup>th</sup> Street, Home Hill
Operating Times	5pm (approx.) to 10:30pm
Event Co-ordinator	

### YOU MUST HAVE THE FOLLOWING

- Public Liability
- Temporary food Licence ( if applicable)
- Food Handling Licence ( if applicable)
- Paid site fee

## Key Dates for Stall holders

Key Dates	Information Required
18 October 2024	<p><b>Payment and forms <u>must</u> be returned:</b></p> <ul style="list-style-type: none"> <li>• Stallholder application Form</li> <li>• Public Liability Insurance – Certificate of Currency</li> <li>• Lodgement of Temporary Food Stall Licence with Burdekin Shire Council ( if applicable)</li> </ul>
9 November 2024 9am onwards No vehicles to move in the site between 3pm and 9.30pm.	Entry will be from 9 <sup>th</sup> Ave only as the IGA will be opened and their flow of traffic ( exit) is on 9 <sup>th</sup> St. Set up from 9am can be by vehicle access up until 3pm
9 November 2024 After 3pm	<p><b>Before the event starts</b></p> <p>Any stock that needs to be brought into the site after 3pm will need to be trolleyed in. No Vehicle access allowed.</p>
9 November 2024 Approx. 9.30pm <b>No vehicles moving on the site prior to 9:30pm</b>	<p><b>Bump Out</b></p> <p>Stallholders are permitted to remove any items at any time but vehicles will not be permitted to enter the roadway until this time.</p>



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<b>Bump In Access</b>	Stallholder bump-in on 9 November between 09:00am – 3:00pm
<b>Bump out</b>	Stallholder bump-out on 9 November between 9:30pm -11:30pm
<b>Vehicle Access</b>	There is NO designated car parking for stallholders on site unless the vehicle is the stall – there street parking close by to the event.
<b>Cancellation</b>	The Event Organiser in consultation with the Event Owner is entitled to cancel the festival if in the reasonable opinion of the Event Organiser the Festival should be cancelled due to any act in terror, extreme weather conditions or any other event that is beyond the control of the Event Organiser. In such an event, the Event Owner shall endeavour to refund to the Stallholder money paid by the stallholder. The stallholder shall not be entitled to make any other claim. If the stallholder chooses to cancel the agreement within 14 days of the event, then any amounts paid or due by the stallholder, up to and including the time of the Event Owner agreeing to the cancellation, shall remain the property of Home Hill Harvest Festival. The stallholder will have no right to claim any refund of any monies paid or to resist payment of any money unpaid.
<b>Stall Locations</b>	Stall Locations will be provided by the Co-ordinator one (1) week prior to the event. The location of your stall can not be changed without the express agreement of the Co-ordinator
<b>Covid Safe Plan</b>	The event will proceed provided there is no outbreak of Corvid 19 which causes a lockdown. Each stall holder should ensure they meet requirements under the Corvid Safe Plan. Currently advise is that we don't need to check in for an outdoor event however the Committee will have Check in sites for patrons attending.
<b>Site Cost</b>	\$80.00 per 3m x 3m site unless otherwise indicated directly to the co-ordinator
<b>Payments</b>	Full payment of site fees must be provided prior to the event after confirmation of the site allocation. Electronic payments are to be made to Home Hill Harvest Festival via direct deposit to Queensland Country Bank – BSB: 654-000, Acc: 64143312
<b>Public Liability</b>	Stallholders must provide evidence of insurance cover by providing a Certificate of Currency no later than 18 <sup>th</sup> October 2024.
<b>Cash &amp; Eftpos</b>	If you are operating both cash and Eftpos, please ensure you have enough cash float on site – most patrons will pay by card
<b>Food Presentation</b>	All food MUST be served on compostable packaging. No use or distribution of any single- use plastic items such as straws, stirrers, plates, bowls, and cutlery as well as single-use expanded polystyrene takeaway food containers and cups which have been banned in Queensland from 1 September 2021.
<b>Health and Safety</b>	All Food and Beverage stallholders must lodge a Temporary Food Stall Permit Application with Burdekin Shire Council. This permit will need to be displayed on event day.
<b>Fire Extinguishers</b>	A dry chemical fire extinguisher of suitable capacity must be placed in the stall if cooking is conducted within the stall.



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<b>Lighting</b>	The only lighting provided is existing street lighting and some sections of the street are quite dark due to tree cover. Each stallholder must provide their own lighting.
<b>Gas</b>	Stallholders must ensure that all LPG installations comply with the relevant Australian Standards. Please refer to the LPG outdoor checklist - <a href="https://publications.qld.gov.au/dataset/lpg-safety-checklist-for-outdoor-events">https://publications.qld.gov.au/dataset/lpg-safety-checklist-for-outdoor-events</a>
<b>Fit out by Stallholder</b>	This must include: <ul style="list-style-type: none"> <li>• 3x3m Marquee – must be 3-sided (rear wall and two side walls)</li> <li>• Marquee weights – minimum 20kg per marquee leg (marquees can NOT be pegged and are all installed on a concrete surface)</li> <li>• Basic lighting – with extension lead</li> </ul> Other items you may have as part of your setup: <ul style="list-style-type: none"> <li>• Tables, stools, cooking facilities, refrigeration, crockery, serving benches, cash registers.</li> </ul>
<b>Fit out by Food truck</b>	If you are operating out of a food truck, it is our understanding that you will be fully self-sufficient to trade out of your vehicle
<b>Leads and Mats</b>	ALL LEADS AND APPLIANCES MUST BE TAGGED AND TESTED BEFORE YOU ARRIVE ON SITE. You will not be permitted to use untagged leads. Mats provided by the stall holder must be used to cover leads laid across the road.
<b>Water</b>	We have limited access to water. If your stall requires a water connection, please include this requirement on your stallholder form. We may not be able to provide access to water.
<b>Waste Disposal</b>	Burdekin Shire Council will supply wheelie bins for stallholder and public rubbish. The Council will be responsible for ensuring the bins are emptied after the event. Bins liners will be provided. Stallholders are responsible for their own disposal of cooking oil, fats and cardboard. These items <b>MUST NOT</b> be disposed of using the general refuse facilities.
<b>Cleaning</b>	Stallholders will be responsible for ensuring their site is clean after the event.
<b>Weather Contingency</b>	The event will proceed in all weather conditions unless it is deemed unsafe to do so by the Event Coordinator in conjunction with the President of the Home Hill Harvest Festival Committee. In the event of inclement weather, all stallholders will be notified. No stall fees collected by the Home Hill Harvest Festival Committee will be refunded should the event be cancelled either before or during the event.
<b>Security</b>	It is the responsibility of the stallholders to secure their own site, equipment, stock and personal belongings during bump in, during the event and during bump out.
<b>Marketing &amp; Social Media</b>	Stallholders are asked to support the event marketing by sharing social media posts and generating their own posts before and during the festival. Please include <a href="https://www.facebook.com/hhharvestfestival2024">#hhharvestfestival2024</a> in your social media posts and tag: <b>Facebook</b> @hh.harvest.festival or <b>Instagram</b> @homehillharvestfest <b>Event Name: Queensland Country Bank Home Hill Harvest Festival</b>



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<b>Statutory Requirements</b>	The stallholder shall comply with all rules, regulations and requirements of the Event Owner, or any government or semi-government authority department concerning, relating to or affecting all regulations of directions issued by the Qld Fire & Emergency Services, Public Health Authorities (particularly in relation to food items)
<b>Signage</b>	Stallholders should provide their own signage to be installed within their allocated site area. Point of sale signage must be professionally produced or computer generated
<b>Stallholder conduct</b>	Appropriate behaviour is expected of the stallholder, your personnel, agents or contractors. The Event Coordinator has the right to refuse entry to you or your staff, agents or contractors if, in the Event Coordinator's opinion, you or they are intoxicated or behaving in a manner deemed inappropriate. Stallholders are requested to act in the best interest of the event at all times, to adhere to professional and proper consumer trade regulations and to adhere to the required presentation guidelines.
<b>No Smoking Area</b>	The whole site is a smoke free area. Smoking is permitted outside of the event area.
<b>First Aid</b>	Stallholders should be prepared with a small first aid kit. Qld Ambulance will be made aware of our event. A first Aid tent will be onsite.
<b>Canvassing</b>	Stallholders must not canvass patrons or distribute promotional material anywhere in the venue, other than from within your stall.
<b>Restricted Sales</b>	The sale of <i>sticky string and lasers</i> are NOT allowed at this event.

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**Queensland Country Bank  
HOME HILL HARVEST FESTIVAL  
STALLHOLDER APPLICATION FORM**

For assistance please contact: Street Party Coordinator  
or email [info@hhharvestfestival.com.au](mailto:info@hhharvestfestival.com.au)

<b>EVENT</b>	Street Party		
<b>Event Date</b>	9 <sup>th</sup> November 2024		
<b>Application Deadline</b>	18 October 2024		
<b>ORGANISATION DETAILS:</b>			
<b>Organisation Name :</b>			
<b>Address:</b>			
<b>Contact Name :</b>			
<b>Phone Number :</b>			
<b>Email :</b>			
<b>Public Liability Insurance</b>	<b>Certificate of Currency attached (Compulsory)</b>		
<p><i>This authority provides the Queensland Country Bank Home Hill Harvest Festival (including its agent/s and adviser/s) permission to obtain any relevant information on the Public Liability insurance held by me/us. The original of this authority has been provided to the Home Hill Festival Committee Inc. and is available if required.</i></p> <p><i>I/we further declare that I/we will inform the Home Hill Harvest Festival Committee Inc. within seven (7) days of any changes to the policy I/we hold; including, but not limited to, cancellation of the policy, claims against me/us or refusal to renew the policy. Failing to do this may render my/our application invalid.</i></p> <p><b><u>Signed:</u></b></p>			
<b>SITE DETAILS</b>			
<b>No. of sites required</b> (each site is 3m x 3m) unless otherwise required	<b>Total Site Fee</b> \$80.00 per site for one power outlet \$40.00 extra after this.		
<b>Type of Stall</b> (circle)	<b>Food</b>	<b>Merchandise</b>	<b>Activity</b>
<b>Food stallholders must display a copy of their temporary food stall permit</b>			
<b>Detail</b> (including menu items if food)			
<b>ACKNOWLEDGEMENT</b>			
We the undersigned having read all the Rules and Regulations as set down by the Home Hill Harvest Festival Committee Inc. in this form and the Stallholder Information Kit agree to abide by said rules and regulations			
<b>Applicant's Signature:</b>	<b>Date:</b>		



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