



COMING TOGETHER IS BEGINNING; KEEPING TOGETHER IS PROGRESS; WORKING TOGETHER IS SUCCESS
- Henry Ford

Chattogram Club Australia Spring Fair 2026 Stall Hire (Stallholder) Terms & Conditions

Thank you for your interest in participating as a stallholder at the **Chattogram Club Australia Spring Fair**. These Terms & Conditions are designed to ensure a safe, well-organised, and successful event for all participants and attendees. Please read them carefully before submitting your application.

1 General Conditions (Applies to ALL Stallholders)

1.1 Agreement & Application

- These Terms & Conditions apply to all stallholders and form a binding agreement between the **stallholder** and **Chattogram Club Australia Inc.** (the **organiser**).
- Each stallholder must submit a completed application form with accurate and up-to-date information, including:
 - Contact details
 - Description of goods/services
 - Equipment and electrical requirements
 - Relevant certifications (if applicable)

1.2 Stall Approval

- Stall applications are subject to approval and may be accepted or declined at the organiser's discretion.
- Submission of an application does not guarantee a stall allocation until confirmation is issued.
- Incomplete applications or missing documents may result in rejection.

1.3 Payment

- Full payment is required after the application is accepted and or approved.
- Payments must be made via approved methods (e.g. bank transfer or online payment).
- Applications without payment will not be processed.

1.4 Stall Allocation

- Stalls are generally allocated on a **first-come, first-served basis**, subject to event layout and operational requirements.
- The organiser reserves the right to allocate stall locations based on logistics, utilities, and product categories.
- Stall allocations are final and non-transferable without prior written approval.

1.5 Cancellation & Refunds

- Cancellations must be made in writing.
- Refunds will be processed based on the following notice periods:
 - 28 days or more before the event: Full refund minus \$50 administration fee
 - 14–27 days before the event: 50% refund of the stall fee
 - Less than 14 days before the event: No refund
- No refunds will be issued for failure to attend on the event day.
- The organiser is not liable to provide refunds in the event of cancellation due to extreme weather, emergency, or other unforeseen circumstances.
- Any approved refunds will be processed within 14 business days after the event.

1.6 Insurance

- Stallholders must hold valid **public liability insurance (minimum \$10 million coverage)**.
- Proof of insurance must be provided prior to event approval.
- Stallholders operate at their own risk.

1.7 Stall Setup & Operations

- Stallholders must:
 - Set up and pack down within allocated times
 - Operate only within their designated space
 - Follow all instructions from event organisers
- Vehicles are not permitted in stall areas during public hours.

1.8 Equipment & Safety

- Stallholders must bring their own equipment, including extension leads, and appliances (unless otherwise specified).
- All electrical equipment must be **tested and tagged** in accordance with Australian standards.
- Safe operation of all equipment is the responsibility of the stallholder.

1.9 Food Stall Inclusions (Provided by Organiser)

1.9.1 Small Food Stall (Fete Cover):

- Small fete cover space
- 1 x table
- 2 x chairs

- Power point
- Lights

1.9.2 Large Food Stall (Fete Cover):

- Large fete cover space
- 2 x tables
- 2 x chairs
- Power point
- Lights

1.9.3 Food Van Stall:

- 1 x allocated vehicle space
- Access to power (if pre-booked and approved)
- Must be fully self-contained with compliant cooking and safety setup

1.10 Exhibition Stall Inclusions (Non-Food / Retail / Community)

1.10.1 Small Exhibition Stall:

- 1 x allocated stall space
- 1 x table
- 2 x chairs
- Power point
- Light

1.10.2 Large Exhibition Stall:

- 1 x larger allocated stall space
- 2 x tables
- 2 x chairs
- Power points
- Lights

1.11 Additional Requirements

- Stallholders must bring their own heavy-duty extension leads (minimum 20–30m recommended).
- All electrical and cooking equipment must be suitable for outdoor use and comply with Australian standards.
- Any additional power or equipment requirements must be declared in the application and approved in advance.
- Food vans must comply with all relevant vehicle, gas, and fire safety regulations, including having appropriate fire safety equipment.



1.12 Products & Services

- Only approved items listed in the application may be sold or displayed.
- The organiser reserves the right to prohibit or remove any unsuitable or unsafe items.
- Hazardous, offensive, or illegal items are strictly prohibited.

1.13 Food Stall Requirements (if applicable)

- Food vendors must comply with:
 - NSW food safety regulations
 - Local council requirements
 - Safe food handling practices
- Relevant certifications (e.g. Food Safety Supervisor) must be provided.
- Stall inspections may occur during the event.

1.14 Cleanliness & Waste Management

- Stallholders are responsible for maintaining cleanliness throughout the event.
- All waste must be disposed of appropriately.
- Stall areas must be left clean and in original condition.

1.15 Compliance & Conduct

- Stallholders must comply with all applicable laws, safety standards, and event rules.
- Behaviour must be respectful and appropriate for a family-friendly community event.
- The organiser reserves the right to remove any stallholder for non-compliance.

1.16 Liability

- The organiser is not responsible for:
 - Loss, theft, or damage of goods
 - Financial losses or low sales
- Participation is at the stallholder's own risk.

1.17 Indemnity

- Stallholders agree to indemnify and hold harmless **Chattogram Club Australia Inc.** against any claims, damages, or losses arising from their participation.

1.18 Photography & Promotion

- The organiser may take photos/videos of stalls for promotional purposes.

1.19 General

- These Terms & Conditions are governed by the laws of **New South Wales, Australia.**
- The organiser reserves the right to amend these terms if required.

1.20 Stall Operations

- Operate within your allocated space
- No loud or disruptive behaviour
- Follow directions from event staff

1.21 Bump-in & Bump-out

Bump-in (Setup)

- Date: 10 October 2026
- After 08:00 PM
- All vehicles must exit before gates open

Bump-out (Pack Down)

- Date: 11 October 2026
- After 10:00 PM only
- No vehicle movement during event hours

1.22 Parking

- Free parking available for stallholders and attendees

2 Food Stallholders (Additional Requirements)

2.1 Food Safety Compliance

- Must comply with:
 - NSW Food Authority guidelines
 - Local council regulations
 - Australia New Zealand Food Standards Code
- A valid **Food Safety Supervisor (FSS)** certificate is required.

2.2 Registration & Approvals

- Food businesses must be registered/notify relevant authorities where required.
- Copies of all relevant permits must be submitted before approval.

2.3 Food Handling & Hygiene

- Maintain strict hygiene standards:
 - Use gloves/utensils
 - Provide handwashing or sanitising facilities
 - Protect food from contamination
- Food must be stored at safe temperatures.

2.4 Stall Setup Requirements

- Must provide:
 - Appropriate food preparation surfaces
 - Covered display areas

- Waste disposal containers
- Fire safety equipment is mandatory (e.g. fire extinguisher, fire blanket).

2.5 Equipment & Utilities

- Only approved equipment may be used.
- Electrical items must be tested and tagged.
- Gas appliances must comply with safety standards.

2.6 Menu & Pricing

- Clearly display:
 - Menu items
 - Prices
- Only approved items listed in the application may be sold.

2.7 Waste & Cleanliness

- Keep stall clean at all times.
- Dispose of food waste safely and regularly.
- Stall must be left clean at the end of the event.

2.8 Inspections

- Food stalls may be inspected at any time.
- Non-compliance may result in immediate closure without refund.

3. Agreement

By submitting a Stall Application, you agree to comply with these Terms & Conditions.



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