



SUNBURY COMMUNITY FESTIVAL

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Alcohol

It is a by-law of Hume City Council to not drink alcohol in a 'public place'. For the purposes of the Festival and all associated activities, all areas of the Sunbury Community Festival (SunFest) including but not limited to the Village Green and its surrounding area(s) are deemed to be a 'public place'. If a participant or patron is found to be under the influence of alcohol, seen to be consuming alcohol, or with an open container of alcohol, they will be asked to leave by a SunFest Representative or their delegate. In addition, such person(s) may be directed to Victoria Police and/or Hume City Council and may be subject to further sanctions and/or actions. On the spot fines (of 8 penalty units) may be issued by Hume City Council or Victoria Police.

Banners and Flags

For Occupational Health and Safety (OH&S) requirements, no banners are to obstruct clear vision along pathways, nor impede foot traffic. SunFest Representatives have the right to remove or relocate any banners / flags / signage at their discretion for the purposes of maintaining Occupational Health and Safety, Festival Appearance, Stall Holder Fairness, or any other practical reasons the Representative sees fit.

Battle of the School Choirs

This is a contest open to all Primary Schools in the district. From time to time there may be a voucher or prize money awarded to the winner(s). There are individual trophies for 1st, 2nd and 3rd which are awarded on the day. Please see our website for further details www.sunfest.org.au.

Bump In (Arrival) and Bump Out (Departure)

Stall Holders **must** comply with the directions of the SunFest Representative whilst bumping in and/or out at **all** times.

On Saturday

- Food Stall Holders to bump in (arrive) between 6:00am – 7:00am
- All other Stall Holders to bump in (arrive) between 7:00am – 8:00am
- All vehicles must be off the Village Green by 8:30am
- All stalls need to be ready to trade by 9:00am
- There are only two options for bump out (depart) between 5:00pm – 6:00pm **or** after 11:00pm.
- Stall Holders departing between 5:00pm – 6:00pm **must** be escorted by a SunFest Representative.
- **All** vehicles **must** display their hazard lights whilst moving about the Village Green

On Sunday

- All Stall Holders to bump in (arrive) between 8:00am – 9:00am.
- All vehicles must be off the Village Green by 9:30am and all stalls need to be ready to trade at 10:00am.
- Bump out time (depart) is between 3:00pm – 4:00pm.

Cancellations

If a Stall Holder needs to cancel their registration, they must do so in writing to the Stalls Coordinator via email stalls@sunfest.org.au as soon as possible, and **must** be before the application closing date. There is a \$50.00 cancellation fee if you withdraw your registration within 10 business days of the Festival. Reimbursement to the Stall Holder of their stall fees, of pre festival cancellation, should be paid within 30 days of cancellation and made only via Electronic Funds Transfer. Please include your BSB and account details with your withdrawal notice. For further information see 'Refunds and No Shows'.

Closing Dates, Late Applications and "On The Day" Registrations

- All closing times can be found on the website www.sunfest.org.au.

- Late Stall Holder Registrations will only be considered if vacancies exist at the discretion of the SunFest Stalls Coordinator.
- 'On the Day' registrations may be accepted for the Grand Street Parade at the discretion of the SunFest Committee;
- 'On the Day' registrations for the Colour Run may be made available for persons who missed the 'Eventbrite' registrations process. Such registrations will be accepted at the Colour Run form-up point prior to the commencement of the Colour Run and will involve the use of EFTPOS only. Cash facilities may not be available so please ensure that you are prepared for EFT just in case.
- Late registration for Entertainment entrants may be considered at the discretion of the Stage Entertainment Coordinator.

Community Performers

By participating in SunFest, (hereinafter referred to as "the Festival"), performers, entertainers and / or participants affirm that they have read, understood, and agreed to abide by this 'Code of Conduct' and the 'Terms and Conditions' in its entirety:

1. **Politeness and Professionalism:** Performers are expected to conduct themselves with utmost politeness and professionalism at all times while participating in the Festival. This includes interactions with fellow performers, SunFest Representatives, volunteers, attendees, and any other individuals associated with the Festival.
2. **Respectful Behaviour:** Performers and their entourage shall treat all individuals involved in the Festival with respect and consideration, regardless of their background, race, ethnicity, gender, sexual orientation, disability, or any other characteristic. Any form of discriminatory, offensive, or harassing behaviour will not be tolerated.
3. **Appropriate Conduct:** Performers and their entourage are required to maintain behaviour that is suitable for a family-friendly event. This encompasses refraining from using profanity, engaging in inappropriate gestures, or engaging in any activity that may be deemed offensive or inappropriate by a reasonable standard.
4. **Compliance with Laws and Regulations:** Performers and their entourage must adhere to all applicable local, state, and federal laws and regulations during their participation in the Festival. This includes but is not limited to laws related to substance use, public safety, copyright and plagiarism, OH&S and public decency.
5. **Exclusive Right to Stop a Performance or Entertainment Component:** If at any time the entertainment team or their suitable delegate feel that a performance, act, or other similar entertainment component is not suitable, or acting in a way deemed inappropriate which may include but not limited to; there is an unnecessary delay in commencing, offensive material or actions, poor performance or any other action or reason that he or she feels necessary to provide a suitable and appropriate festival for all patrons, that they will immediately 'cut off' or suspend the act/performance or entertainment without any prior warning or consent. Such action will not induce a refund, remuneration or compensation. Further action(s) may be taken if appropriate and may include but not limited to expulsion from applying for a future festival(s).
6. **Dress Code:** Performers are expected to adhere to a dress code that is appropriate for a public event. Clothing choices should be modest and not overly revealing or offensive.
7. **Social Media and Public Communication:** Performers and their entourage should exercise discretion and responsibility when using social media or other public communication platforms during the Festival. Negative or harmful remarks that reflect poorly on the Festival or its participants will not be tolerated under any circumstances.
8. **Consequences of Violation:** Failure to comply with this Code of Conduct may result in actions that may include, but are not limited to, warnings, temporary suspension from performing, or expulsion from the Festival without a refund.
9. **Working with Children Check (WWCC):** All adults inclusive of anyone assisting any community performers must have their Working with Children Check (WWCC) (or industry equivalent) with them at all times during the Festival and produced if requested by the appropriate persons.
10. **Public Liability Insurance:** All Community Groups/Performers must hold a current Public Liability Insurance Certificate valued at no less than \$10million.
11. **Photography Consent:** All Community Groups / Performers must agree to being reasonably photographed, Photos may be posted on SunFest's social media, SunFest website and/or utilised for promotional purposes.

12. **Primary Contact Person:** The Performer Primary Contact Person who submits the Performance Application, must ensure and be responsible for all entourage members, parents and helpers being informed of all the conditions for performers at Sunfest.

SunFest reserves the right to update or modify this 'Code of Conduct' and / or 'Terms and Conditions' as necessary and will make available any changes where appropriate.

Competitions and Raffle Tickets

Only Sponsors and/or Stall Holders with prior approval are permitted to conduct competitions. Only Community (Not-for-profit) organisations may sell Raffle Tickets at the Festival, and they must satisfy the conditions of the Victorian Gambling and Casino Control Commission (VGCCC) and make available (upon request) this approval prior to the commencement of Festival. Any such activities, provided that the appropriate permissions have been gained from the Victorian Gambling and Casino Control Commission, must also be approved by a SunFest Representative at least 28 days prior to the festival date in writing.

Confirmation of Registration

Applicants should be advised approximately 10 days after the closing date of their successful or unsuccessful application via email. The closing date(s) will be made available on Social Media and/or via the SunFest website.

Contractors

Professional Trade Contractors may be made available or on hand during the Festival. If any Stall Holder, Service Provider or participant requires a trade contractor they must liaise directly with the Chief Fire Warden, Operations Lead or Stall Coordinator (or their suitable delegate) to arrange this request. Post discussion with the SunFest approved delegate, if you do call in your own trade or contractor, they must register at the Information / Entertainment Marquee (as advised by the SunFest Representative) before starting any work(s) or service. All associated costs **will** be borne by you.

Correct Information on Stall and Parade Application

All applicants must ensure they answer all questions honestly and accurately. Failure to provide correct information will render your application invalid. If a SunFest Representative is unable to contact any applicant(s) to confirm or clarify any information this will also render an application null and void. No further correspondence will be made by the SunFest Representative or their delegate to the applicant, after the initial attempt(s) to seek the information and will be considered an abandoned application.

Decorations and Displays

We encourage all Stall Holders and Grand Street Parade participants to decorate their stalls or parade admission with appropriate displays. Please be aware safety is paramount and display(s) must remain within your allocated site and comply with all Occupational Health and Safety requirements. All Stall Holders must display their organisation or Business name clearly on their Stall (preferably in the form of a banner at the top of the stall). All signs must comply with the same requirements as outlined in 'Banners and Flags'

Early Departures

Stall Holders who wish to bump out (leave) between 5:00pm – 6:00pm on Saturday will only be allowed to move their vehicles on and off the Village Green with the assistance of a Steward or SunFest Representative. Vehicles **must** always display flashing hazard lights when on the Village Green. Stall Holders **must** comply with the directions of the SunFest Representative whilst bumping in and / or out at **all** times.

Electrical Leads, Power Boards and Electrical Items

Due to various reasons, SunFest is no longer able to supply power to Stall Holders / Sites.

- All Stall Holders requiring power must supply their own generators that are of a suitable type, size and fit for purpose. Generators must be in an open space and allow for ventilation of Carbon Dioxide gasses away from the stall and other stall holders. At all times Stall Holders must comply with all safety aspects in relation to the safe use of their generators. Stall Holders must be respectful and take all reasonable steps to ensure OH&S and consider the Environment.
- No extension leads or power boards will be supplied by SunFest.
- Any power implement (power board or power lead etc.) must be tested and tagged within the last 6 months regardless of the age of the power device.
- All electrical items must be of acceptable quality and stall holders must allow any SunFest Representative to inspect their equipment upon request. Failure to comply or refuse access will render the stall site non – compliant and the Stall Holder will be forced to leave the Village Green with no compensation or re-imburement.
- As at July 2008 OH&S regulations mandate that all 3 pin power plugs must be insulated (top two prongs only). Please ensure that you comply with this requirement prior to attending Festival. If you need further clarification, please contact an Electrical Contractor.

Emergency Contact Listing

SunFest will make available an 'Emergency Contact Listing' outlining key Emergency Information for the duration of the Festival. This document must be held and/or displayed within your stall for the duration of the event.

Emergency Services Participating in Festival Events

Emergency Services participating in SunFest will be located in a suitable location on the Village Green to facilitate Operational Requirements (response to an Emergency Call). Such location will be decided by the Stalls Coordinator and Operations Team, in consultation with the attending emergency service(s) to ensure suitability. During the Grand Street Parade, Emergency Vehicles are to 'form up' and remain at the front and/or back of the Parade for the purposes of maintaining operational capability in responding to an Emergency Response.

Emergency Vehicle Access and Egress

The main access / egress for Emergency Vehicles is via St Marys Church Carpark on O'Shanassy Street. Emergency Vehicles may however also enter and exit from Brook Street or Barkly Street or any other suitable location as required by the Emergency Services Organisation(s). SunFest or their delegate reserve the right to relocate or shut down a stall for the purposes of allowing an Emergency Vehicle or Emergency Services Representative to access the Village Green. At no time will compensation be provided for any such requirement.

Entrance to the Village Green

The only entrance to the Village Green is via the St Mary's Anglican Church carpark on O'Shanassy Street. Under no circumstances, (at any time), must any vehicle, piece of equipment or any other such item inhibit the access or egress to the Village Green.

Event Staff, Volunteers and Stewards

All SunFest Committee members known as 'Event Staff' and 'Friends of SunFest' are volunteers and will be clearly visible by wearing SunFest 'Event Staff' T-Shirts and/or 'Event Staff' hi visibility safety vests. In case of emergency the Chief Fire Warden and Deputy Fire Wardens are clearly visible by their vest. All Event Staff have a current Working with Children Check (WWCC). Friends of SunFest assist the Event Staff. Stewards will be wearing yellow or orange vest. Stewards have the important role of safely escorting vehicles on and off the Village Green. A reminder to all Stall Holders, contractors and other attendees, that all SunFest Event Staff and Friends of SunFest are volunteers. It is an expectation that they be treated respectfully. Anyone found to behaving in a disrespectful manner towards SunFest Volunteers or other Festival Representatives will be asked to leave immediately.

Fair Trading

The Festival Committee will not accept Stall Registration Forms from (and reserves the right to suspend or terminate without any compensation) any group(s) or individuals who provide activities, services or materials which are deemed as offensive, discriminatory or defamatory, or are in direct conflict with Festival Sponsors, Hume City Council or any other party as accepted on reasonable grounds by the committee or their Representative(s). Those parties who do not have a paid and approved stall at SunFest are not permitted to sell, distribute, market or advertise promotional materials or products on the Village Green (and surrounding areas) during the Festival. All branded goods must be accompanied by appropriate documentation. No Counterfeit goods are to be sold or endorsed at any time.

Fees and Charges

Stall Holder Fees and Charges are as per the schedule found on the SunFest website (www.sunfest.org.au) any extra charge/s or fines will be borne by the applicant. There are no fees associated with The Grand Street Parade. SunFest wishes to encourage and provide a platform to showcase as many of our local and regional community groups and/or organisations as practicable. Fees are subject to change without notice and as such; applicants must make themselves familiar with the schedule of fees or charges that are made available on the website.

Fire Extinguishers

All Food Vendors (or any stall holders who have an ignition source) **must** have a current operational Fire Extinguisher (which is suitable to their stall type and the hazards and risks associated with their stall type) and/or a Fire Blanket available inside their Stall or Site at all times. A Stall Holder must allow access to a SunFest Representative for the purposes of inspection for compliance of this ruling. A Stall Holder (or Food Vendor) may be refused trading or be asked to leave (without compensation) for failing to abide by this clause.

Food Provider Stall Holders

Under the Victorian Food Act 1984 (Food Act), all food premises are required to acquire registration from or provide notification to their registering council before selling food. This includes fixed premises, such as cafes and restaurants, and all temporary and mobile food premises, such as market stalls or food vans. You can register your temporary or mobile food premises with your local council using FoodTrader. FoodTrader will allow you to

- apply for registration or notification under the Food Act with Hume City Council
- manage your registrations and associated documents
- lodge Statements of Trade (SOTs) for attendance at SunFest

All Food Provider Stall Holders will also be required to comply with Hume City Council's Health Department requirements. For further information on where you can trade and FoodTrader location enquiries, please contact Hume City Council's Local Laws Department on [9205 2200](tel:92052200). Or, you can contact Hume City Council's Public Health Unit on [9205 2200](tel:92052200) for further information. Please note, Hume City Council staff or Representatives may be onsite during the festival to ensure compliance with the above.

Grand Street Parade

The Grand Street Parade is on Saturday of the Festival at 12:30pm. Participants and 'On Day Registration' applicants must announce their arrival to the Grand Street Parade Marshall located in Evans Street. It is advisable that you arrive and set up early opposite Perry's Stock and Pet Supplies store (1 Harker Street, Sunbury 3429) from 11:30am.

- Each entrant will be issued with an entrant number (paddle)
- Each entrant is to display their number by holding the number or attach this number to the right hand side of their banner.
- After the parade your entrant number (paddle) is to be returned to the Information / Entertainment Marquee.
- The end of the parade is in front of the Main Stage on the Village Green
- All Vehicles must turn West down Brook Street away from the Village Green

At all times, entrants must follow the directions of SunFest Representatives or their delegated person(s) as well as the Traffic Control Contractor and/or any other safety official. Their direction(s) are to ensure a safe and compliant route in accordance with permits and or documentation. The Festival Representatives (or their delegated Representative) reserves the right to suspend or terminate (without any compensation) any group(s) or individuals who act in a manner which is deemed as offensive, discriminatory or defamatory, or are in direct conflict with Festival Sponsors, Hume City Council (or any other party), or act in a manner which is unsafe or unruly or disruptive.

Grand Street Parade Marshal

It is the role of the Grand Street Parade Marshal to ensure that all participants have a safe and fun experience. Therefore, it is important that all Parade Coordinators/Groups follow all directions as given by the Grand Street Parade Marshal or other SunFest Representatives at all times. For further information please email parade@sunfest.org.au

Hume City Council Event Safety Officer

Hume City Council will have an 'Event Safety Officer' present (or a suitably allocated delegate) at this Festival to inspect Stall Holders and public safety and reserves the right to request cessation of activities performed by groups or individuals where Council's safety requirements are not met. Any breach may incur a fine by the affected party or any agents of their operation(s).

Identification

Stall Holders and Sponsors must show their receipt as Identification, when bumping in on both Saturday and/or Sunday morning. Performers must present themselves to our Stage Manager/s per the time suggested on the schedule. Times and the schedule can be found on our website www.sunfest.org.au. Service Providers must present themselves to the Information / Entertainment Marquee (as indicated on the event map on the website) prior to assisting in Festival activities.

Incident Report

If any person has any incident, they must fill in an 'Incident Report' available from the Information Marquee. The completed 'Incident Report' must be submitted during the Festival. No 'Incident Report' will be accepted post event. All reports will be addressed, where possible during the Festival, otherwise all matters will be addressed by the SunFest Committee as soon as practicable after the Festival weekend.

Indemnity

It is a requirement that all contractors or individuals have in place, current public and products liability insurance (where products are sold or supplied). Therefore, by submitting and signing the appropriate Registration Form you thereby agree to indemnify and keep indemnified and to hold harmless the SunFest Committee, our volunteers and agents from and against all actions, costs, claims, charges, expenses and damages whatsoever, which may be brought or made against them.

Instructions

During SunFest all Stall Holders and other entrants will need to follow any instructions given to them by Festival 'Event Staff', City of Hume City Council Inspectors, Festival Security, Emergency Services Officials, Traffic Management Contractors or any other party or agent as allocated by the Sunbury Community Festival Committee. Such instructions are given in good faith with regard to festival continuity, compliance, safety and/or any other such reason as the individual or their delegated official sees fit.

Insurance

All Stall Holders must have Public Liability Insurance for cover of no less than \$10 Million dollars. SunFest requires all Stall Holders, Sponsors, Service Providers, and Paid Performers, Contractors or Individuals who participate in the SunFest activities to provide proof of Insurance in what is called a 'Certificate of

Currency'. The only exemption to this requirement is the Battle of the School Choirs. (See Indemnity) All vehicles brought on to the Village Green for any reason must be fully registered and insured.

Irrigation Pipes

Due to irrigation pipes laid within the lawn of the Village Green it is mandatory that **no** tent pegs be used on the Village Green. Any Damage incurred on your stall site due to tent pegs, Hume City Council will apply additional charges and a possible fine. It is suggested you replace your pegs with weighted containers (filled with water or sand) instead to secure your shelter.

Items for Sale by Stall Holders

All items sold at the Festival must be declared on your Stall Registration Form. If you need more area, please provide a list detailing all items sold and attach to the Application Form. This will provide us with valuable information when allocating your stall site. We do not wish to have 2 or more similar stalls next to each other. If you do not list an item, you cannot sell it during the Festival. The more information you provide the better we can assist you, the better your sales.

Judging Panel for the Grand Street Parade

The Grand Street Parade is a judged event by our guest panel, made up of Parade Sponsors, Hume City Council Representative, Local MP's and one or two others. The judging panel score each entrant accordingly. There are six (6) categories which you may enter. The Arts (Best Themed Entry), Business Sector, Community Group, Best Float, Schools and Sports Category.

Maps

It is important that all participants to the Festival become familiar with the Village Green or the event footprint. All maps and information can be found on our website www.sunfest.org.au or via social media.

Marketing, Media and Public Relations

By submitting the appropriate Registration Forms you are accepting (and give permission for) the SunFest Committee or their delegate(s) to take photographs and/or video footage of you and if required share this content via local Media (Newspaper and Radio), Social Media and/or post on the SunFest Website. On providing this permission, it is accepted that the Festival Committee may use these images or video, (in part or in full) and without acknowledgement of entitlement to any remuneration now or in the future, for the further promotion of SunFest. If you do not give permission for any Media coverage you must submit this in writing to the Festival Secretary, along with your Registration Form.

Music at the Festival

- Stall Holders, Sponsors and Service Providers may have music playing on their site; however for the comfort of all concerned there will be a restriction placed on the volume. Your music must only be heard from within your site.
- Grand Street Parade participants may also have music as part of their 'showcase' however we ask that the volume not be so loud that it takes away from the enjoyment of other participants. All participants with music will be dispersed within the parade at intervals of 2 or 3 groupings; this will ensure there is no noise overflows.
- SunFest reserves the right to terminate the playing of any music that is deemed offensive or inappropriate, without prior notice, in order to maintain a respectful and enjoyable environment for all attendees. Such action will be taken at the discretion of SunFest Representative.

Operations Times

SunFest will commence on Saturday from 9:00am to 11:00pm and on Sunday from 10:00am to 3:00pm. The SunFest Colour Run activities will start for walkers and runners from 10:00am.

Parking during Festival Weekend

All Vehicles are to be parked off the Village Green and must be parked in appropriate parking bays/spaces. Please ensure that you obey all parking regulations.

Payment of Fees and Charges

- Stall Holders One stall site size is 3m x 3m. If your site requirement exceeds this size you are required to register for an extra site or sites.
- Each additional site is another 3m x 3m.
- Each additional site will incur another site fee.
- Please see application form and fees / price schedule.
- All fees can be found on our website www.sunfest.org.au
- Ensure when measuring your site size you include vehicle tow bars and trailer draw bars.

A Tax invoice for Stall fees will be forward to you upon receipt and approval of your Stall Registration via Electronic Funds Transfer (EFT). The Electronic Fund Transfer details are outlined below:

BSB: 633000

Account: 144173481

Name: Sunbury Community Festival

Branch: Bendigo Bank – Sunbury

Please provide your Reference ID on your EFT and payment must then be made in full by the due date shown on your Tax invoice.

SunFest reserves the right to cancel any Stall Holder's Application if payment is not received by the due date on the Tax Invoice.

SunFest Colour Run Entrants can make cash or EFTPOS payments at registration on the day of the event or can register and pay online via 'Eventbrite' to which details can be found on our website www.sunfest.org.au or via our Social Media Platforms

Photos - Stall Holder and Entrants

All Stall Holders must provide two (2) current colour photos of their Stall or entry. One (1) x full front view and one (1) x full side view.

Questions

Please direct any stalls related questions before the Festival to email stalls@sunfest.org.au **OR** any entertainment questions to entertainment@sunfest.org.au **OR** Grand Street Parade questions to parade@sunfest.org.au **OR** any Volunteer or General enquiries to info@sunfest.org.au

Further information can be found on our website under 'contact us' www.sunfest.org.au

During the Festival please direct all questions to the Information / Entertainment Marquee.

Refunds and No Shows

Refunds will **NOT** be given for non-attendance. Refunds for cancellations prior to event day are in accordance with the 'Cancellations' section of these terms and conditions.

Registration Form Review

All registration forms will be reviewed by the appropriate SunFest Coordinator to ensure all requirements have been met, to assess the appropriateness and to categorise the applicants' involvement in the Festival.

Registration Forms

Registration Forms mentioned refer to the appropriate forms to do with events contained within this Festival.

Risk Management Report and Strategic Emergency Response

A Risk Management Report and Strategic Emergency Response Plan has been completed and forwarded to Hume City Council. In the unlikely event of an incident, this plan will be put into place. All Stall Holders and entrants are to follow the instructions of Events Staff, Wardens and Emergency Services at all times. To avoid any doubt or confusion, all patrons, attendees, stall holders, vendors, suppliers, contractors, event staff and emergency services will follow the directions of the most senior warden or emergency services official(s). SunFest will not be responsible for refund or compensation due to a need to suspend, cancel or postpone the festival due to any Emergency Situation or other un-foreseen circumstances.

Site Allocations

The SunFest Committee reserves the right to refuse any applicant and will make all reasonable attempts to ensure that it does not disadvantage or discriminate against applicants. SunFest also reserves the right to re-direct Stall Holders for reasons such as (but not limited to) any Occupational Health and Safety issues, matters pertaining to stall location or their current site, or to suit the operational requirements of SunFest. In fairness to all other participants, stall holders must not exceed their allocated site size or this will incur an extra stall charge. Stall holder vehicle(s) or any extra equipment is not to remain on the Village Green post bump in. Prior written approval may be granted by the SunFest Stalls Committee on a case-by-case basis. This written approval will be provided post application approval. Paperwork pertaining to the exemption must be held for the entirety of the stall holders time on the Village Green and made available upon request by a SunFest Representative.

Special Interest Groups

Special Interest Groups include but are not limited to Religious/Political/Minority Organisations. SunFest is an all-inclusive event and as such caters to all facets of the community to this end, stalls classed as Special Interest must adhere to the following SunFest Policy/Code of Conduct:

- No material is to be distributed outside the confines of your stall.
- No spruiking of any kind.
- All materials for distribution must not contain statements that are illegal, fraudulent, defamatory, offensive, obscene, pornographic, threatening, insightful or could lead to a harassment case based on sex, race, political affiliation, disability or other protected status.
- Candidates of any political party must ONLY be promoting themselves and not their political affiliation.
- Candidates are encouraged to promote the work they are doing through brochures and handouts but banners at the front of the stall must be promoting the candidate and not the political party.
- Should any brochures or handouts end up as litter or junk within the Village Green by patrons – SunFest Representatives have the authority to suspend the distribution of the material and instruct the Stall Holder to arrange for their handouts or documents be collected / picked up at the expense of the Stall Holder.

String Spray, Confetti, Balloons and Graffiti

String spray, confetti, balloons and graffiti is not permitted at the Village Green. Vendors are not permitted to sell Spray Paint to Under 18's. Any vendor who breaches these rules may be asked to leave the Festival with no compensation. Any person found in breach will be referred to the authorities for further penalty.

Total Fire Ban

In the event of a Total Fire Ban, it is the Stall Holder or applicants responsibility to ensure compliance with the requirements of the Total Fire Ban. For further information and requirements, please refer <https://www.cfa.vic.gov.au/warnings-restrictions/fire-danger-period-restrictions> **and** <https://www.frv.vic.gov.au/total-fire-ban-safety> . In the event of a Catastrophic Fire Danger Rating (or Total Fire Ban) the event may be cancelled or postponed or portions of the event (i.e. Fireworks, Parade or

Colour Run) may be cancelled or suspended or modified without notice. SunFest reserves the right to suspend, cancel or review (without compensation or further correspondence) the operations of the festival based on Fire Danger Rating or Risk(s) as issued or identified by the Country Fire Authority and/or the Bureau of Meteorology.

Traffic Management

The Traffic Management contractor (or their delegate) is in charge of any requirement for road closures, barricades and traffic flow. Traffic Management Contractor will close off any roads as permitted under the SunFest Traffic Management Plan. This area is to be used for Festival use only. The contractor will also apply a Traffic Management Plan and implement flow control for the 'Grand Street Parade', 'Torchlight Parade', 'Colour Run' or any other such activities as directed by the Committee or their delegate(s). The Traffic Management Contractor is responsible for closing off of the surrounding roads and car parks as deemed necessary to suit the operational requirements of the Festival. Any questions relating to the Traffic Management Plan(s), or its implementation, should be directed to the Traffic Management contractor.

Variety of Stalls

The number of Stalls at the Festival will be limited. This is to ensure there is a variety of stalls and not too many of one type of stall and to ensure fairness, suitability and operational requirements of the festival.

Vehicle Movement

Stall Holders, Sponsors and Service Providers entrants must arrive at the set times and via the correct entrance. Vehicles may be allowed on the Village Green for the purpose of unpacking, setting up or packing up only. Once the Stall Holder is ready to operate, their vehicle must be removed from the Village Green. Only Commercial Vans may remain with the appropriate permissions and approvals. No other vehicles are to remain on the Village Green without prior approval of the Festival Management. Vehicles are not permitted to move around on the Village Green without the escort of a steward or SunFest Representative and **must** display their hazard lights at **all times**.

Waste Management

Bins will be provided at various locations around the Village Green. These bins are for the use of patrons visiting the Festival, for light rubbish. All Stall Holders are encouraged to be good waste managers on their site and keep their site clear of rubbish at all times. At the end of the day/weekend all rubbish must be removed from your site. Failure to remove rubbish at any time or completion of pack up will result in an invoice from SunFest as well as a possible infringement notice from Hume City Council.

Working with Children Check (WWCC)

All 'Events Staff' carry current Working with Children Check (WWCC). Any person(s) assisting with community performers must have their Working with Children Check (WWCC) with them at the Festival. All other persons who have any direct contact with children (who are not their own or in their care), must hold current Working with Children Check (WWCC), and make it available upon request.