



Penola's rich literary history, artists, live music, performing arts, film, kids activities and Coonawarra's fine food and wine. Evolving since 1991.

2024 DOWN the LANE + Kid's Program + Makers Market Stallholder Application,
Terms & Conditions
SUNDAY, MAY the 19th, 10-4pm, Petticoat Lane, PENOLA

Boutique Food Producer, Retailer or Crafter

A small producer that sells pre-packaged, labelled products or maker of their wares.

Gourmet Foodie

A local business or community group that sells a meal, snack or dessert for consumption on site at the festival. Pre-packaged goods may also be sold.

Fine Wine Producer, Beer or other Alcohol Bar

A licenced group that sells a nominated type of alcoholic beverage for consumption at the festival.

Not-for-profit or community service

A local not-for-profit or community service group who provides information only.

STALLHOLDERS & PARTICIPANTS LIABILITY

The stallholder will indemnify and hold the Members of the Event Committee and the Penola Coonawarra Arts Festival harmless from any damage, expense or liability arising from injury or damages. This includes the general public, the exhibitor or others, occurring either in the space occupied by the participant or elsewhere arising out of its occupancy hereunder or anything connected with the said occupancy. **A current certificate of Public Liability with a minimum cover of \$10 million, must accompany the participants and stallholders application. IF you don't have insurance, please notify the Secretary to ascertain if cover is applicable via third party.**

SET-UP & PACK DOWN

Stallholders may supply their own shelter fixtures, fittings, signs, bars, trestles etc. All equipment must be fit for use and in good working condition. A committee member will contact you to confirm likely dimensions of the space you will require (typically 3m x 3m). All best efforts will be made to accommodate all stallholders and the final layout will be decided by the committee and communicated to the stallholder on the day or prior to the festival date. Refer to Set Up details on page 3.

All stallholders are responsible for their own setting up and are required to be set up by 9:45am, ready for trading at 10am and must not pack up before 4pm.

All vehicles must be removed from Petticoat Lane (car free zone) for the event. You will be able to park near the entrance to your designated space and unload until 9am and then park in the adjoining streets prior to setting up. There will be a road closure in place for Petticoat Lane on the day.

A site map with final details of the festival setup will be emailed within the week of the festival.

The stallholder is at all times responsible for the maintenance of their site. All sites must be kept in a safe and tidy condition.

The stallholder is at all times during the festival required to keep their site open and adequately staffed by a responsible person.

ELECTRICAL TESTING AND TAGGING REQUIREMENTS The outward sign of compliance with the Act will be that the equipment bears an electrical test tag to AS3760. If such equipment, fittings or materials are deemed to not comply with OH&S regulations, nor to be safe or unfit for use for any reason what so ever, they shall be removed from the area immediately at the expense of the stallholder.

LIQUOR LICENCE -The Committee will apply for a limited licence to cover the sale and consumption of liquor. This licence will only cover sales of Alcohol for the Sunday of the festival, strictly between the hours of 10:00am and 4pm. This license application will also allow take away sales of sealed bottles. Each stall selling alcohol must have a responsible service of alcohol certificate holder. Details of the licence will be communicated to all appropriate stallholders once it has been granted.

TASTINGS OF FOOD & BEVERAGE Tastings can be offered by a stallholder under COVID safe protocols and at their own discretion. Recommended tasting size for alcohol Producers is no more than 30ml per serve. It is up to the Stallholder to provide plastic cups or alternatives for single tasting if they wish. All Responsible Service of Alcohol Rules apply on the day and failure to adhere to these rules may result in jeopardising future festivals. For a copy of these rules please go to <http://www.ahasa.com.au/liquor/responsible-service-of-alcohol>

SUPPLY AND SALE OF GLASSES AND PLATES The sale of liquor in disposable plastic glasses or your own branded glassware is the responsibility of the individual stallholder and only permitted if the liquor licence allows. Plates, cutlery and serviettes are to be supplied by the stallholder.

FOOD HANDLERS NOTIFICATION

Stallholders involved in the handling of food for sale and/or the sale of food will be required to provide their Food Handlers Notification Number on their application form. Please contact your local council to obtain a FHN.

FOOD SAFETY STANDARDS

Stallholders involved in the handling of food for sale and/or the sale of food must comply with all food safety standards required under the Australia New Zealand Food Standards Code. Supply of Food Business Notification Number available at www.sahealth.sa.gov.au.

AMENDMENTS All matters not covered by these terms and conditions are subject to the discretion of the Committee and the rules and regulations affecting the Festival may be amended at any time by the Committee. Please note, participation is at the discretion of the Event Sub-committee and your involvement will be confirmed in writing via email with all layout and instructions to be adhered to at all times.

STALL CONFIRMATION AND PARTICIPATION FEE Stallholders will be emailed to downthelane@artsfestival.com.au with a limited number of Stallholders and invoice **\$30 Participation Fee**, that will need to be paid by 30th April 2024. Failure to pay this Participation Fee will allow the Sub-Committee to contact another Stallholder.

FAILURE TO COMPLY WITH TERMS AND CONDITIONS

Following the acceptance by the Committee of the participant's application for a stall should the stallholder be unable or unwilling to comply with the terms and conditions set out by the Committee, the Committee may, by written notice, terminate any arrangement between the stallholder and the Committee and may retain any amounts paid by the participant as liquidated damages in reimbursement of management costs and other fees and expenses incurred by the Committee. This may disqualify a stallholder from participating on the day or for any future events.

CANCELLATION OF SITE BOOKING PRIOR TO THE FESTIVAL Following the acceptance by the Committee of the participant's application for a stall should the stallholder be unable to attend the festival the stallholder will notify the festival Secretary in writing via email to downthelane@artsfestival.com.au

CANCELLATION OF THE FESTIVAL DUE TO INCLEMENT WEATHER If the festival needs to be canceled due to the forecast of inclement weather (up to two days beforehand), notice will be given via email and verbal communication.

APPLICATION FORM (1 page)

I agree to become a Stallholder at the coming Penola Coonawarra Arts Festival, Down The Lane & Kid's Program, to be held on Sunday 19th May 2024, once this application has been accepted by the Sub-Committee, and to pay \$30 Participation Fee by 30th April 2024.

Name of Stallholder.....

Representative Name.....

Contact Number..... Email.....

Website, Facebook or/and Instagram

.....

Postal Address.....

- Category:
- Boutique Food Producer, Retailer or Crafter
 - Gourmet Foodie
 - Fine Wine Producer, Beer Bar or other Alcohol Bar
 - Not for Profit or Community Service

Food Premises Notification Number or Liquor Licence Number:

Responsible Service of Alcohol certificate holder:

Description of Set Up (to help with site allocation).....

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All Stallholders are required to setup and pack down on the day of the festival.

Application Form due by 31st March 2024

Terms and Conditions Acceptance

I(Representative Name)
of (Stallholder's Name) have read and understood the terms
and conditions outlined in the "Stallholder Terms and Conditions".

I have attached a copy of the certificate of currency for our Public Liability Insurance (with a minimum cover of \$10 million) as required by the terms and conditions. I agree to follow and comply with the Stallholder Terms and Conditions at all times. I have advised our food handlers' premises notification number. I have also attached a copy of our liquor licence as appropriate.

Signed:..... Date:

Please return a copy of the completed form by 31st March 2024 to:
PCAF- DTL Sub-Committee, c/o Festival Secretary, PO Box 318, Penola, SA 5277
or via email, downthelane@artsfestival.com.au