



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 & Signage

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.

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

All closing times for applications can be found on the website www.sunfest.org.au, or social media.

SunFest General Code of Conduct

By participating in SunFest (hereinafter referred to as "the festival"), whether as a stall holder, parade participant, entertainer, volunteer, contractor or general attendee, you affirm that you have read, understood, and agreed to abide by this Code of Conduct and the Festival Terms and Conditions in their entirety.

- 1. Politeness and Professionalism:** All Festival participants, including contractors, stallholders, performers, volunteers, and attendees, are expected to conduct themselves with the utmost politeness and professionalism at all times. This includes interactions with fellow participants, SunFest representatives, volunteers, attendees, and any other individuals associated with the festival.
- 2. Respectful Behaviour:** Respect for all individuals is essential. Participants must treat others with kindness, regardless of race, ethnicity, gender, sexual orientation, disability, religion, or any other characteristic. Discriminatory, offensive, or harassing behaviour in any form will not be tolerated under any circumstances.
- 3. Appropriate Conduct for All Audiences:** The Festival is a family-friendly event, and all participants are required to uphold conduct that reflects this. This includes avoiding the use of profanity, inappropriate gestures, offensive material, or any actions that could be considered inappropriate or harmful to a diverse audience.
- 4. Compliance with Laws and Regulations:** All Festival participants, including stallholders, entertainers, volunteers, and attendees, must comply with all relevant local, state, and federal laws and regulations. This includes laws related to public safety, substance use, intellectual property rights, public decency, health and safety standards, and other applicable legal requirements.
- 5. Health and Safety Compliance:** Stallholders and contractors must comply with all relevant health and safety laws and regulations, including those specific to food handling (if applicable), electrical equipment, fire safety, and public safety standards. All stalls must be set up in a manner that ensures the safety of both stallholders and attendees. This includes providing adequate fire extinguishers where required, ensuring that pathways remain clear, and addressing any potential hazards immediately. Stallholders and contractors must also ensure that their staff are adequately trained in health and safety protocols, including emergency evacuation procedures, first aid basics, and the proper use of equipment.
- 6. Right to Terminate Participation:** SunFest reserves the right to stop or suspend any activity or participation, including parades, performances, stall operations, or events, that are deemed inappropriate or disruptive to the festival. This includes but is not limited to behaviour such as offensive material, unnecessary delays, unsafe actions, or violations of the Code of Conduct. Any participant whose activities are stopped will not be entitled to a refund or compensation. Further actions may be taken, including exclusion from future Festivals.

7. Dress Code: All participants, including performers, stallholders, and volunteers, must adhere to a dress code that is appropriate for a public, family-friendly event. Clothing should be modest, respectful, and free from offensive imagery. The festival reserves the right to ask individuals to adjust their attire if deemed inappropriate.

8. Product Pricing and Advertising: Stallholders must ensure that all product pricing is clear and visible to customers. Misleading or deceptive pricing practices, including the use of false discounts or claims, are strictly prohibited. Additionally, all advertising and promotional materials must be truthful, non-deceptive, and in line with the festival's terms and conditions.

9. Environmental Responsibility: SunFest is committed to sustainability and encourages all stakeholders to reduce their environmental impact. This includes using eco-friendly packaging, minimising waste, and considering sustainability when selecting products. The use of single-use plastics is prohibited, and biodegradable or reusable alternatives should be used where possible.

10. Social Media and Public Communication: Participants are encouraged to use social media responsibly during the festival. Negative, harmful, or inflammatory remarks about the festival, its organisers, other participants, or attendees will not be tolerated. We ask that all Festival participants remain mindful of their public communication both during and after the event.

11. Consequences of Violation: Failure to comply with the Code of Conduct may result in various actions, including, but not limited to, warnings, suspension from participating, or permanent exclusion from the Festival without refund or compensation.

12. Working with Children Check (WWCC): All adults involved in any activity at SunFest, including volunteers, stallholders, performers, and assistants **that are directly** working with children, must have a valid Working with Children Check (WWCC) or an equivalent certification, and it must be available upon request.

13. Public Liability Insurance: All stallholders, vendors, and community groups participating in the festival must hold current Public Liability Insurance with a minimum coverage of \$10 million.

14. Photography: By participating in SunFest, all attendees, performers, contractors and participants agree to be photographed during the event. These images may be used for promotional purposes, including on SunFest's website, social media channels, and other marketing materials. If you do not wish to be photographed, please inform the photographer or a festival representative. Any Photographer exclusively engaged by SunFest or their delegate(s) will be acting as SunFest Representatives and must at all times follow all components of the Terms and Conditions and the Code of Conduct. All photographs taken by these representatives will be regarded as SunFest property. SunFest reserves the right to utilise any media taken or recorded at their discretion.

15. Primary Contact Responsibility: The primary contact for each group or activity (e.g., performers, stallholders, or volunteers) is responsible for ensuring that all participants within their group are informed of and adhere to the terms outlined in this Code of Conduct.

16. Colour Run Participation: All participants in the Colour Run must follow the safety instructions provided by SunFest and refrain from actions that may endanger themselves or others. Participants should also be mindful of the public nature of the event and ensure that their actions align with the festival's family-friendly ethos.

SunFest reserves the right to update or modify this Code of Conduct and/or Festival Terms and Conditions as necessary and will make any changes available to participants as appropriate. By participating in the festival, you agree to comply with this Code of Conduct and/or the Festival Terms and Conditions.

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.

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 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 Application and/or Registration Forms

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 should 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'

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 Information

SunFest will make available 'Emergency Documentation' outlining key Emergency Information for the duration of the festival. This document will be made available at the information marquee.

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. 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 vests. 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. All reasonable attempts must be made to ensure that food products being sold are within their best before and/or use by date.

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. The above clause also applies to any contractor engaged by SunFest or their delegate(s).

Hume City Council Event Safety Officer

Hume City Council may 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).

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 Service Providers, Paid Performers, Contractors and/or Individuals who participate in SunFest must have Public Liability Insurance for cover of **no less than \$10 Million dollars**. All Amusement, Animal and Fireworks Contractors must have **no less than \$20 Million dollars Public Liability Insurance** and provide this documentation prior to festival. SunFest requires all Service Providers, and Paid Performers, Contractors or Individuals who participate in SunFest to provide proof of Insurance in what is called a 'Certificate of Currency'. All vehicles brought on to the Village Green for any reason must be fully registered and insured.

Lost Children

If you find a lost child at SunFest, please take them **immediately** to the nearest volunteer or SunFest representative. The volunteer or representative will then escort the child to the 'Information Marquee' near the main stage (refer to the map) unless medical assistance is needed. If the child requires medical assistance or first aid, the staff member or volunteer will radio for first aid to attend urgently, and the child will then be escorted to the nearest first aid post / first aid marquee.

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.

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.

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 patrons, attendees, stall holders, vendors, suppliers, contractors, are to follow the instructions of Event Staff, Wardens and Emergency Services at all times. All directions will come via 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 any other unforeseen circumstances.

Smoking

SunFest is committed to providing a healthy and enjoyable environment for all attendees. As such, the event is designated as 'smoke-free'. Smoking, including the use of cigarettes, e-cigarettes, and any other

tobacco or vaping products, is strictly prohibited within the event grounds. We appreciate your cooperation in maintaining a clean and safe atmosphere for all.

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.
- SunFest will not endorse, promote, or affiliate with any political party, candidate, special interest group, or any other similar entity.

String Spray, Confetti, Balloons and Graffiti

Balloons, in any form, are strictly prohibited at all of our events. As such, we request that you refrain from including balloons in the decoration of your stall, distributing them as giveaways, or providing uninflated balloons. Additionally, the use of string spray, confetti, and graffiti is prohibited at the Village Green. Vendors are also prohibited from selling spray paint to individuals under the age of 18. Any vendor found in violation of these policies may be asked to leave the festival without compensation. Individuals who breach these regulations may be reported to the relevant authorities for further action. These policies are in line with environmental initiatives, as most local councils have adopted similar restrictions.

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) oversees 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.

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** always display their hazard lights.

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. Use of the supplied bulk waste by vendors is mandatory. Food grade oil must be removed from site by the vendor.

Working with Children Check (WWCC)

All 'Event Staff' carry current Working with Children Check (WWCC). Any person(s) assisting with SunFest may be required to have their Working with Children Check (WWCC) if they have any direct contact with children (who are not their own or in their care) and make it available upon request.

STALLS

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. Stall Holders must show their receipt as Identification, when bumping in on both Saturday and/or Sunday morning.

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
- 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.

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.
- During setup, vendors are politely requested to keep noise to a minimum, as there will be activities around the Village Green outside of SunFest's operations.
- 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** greater than 14 days, prior to festival. If you cancel your stall within 14 Days of the Festival (regardless of weather, Total Fire Ban, No Show, Failure to arrive in time for Bump in, or any other reason) you will **NOT** be refunded any fees you may have paid. Refunds will not be given for not attendance. Non-attendance after bump in time is considered a no show.

Closing Dates, Late Applications and “On the Day” Registrations

- All closing times for applications can be found on the website www.sunfest.org.au, and/or social media
- Late Stall Holder Registrations and on the day will only be considered if vacancies exist at the discretion of the SunFest Stalls Coordinator.

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. 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 or social media.

Food Vendor 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 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.

Identification

Stall Holders must show their receipt as Identification, when bumping in on both Saturday and/or Sunday morning.

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 two 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.

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 or social media.
- Ensure when measuring your site size, you include vehicle tow bars and trailer draw bars.

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

Pegs

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.

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.

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.

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. Use of the supplied bulk waste by vendors is mandatory. Food grade oil must be removed from site by the vendor.

ENTERTAINMENT

Applications, Closing Dates, Late Applications and Registrations

- All closing times for applications can be found on the website www.sunfest.org.au and/or social media
- Applications signify an 'expression of interest' and does not mean you are guaranteed a performance time.
- Applicants are not guaranteed their requested time limit or time of day as the committee must consider preferences of all.
- Performance times are allocated by the Entertainment coordinator. If you have an issue, please discuss with the Entertainment Coordinator.
- Late registration for Entertainment entrants may be considered at the discretion of the Stage Entertainment Coordinator.
- All performers should provide their own instruments which are covered by their own insurance. Please ensure you include details of your instruments on your application.
- On the day registrations will **NOT** be accepted.

Back Stage

There is limited backstage area so please come prepared in your costume.

Instructions

All performers will be provided with their performance time and performance instructions three weeks prior to SunFest. Performers must report at all times please ensure you follow all instructions from stage management and SunFest representatives.

Insurance

All Service Providers, Paid Performers, Contractors and/or Individuals who participate in SunFest must have Public Liability Insurance for cover of **no less than \$10 Million dollars**. All Amusement, Animal and Fireworks Contractors must have **no less than \$20 Million dollars Public Liability Insurance** and provide this documentation prior to festival. SunFest requires all Service Providers, and Paid Performers, Contractors or Individuals who participate in SunFest 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 performers should provide their own instruments which are covered by their own insurance. Please ensure you include details of your instruments on your application.

Toilets

There is limited backstage area so Performers and their entourage or Entertainment Participants must use the Public Toilets provided as part of the festival.

Photography

SunFest is a public event, and performers should expect to be photographed by SunFest official photographers and the general public. At all times Photographers must adhere to the 'Code of Conduct' outlined in this document. If you have concerns about a specific individual, please discuss immediately with a SunFest representative.

PARADES

Applications, Closing Dates, Late Applications and Registrations

All closing times for applications can be found on the website www.sunfest.org.au. or social media. On the day registrations will not be accepted.

Instructions

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. At all times, entrants must maintain the safe distances between all floats, bands and other groups, as defined in the 'Parade Information Booklet'.

Insurance

All Service Providers, Paid Performers, Contractors and/or Individuals who participate in SunFest must have Public Liability Insurance for cover of **no less than \$10 Million dollars** and provide their 'Certificate of Currency' prior to Festival.

Photography

SunFest is a public event and parade entrants should expect to be photographed by SunFest official photographers and the general public. At all times Photographers must adhere to the Code of Conduct outlined in this document. If you have concerns about a specific individual, please discuss immediately with a SunFest representative.

Toilets

All Parade participants must use the Public Toilets provided as part of the festival on the Village Green prior to or at completion of the Parade as no toilets will be provided at the Parade marshalling area.

COLOUR RUN

Applications, Closing Dates, Late Applications and Registrations

All closing times for applications can be found on the website www.sunfest.org.au, social media.

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

Photography

SunFest is a public event and colour run entrants should expect to be photographed by SunFest official photographers and the general public. At all times Photographers must adhere to the 'Code of Conduct' outlined in this document. If you have concerns about a specific individual, please discuss immediately with a SunFest representative.

Toilets

All colour run participants must use the Public Toilets provided as part of the festival on the Village Green prior to or at completion of the colour run.

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 Marquee or a SunFest representative.