

Boyne Tannum HookUp

Stallholder Terms and Conditions

Boyne Tannum HookUp Contact:

Rebecca Long (Event Co-ordinator)

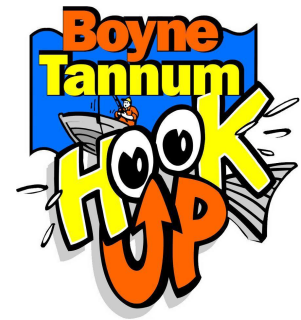
Mobile: 0438 627 021

Email: enquiries@boynetannumhookup.com.au

Jennifer McGuire (President)

Mobile: 0428 743 474

Email: president@boynetannumhookup.com.au



The Boyne Tannum HookUp Event has been capably supported by various stalls; including food, beverages, promotional and entertainment to ensure a family fishing offering for visitors.

For over **24 years** the Boyne Tannum HookUp has been delivering a weekend full of live music, stalls, entertainment and of course fishing. The event offers a number of boats as part of a massive prize pool, including three tagged fish with \$5,000 in prize money attached to each. Crowds start gathering in the park from about 2pm onwards each day to culminate in almost **10,000 people** by the 6pm fish category prize announcements and the \$320,000+ worth of promotional prize draws. The Friday and Saturday nights involve live bands on stage for entertainment and the Sunday night has the massive major prizes drawn and spectacular firework display. All nights finish by 10pm.

The **HookUp is Australia's Biggest Family Fishing Festival**; measured by both size of prize pool and number of entrants. Our vision is for the event to be **Nationally Known and Internationally Recognised**. Whilst conducting this highly successful fishing competition, we provide opportunities for local businesses and community groups to generate income, attract people to the Gladstone Region, and to develop long term partners for the event.

The event has attracted major sponsors over the 24 years, of which many have continued to remain sponsors for the entire time - and new sponsors are coming on board every year.

The Boyne Tannum HookUp Association Incorporated is very proud of this long standing event and believes that through ongoing improvement the event will continue to grow and the local community continues to prosper from it.

The Boyne Tannum HookUp is looking forward to working closely with all HookUp Stallholders in the future because you are a part of our successful event delivery model. So in saying that – I encourage you to follow our Facebook and Instagram pages, share our posts, use the HookUp promotional logo (which can be provided to you) and leverage from our massive family event. Please contact me if you require any resources; such as logo, brochures, signage or tailor your own.

Kind Regards,

Jenni McGuire

Jennifer McGuire
President Boyne Tannum HookUp

STALLHOLDER TERMS AND CONDITIONS

These Terms and Conditions refer to the following types of stalls:

- Promotional Stalls (Including Sponsor Stalls)
- Food & Beverage Stalls
- Merchandise Stalls
- Entertainment Stalls

The following Terms and Conditions apply to all stallholders who have received approval from the Boyne Tannum HookUp Association Inc (BTHU) to trade at the Boyne Tannum HookUp Event. While the following terms and conditions will guide arrangements for all stallholders, the BTHU Management Committee reserves the right to make exceptions as they see fit.

Event Information

Dates

Friday 1st May to Sunday 3rd May, 2020 from 7:00am to 10:00pm

Location

Bray Park, Boyne Island 4680 Queensland

1.0 Application, Variation and Amendment of the Operational Rules

- By accepting allocation of a site and/or by continuing to occupy a site, the Stallholder agrees to abide by these operational rules; and
- Boyne Tannum HookUp Inc reserves the right to vary or amend these operational rules from time to time. The association undertakes to provide Stallholders with four (4) weeks written notice of any such change, after which time, Stallholders will be bound by the new variations and amendments.

2.0 New Stallholder Application Process

- Any person or stallholder who wishes to be considered for a Site must first complete a Stallholder Online Application Process available each year in October/November on the HookUp website www.boynetannumhookup.com.au and accept these *Stallholder Terms and Conditions*.
- The Boyne Tannum HookUp will notify all successful stallholders at least eight (8) weeks prior to the event of their successful application.
- Site Allocation-
 - The position of all stall sites will be allocated at the discretion of the HookUp Management Committee
 - The size of the stall sites will be determined by HookUp Management Committee after all the applications are finalised and the park plan will be available for viewing. Any relocation request would have to be in writing to the HookUp Management Committee and received two (2) weeks in advance of event.

- The Boyne Tannum HookUp Management Committee has the final decision of any relocation requests;
- Responsibilities
 - All personal property in the stall site area shall be at the sole risk of the stallholder. A Security Contractor is engaged for daytime and night time foot patrols for vandalism and loss prevention during the event.

3.0 Stall Fees

All fees must be paid prior to the event

Promotional Stalls:	As per Sponsorship Investment
Food & Beverage Stalls:	\$1,000 + GST or based on Community Partner agreements
Merchandise Stalls:	\$1,000 + GST or based on Sponsorship Investment
Entertainment Stalls:	As per contract agreements

4.0 Insurances

All Stallholders must have their own public liability insurance to the value of \$5M, of which a copy of the Certificate of Currency is to be uploaded during the Stallholder Online Application Process. All public liability insurances must be current.

5.0 Attendance

- Presentation - The stallholder must provide presentable and visually appealing display equipment for their items to be presented on. Boxes, bags, crates etc. must remain out of sight. The Boyne Tannum HookUp Inc has overall control of signage, material and products sold or displayed at the event. Please note that any signage, material or products may be refused inclusion entirely at the discretion of the Management Committee.
- Marquees displaying names of companies that are not sponsors or the name of the stall holder will not be permitted in the park.
- The submitter of the Stallholder Online Application Process is considered to be the designated Stallholder and must occupy the Site at all times, except when on leave. A person designated by the Stallholder may take place of the submitter if the HookUp Event Coordinator is notified and the nominated person has read and signed a copy of this operational rules/policy. In other words – you cannot give your stall away to another person or entity.
- Non-Attendance - If, for any reason, a Stallholder is unable to attend on the days of the event, they must inform the HookUp Event Coordinator by no less than 2-weeks prior to the event.
- Should a Stallholder fail to notify the HookUp Event Coordinator of an absence on the event days by no less than 2-weeks prior to the event, the stall fee will not be reimbursed.

6.0 Site Set Up and Pack Up

Sites must be occupied and set up by 4pm the *day prior to event* or the stall may be reallocated at the HookUp Event Coordinator's discretion. Stallholders can start to access Bray Park stallholder area from 12pm the *day prior to event*.

All stall structures, including tables, tablecloths, chairs, marquees and display materials are to be provided by the stallholder (or as per Contracts and Agreements).

Below are some things to consider when choosing your stall structure:

- Is your structure weighted and fastened in order to keep it from moving if it is a windy day?
- Is your structure visually appealing without any holes, marks or fading?
- Is your structure secure so it will not collapse throughout the duration of the event?
- Does your structure provide adequate cover from sun and rain?
- Will your structure fit within the 3m x 3m allocated space (or as per Contracts and Agreements)?

Pack up must be undertaken Sunday evening after COB of the event or Monday morning before 10:00am after the event completion.

7.0 Site Parking

There will be LIMITED ONSITE PARKING available for Stall holders. So your vehicle may come into Bray Park to set up, un/load materials/equipment; but it must park in designated parking areas only. Any vehicles being parked in the event parkland will need prior agreement of the Event Co-ordinator.

8.0 Licenses, Registrations and Standards

It is the Stallholder's responsibility to ensure that their activity meets Commonwealth, State and Local Government regulations relating to health, fire, safety, vendor's licence requirements, etc.

9.0 Event Cancellation due to Weather Conditions

The HookUp Management Committee will advise all stallholders of cancellations due to inclement weather conditions via Facebook and email.

10.0 Electrical Connections & Outlets

Please note that the power in Bray Park will be in limited supply. Once your application is accepted the HookUp Event Co-ordinator will contact you to ensure that your electrical equipment requirements are identified and can be supported; because additional power outlets will NOT be available on the day.

- All electrical equipment must comply with the Electrical Safety Regulation.
- Please keep the number of appliances to an absolute minimum.
- BTHU urges stallholders to use gas cylinders where possible. Please advise the Event Co-ordinator if you are able to operate from your own generator that you supply – be prepared to advise the Event Co-ordinator the details regarding your supplied generator for example noise emissions, size etc.
- BTHU will supply one safety power board for each marquee if required (not mobile caravans/trailers/transportable).
- 3-phase power is not available.
- Each stall will be supplied with one (1) domestic (240vc/15A) power supply. A maximum of four (4) further outlets per stall are available. Stallholders will be advised if their power requirements exceed the limit.

- Stallholders need to ensure that their electrical cables are not left lying around the parklands to create a trip hazard to the public. Cables along the ground must have cable covers or be elevated to a minimum of 2.4m above the ground.
- Under the Fire Safety Regulations where electrical appliances are used to cook or heat food you are required to have an appropriate fire extinguisher and/or blanket.

11.0 Water Supply & Waste Water

- Please note that the water supply in Bray Park will be in limited supply. Once your application is accepted the HookUp Event Co-ordinator will contact you to ensure that your water requirements are identified and can be supported; because there are only 4 taps in the entire Park with 3 accessible to Stallholders. Stallholders are encouraged to fill their self-sustaining water tanks after-hours of the event so as hoses are not lying over the ground to create trip hazards.
- Waste water needs to be collected and disposed of in the appropriate drainage points because the HookUp does not wish to have waste water making the Bray Park area a quagmire to the many visitors accessing the parklands grassed areas during the event. Note - septic systems needs to be disposed of at Gladstone Regional Council provided dump points.

12.0 Dangerous goods and compressed gases

Stallholders are urged to use gas cylinders where possible. The stallholder shall at all times:

- Keep no more than 1 litre of flammable liquid in an approved container.
- Keep no more than two cylinders of LP gas with each cylinder not exceeding 25 litres.
- Secure any cylinder of inert gas therein placed to prevent dislodgement.
- Under the Fire Safety Regulations where gas appliances are used to cook or heat food you are required to have an appropriate fire extinguisher and/or blanket.

13.0 Conduct

All Stallholders and their staff are to:

- Conduct themselves in a responsible manner, not bringing any disrepute to themselves or the BTHU event or Management Committee;
- Act honestly and with integrity; and
- Be competent in their role within the event.

14.0 Disputes and Complaints

- Any stallholder that has any reason for complaint, must lodge in writing details of the dispute and send via email to the President of the BTHU (Contact details as provided in this Rules document).
- If the dispute is urgent, the HookUp Event Coordinator can be contacted, however it may not be possible to solve the dispute on the spot.
- The complaint received in writing will be addressed at the next BTHU Management Committee, after which the complainant will be contacted by a representative of the Committee.

15.0 Environmental Protection

- Waste disposal including liquid waste is the responsibility of the Stallholder. Dumping of liquid waste including cooking oils will be reported to council and the Government Department.
- All stall holders are to dispose of waste into tied bags into the appropriate covered industrial bins – **waste is not to be disposed of in the park wheelie bins available for the general public.**
- Care given to packaging and the effect it will have on the river and surrounding areas e.g. plastic bags be removed from items before sale and disposed of appropriately; no individually wrapped lollies; no helium balloons or unrestrained balloon to be sold or given away.
- Stallholders need to focus on the level and nature of waste generated from your stall.
- Place an effort into reduction of single use drinking bottles, plastic drinking straws, plastic cups etc.
- Please recycle all aluminium cans in the can cages provided beside the stallholder area.
- Please break-down/flatten all cardboard boxes and recycle into the cardboard bins provided beside the stallholder area.

16.0 Specific Stallholder Rules:

If selling food or beverages, the stallholder must:-

- Strictly observe all requirements under the Public Health Act and local council by-laws concerning the preparation, storage, display and sale of food and beverages.
- Ensure that all food complies with all safety regulations having obtained all relevant permits from the proper authorities.
- All products for sale must be clearly priced by the use of display cards, or on product packaging.
- If stallholders use scales they should be tested and certified.

17.0 Inspection

The stall may be inspected at any time by an authorized Council Environmental Health Officer to ensure compliance with legislative requirements. The officer should not be impeded by the stallholder in carrying out their duties.

18.0 Entertainment Operational Rules

- All entertainers (including facepainters, rides and slides etc) must operate in accordance with these Stallholder Rules including - being booked and allocated a Site by the HookUp Event Coordinator prior to the event and holding current Public Liability Insurance of \$5M.
- The HookUp Event Coordinator must approve any amplified sound system before being used.
- The HookUp Event Coordinator will monitor noise volume levels throughout the day and any direction to adjust the level must be followed immediately.

- Mobile amusement devices must operate in accordance with all legislative requirements.

19.0 Merchandising Stalls

- Sponsors are invited to have display or promotional stalls at the event. However if sponsors or other out of town companies wish to sell merchandise, this must be done through a local Gladstone Region distributor.
- All merchandise sold must be legal and suitable for all age groups (no adult products, products displaying coarse or derogatory language or images, knives, laser pointers, replica weapons or dangerous goods will be permitted).
- Merchandise must be as described in the stallholder's application, unless otherwise agreed in writing by Boyne Tannum HookUp. Stallholders who provide false or misleading information regarding the products to be sold may be disqualified from trading.

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