

Killabakh Day in the Country (DITC)

VENDOR INFORMATION, GUIDELINES & CODE OF CONDUCT

Killabakh Day in the Country is held at the Killabakh hall on the first Saturday in September 10am-3pm.

Day in the Country has been an annual event since 1988 and is pieced together by an organising committee and an army of over 100 community volunteers on the day! The proceeds raised at the event support the ongoing maintenance and upgrades to the Killabakh hall and adjacent historic schoolhouse. Our relaxed country atmosphere is enjoyed by the vendors, community and visitors to the region. Killabakh day in the country showcases local producers, growers and artisans selling good value, products, produce and art and crafts, primarily from the Mid Coast area

Stallholder enquiries:

<https://www.killabakh.org/day-in-the-country>

Facebook: <https://www.facebook.com/profile.php?id=100067978204567>

Email: killabakhditc@gmail.com

**Killabakh Day in the Country, Killabakh Hall 1676 Comboyne Rd
KILLABAKH NSW 2429**

1. Stall holder applications

- a. Only registered vendors, approved in accordance with event guidelines and code of conduct may sell their products on the day.
- b. DITC focuses on quality Crafts & homemade items preferably from local Artisans and producers. A full description of the type of goods you offer must be clearly stated on each application form. You can only sell what has been listed on your application form. You must notify us in writing if you wish to add new items to your stall.
- c. Raffle tickets may not be sold.
- d. Stallholders may only display flyers promoting their own business.
- e. Vendors shall only offer quality produce and products at all times-the event Coordinator/s have the authority to ask vendors to remove sub-standard produce, products or second-hand goods from sale on market day- With the exception of upcycled pieces and appropriate old wares.

2. Stall Fees

- Outdoor unpowered site (3m x 3m) \$45
- Outdoor double site (6m x 3m) \$90
- Inside hall unpowered 3m x 3m \$45 (limited places)

Stall Fee Payment

Payment to be made no later than 2 weeks before the event
BSB: 082 856 | Account number: 895293907
Account name: Killabakh Community Association (KCA)

Please include your surname/business name as reference

Stall Allocation- Assignment of spaces is always at the discretion of the event Coordinator/s. Vendors who have a history of regular participation will, where possible, have preference.

3. Insurance

All vendors at a stall are required to maintain a current up to date **\$20 million Public and Products Liability Insurance** cover whilst trading at the event, and on the yearly renewal date a copy must be lodged with all new applications or forwarded the market coordinator/s via email (killabakhditc@gmail.com) for event records.

Killabakh Day in the Country organising committee and it's volunteers, accepts no responsibility for any loss or damage to property, or injury to, or illness or the death of person or persons, howsoever caused, including from product/s sold.

4. Certificates and Regulations

The construction, fit out, finishes and operation of all food stalls must comply with the *NSW Food Act, 2003* including Standards 3.2.2 and 3.2.3 of the *Australian and New Zealand Food Standards Code*. Guidance may be obtained from *Food Handling Guidelines for Temporary Events* available from the NSW Food Authority.

All value-added food goods must be made in a kitchen/food premises registered with the NSW Food Authority. A copy of the relevant registration must accompany the Vendors Application and be available at each market, should it be required.

Any vendor claiming organic produce status must grow the produce in accordance with prevailing organic certification practices, and the certificate must be supplied with the stall application and displayed at the stall.

Wine, beer or liquor vendors must have a copy of their licence(s) available on the day of the event, and must display all required signage as stipulated by the *NSW Casino Liquor and Gaming Control Authority*. All wine/beer/spirits stall participants must hold and have copies of their current RSA certificates available on event day.

Copies of all the relevant certificates regarding a vendor's operation should be kept with the vendor on the day of the event, should they need to be shown, eg: Council food safety checks, public liability certificates, own stall risk assessment.

Samples can be opened, arranged or cut for display or tasting at the Market provided they are properly stored and/or served in accordance with food handling requirements. Samples cannot be sold but may be offered for tasting on a 'free of charge' basis.

Killabakh Day in the country representatives are not responsible for the collection and payment of sales tax (GST) for individual vendors.

5. Food and Refreshment Outlets

Only catering and refreshments sold by the Killabakh Community Association food outlets are permitted at the event with the exception of coffee providers.

6. Stall Cancellation

- If you are unable to attend a market at very short notice, please phone or send a text to the market phone (0425380184) ASAP on the morning of the market, so that your site can be reallocated. No refund of site fee.

7. Stall Setup /Pull Down

The event Coordinator/s will be on site, in a fluorescent safety vest, from 7.00am.

- As visitors often arrive early, vendors must be in position on their site by 9.30am on the day of the market. No car movement is permitted on the hall grounds between 9.30am and 3.00pm
- Please drive with caution on site at all times and take extra care when reversing.
- The Coordinator/s may reallocate the site if the vendor is not in place by 9.30am and the vendor has not notified the Coordinator of their late arrival.
- Vehicle access to the hall grounds for unloading by outdoor vendors is via the hall driveway/s and the crossings Road.
- All stallholder vehicles will need to be vacated from the hall grounds by 9.30am with the exception of some sites as discussed at time of arrival. Vehicle parking within the vicinity of the market is at the discretion of the Market Manager and is dependent on the location of the stall (as per site maps issued for each Market).
- The event commences at 10am. Please be set up, car out of the hall grounds and ready from 9.30am

- Vendors must be self-sufficient in terms of stall equipment, eg. trestle tables, chairs and signage.
- Stall take-down is from 3pm. The venue must be vacated by 4:30pm on the day of the event.

14. Prices, Packaging, Labels and Measures

All items must be priced clearly

All pre-pack containers or bottles must be marked with quantity or weight, name and address of the producer, and appropriate labelling complying with the July 2017 food labelling laws.

Eggs **MUST NOT** be sold in used containers, must be stamped and adhere to the following guidelines - www.foodauthority.nsw.gov.au/industry/eggs/small-egg-farms

Scales used in the market must be certified as required under the *Weights & Measures Act* and carry a current valid, visible inspection seal.

15. Power

Power is NOT available on site.

Stallholders requiring generators should notify organisers at time of booking their site/s. Coffee vendors may use their own generator and we ask that the appropriate effort is made to minimise noise levels during the event.

17. Health and Safety

All vendors must attend to their own OHS, public health and safety at all times by:

Ensuring their stall, products and any signage is adequately secured (pegged or weighted) against the elements - wind, rain and heat. Avoid the use of ropes in high pedestrian traffic areas. Any ropes must have a bright coloured ribbon or orange plastic safety cups attached for greater visibility.

Stay within their allocated site, eliminate trip or sharp hazards, confine displays and signs to your stall site, and keep all pathways clear for visitation. Address their own personal needs - chairs, shade, sunscreen, water, personal security of any valuables, cash tin.

Not leaving their stall unattended or let the public go behind their stall at any time
All injuries or adverse events, however small, must be reported and recorded on the appropriate forms at the event Information Tent. All injuries are to be evaluated by the St Johns First Aid Officer on site and an ambulance called if necessary

Guided by the smoke free laws of NSW government health, the event is a NO SMOKING zone, including e-cigarettes and vapes.

Dogs are not permitted in market stalls. Visitors please be aware that dogs **MUST** be on leash at ALL TIMES (*No dogs are permitted within 10m of a food stall*).

All stallholders are responsible for the safety & security of their own stock and Killabakh

Day in the Country holds no responsibility for damage, personal injury, stolen items, customer returns/credits or shop cash flow.

18. Standards of Behaviour

- Vendors are expected to maintain high standards of presentation and honesty, and to conduct themselves in a courteous, business-like manner at all times.
- Customers are expected to maintain the same behaviour.
- Rude or aggressive behaviour will not be tolerated at any time at the event.

19. Disputes

- The organising Committee has the right to reject a vendor or ask a vendor to not trade on the Day for not upholding event guidelines
- If there is a dispute, the event Coordinator/s will try to resolve the matter and, if needed, with a committee member present.
- On any occasion where these guidelines do not provide clear direction or if there is an unresolved dispute, the Market Coordinator/s will ask that the matter be put in writing and emailed to killabakhditc@gmail.com

20. Clean Up

- Vendors are to ensure their stall area is left in a clean and tidy condition at the completion of the market.
- We ask that you take all your generated rubbish with you to be disposed of at home.
- If you have bulky packaging, please take it away with you.

22. No Plastic Policy

Day in the Country is now operating single-use plastic free. Please use non plastic bags or biodegradable packaging.

Event cancellation or change of event arrangements

Only in an extreme weather event will the Killabakh day in the Country be cancelled.

In the event that there is a need change the event arrangements from proceeding as normal, stallholders will be advised by 12noon on the preceding Friday. The event reserves the right to change the size, shape and position of any site(s) as may be necessary.

In the event of severe weather and the event is to be cancelled a notice will go out on the Killabakh Day in the Country Facebook page as early as possible on the morning of the event. Organisers will also attempt to contact stall holders. If cancelled by the organisers the stall holder will receive a full refund of their site fee.

No refund will be given to Stall holders who cancel their site or don't show up on the day.

Please contact the event the coordinator/s if you wish to cancel your site or are running late etc. killabakkhditc@gmail.com ph:0425380184

General – Summary of Rules

- a) Vendors must complete all compulsory aspects of the application process including full application forms and insurance details. If all elements are not provided or completed, the Market Coordinators have the right to decline the application and the vendor will be unable to attend.
- b) Vendors must have copies of appropriate/essential insurance certificates, licenses, tags and permits available on the day in the event of an inspection
- c) All vendors will receive a site map the day before the event. Special placement requests will be considered but not guaranteed. Market Coordinators reserve the right to decline any special requests and stallholders will not dictate their stall placement.
- e) Any food vendors are expected to comply with Food Standards Australia rules and regulations www.foodstandards.gov.au
- f) Each Vendor is responsible for the safety of his or her own equipment, own products and is expected to maintain adequate product and public liability insurance.
- g) Each Vendor with electrical equipment must have it tested and tagged in accordance with regulations h) Each Vendor must provide the Market Coordinator with a current copy of insurance each year it renews
- k) Vendors are expected to stay until the event closes for the day at 3pm
- n) All vendors and stall representatives are expected to treat everyone with respect. Any questions, concerns or feedback on the previous event are to be directed to the event Coordinator/s and not used publicly, online or on location to harm the brand and reputation of the event
- o) Any final decisions made by the event Coordinator/s will be respected and adhered to be all stallholders. Bullying, intimidation and harassment will not be tolerated in any form leading up to or during this event.

6.0 Vendor Guidelines

6.1 Complaints

Any grievance regarding Vendors or their product should not be directed to the Vendor in question, but the initial grievance should be reported to the event Coordinator/s who will advise those involved of what action is to be taken.

6.2 Inappropriate behaviour

Inappropriate language, behaviour, music or lighting, profanity, noise or other harassment or abuse by a vendor, participant and/or anyone assisting your stall toward another vendor, participant, employee, or customer of the event is grounds for immediate and permanent expulsion from the event. This also extends to online behaviour and interactions.

6.3 General cleanliness

It is the responsibility of individual vendors to maintain a clean and healthy environment within their assigned site area and vendors are required to leave that area free of rubbish, debris at the conclusion of the event.

6.4 Gazebos

Gazebos, canopies, tents, umbrellas and the like shall always be safely secured from unexpected weather events.

Insurance & GST

Killabakh Day in the Country is not responsible for public and product liability insurance or for the collection and payment of sales tax (GST) for individual vendors.

Vendors must have appropriate public and/or product liability insurance 'Certificate of Currency' when reserving a site.

Event Website & Facebook page

Killabakh Day in the Country website provides guests and stallholders with a range of up-to-date information on what's happening at Day in the Country each year. To connect more directly with our client base and vendors we have a vibrant and active Facebook page. This is a great tool to promote and share what's happening at the event.

To assist with promoting the DITC and in turn your business, the DITC will share regular posts on the Facebook page, liking and sharing these posts onto your business and personal pages is one of the most effective and low-cost methods of promoting the DITC and attracting people to the event.

Bio & Images

Providing a short 50-word biography of you, your business and products as well as 3 x high resolution images of your products, stall and of you (making your products, or at your stall) will be used on the Day in the Country website and Facebook page to promote your business.

Social Media

Like and share Killabakh Day in the Country and other stallholder posts through your social media channels, this expands your reach and creates a network.

event photos shared on social media should be tagged with @killabakhdayinthecountry and hash tagged with #dayinthecountry #artisanmarket #barringtoncoast #killabakhnsw #killabakhdayinthecountry

Lodgement of a signed application form acknowledges your acceptance of the above guidelines and conditions.

Thank You
Killabakh Day in the Country Committee January 2023