



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

Chattogram Club Australia Spring Fair 2026 Stallholder Handbook

1. Event Overview

- **Date:** Sunday, 11 October 2026
- **Time:** 11:00 AM – 10:00 PM
- **Venue:** [Fairfield Showground](#)
- **Address:** 443 Smithfield Rd, Prairiewood NSW 2176

The Spring Fair is one of the largest multicultural community events in South-West Sydney, bringing together food, culture, entertainment, and local businesses.

2.1 Event Contacts

- Email: info@ctgclub.org
- Email: chattogramclubaustralia@gmail.com
- Website: www.ctgclub.org

2.2 Event Contacts

- Masum – 0432 024 573
- Sadia – 0432 179 268
- Sakina – 0458 821 113
- Tamim – 0433 136 895

3. Stall Categories

- Food Stalls (Small / Large)
- Food Vans / Food Trucks
- Exhibition Stalls (Retail / Community)
- Sponsors & Partners

4. Bump-in (Setup)

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

5. Bump-out (Pack Down)

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

6. Food Stall Inclusions (Provided by Organiser)

6.1 Small Food Stall (Fete Cover):

- Small fete cover space
- 1 x table
- 2 x chairs
- Power point
- Light

6.2 Large Food Stall (Fete Cover):

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

6.3 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

7. Exhibition Stall Inclusions (Non-Food / Retail / Community)

7.1 Small Exhibition Stall:

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

7.2 Large Exhibition Stall:

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

8. Equipment & Safety

- All equipment must be **tested & tagged**
- Bring your own **extension leads (20–30m recommended)**
- Must comply with **Australian safety standards**
- Food vendors must have:
 - Fire extinguisher
 - Fire blanket

9. Food Vendor Requirements

- Food vendors must comply with:
 - NSW food safety regulations
 - Local council requirements
 - Safe food handling practices
- Display:
 - Food Safety Supervisor certificate
 - Menu with pricing
- Maintain hygiene at all times

10. Power & Utilities

- Extra Power must be pre-booked
- Limited capacity – no undeclared appliances
- Overloading may result in shutdown

12. Cleanliness & Waste Management

- Keep stall clean throughout the day
- Use provided bins
- Remove excess waste at end of event

14. Cancellation & Refund Policy

- Cancellations must be made in writing
- Refunds apply as follows:
 - 28+ days: Full refund minus \$50 admin fee
 - 14–27 days: 50% refund
 - <14 days: No refund
- No refunds for no-shows
- No liability for weather or unforeseen cancellations

15. Compliance

- Must follow:
 - NSW laws and regulations
 - Event rules and safety guidelines
- Non-compliance may result in stall closure

16 Parking

- Free parking available for stallholders and attendees

17. Event Day Checklist

Before arriving:

- Insurance certificate
- Food safety documents (if applicable)
- Equipment tested & tagged
- Extension leads packed

11. Stall Operations

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

13. Insurance

- Public Liability Insurance
(**minimum \$10 million**) required
- Must cover event activities

18. Final Notes

- Stall allocations are final
- Follow all instructions from organisers
- Respect other vendors and attendees

We look forward to having you as part of the CCA Spring Fair 2026!

Together, let's create a vibrant and successful community event.



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