



2024 GLEN WAVERLEY LUNAR NEW YEAR & LANTERN FESTIVAL

SUNDAY 18TH FEBRUARY 2024

11.00am – 9.00pm

Kingsway Glen Waverley

STALLHOLDER INFORMATION MANUAL

Organiser

**MONASH CHINESE EVENTS ORGANISING COMMITTEE INC
(MCEOC)**

ABN 284009 13042

Thank you for your interest in taking part in the 2024 Glen Waverley Lunar New Year & Lantern Festival. Please read through the following document and ensure you are familiar with **ALL** the information contained. Whilst you may have participated in this or similar events previously a lot has changed, so we need to be sure you are comfortable with the planning and execution of your stall for this year's event.

We've created a quick step by step for the initial planning stages and hope this makes your preparation time much easier.

STEP 1:

Please ensure you have the correct **Public Liability Insurance & Workers Compensation** documents available to submit in the webform. There is more information about requirements for your insurance later in this document. You will also need your Temporary Food Stall Licence number. (Streatrader or Foodtrader Registration) If you are not a food stall proceed to step 4.

STEP 2:

FoodTrader (replacing StreaTrader) is the new state-wide registration and notification portal for people selling food from temporary and mobile food premises in Victoria. All vendors at events and markets are required to register online.

For all food stalls contact the City of Monash Council or your local Council to ensure your FoodTrader License is current or to attain a new or update your Licence. Once you have the registration number, you will need to fill it in in the webform. **Please note:** Each stall requires a different licence.

You will also require a Statement of Trade to be provided to the Council and a copy sent to Logistics Events Australia

If you DO NOT already have a Foodtrader Registration, you will need to obtain one. You can apply on the following link - <https://foodtrader.vic.gov.au/>

STEP 3:

Start preparing your menus & planning what kind of cooking equipment you will require to create your menu onsite.

- **Menu:** It is best to keep the menu simple, 2 – 5 items per stall maximum. Be creative with the menu, we want guests to try as much as possible whilst at the event. In order to keep the variety for guests, all menus are subject to approval from MCEOC and the City of Monash.
- **Cooking Equipment:** Planning the equipment and where to hire it from is an important part of the experience, and in turn will ensure you have adequate power available to run your stall.
- **Power Requirements:** Power is very important for operating your stall in a festival environment. Please make sure you work out exactly what your requirements are so that we do not under or over order. As we are in an area where power is not easily accessible therefore power supply needs to be pre planned correctly. Below you will find the power point options, as well as a diagram to fill in for power placements.

STEP 4:

YOU ARE NOW REDAY TO COMMENCE YOUR ONLINE APPLICATION.

Please click to following link to fill in your registration form and as soon as possible to ensure all your planning is put into action.

<https://app.smartsheet.com/b/form/c96bf9a11b3343768b55a0b730484708>

STEP 5:

Once your spot has been confirmed organisers will send you a Tax Invoice and you need to make payment for your stall.

Cheques are to be made to Monash Chinese Events Organising Committee Inc.

Direct deposits can be made to: MCEOC - CBA: BSB: 063-182 Account Number: 1075 2534

*****Please send confirmation of direct deposit payment to rod@eventsaust.com.au**

1. ORGANISATION: Monash Chinese Events Organising Committee Inc.

1.1 ORGANISERS CONTACTS

MCEOC President	Vincent Chow OAM 周仲民	vincentchow@optusnet.com.au 0413 734 088
Event Manager	Rod Stoller	rod@eventsaust.com.au 0419 395 285

Mailing address: Glen Waverley LNY Festival
c/o Logistics Events Australia
93A Marine Parade Hastings VIC 3915

T: 0419 395 285 Email: rod@eventsaust.com.au

1.2 VENUE ADDRESS

Kingsway, Glen Waverley

2. EVENT DATES & TIMETABLES

2.1 BUMP IN

BUMP IN	SCHEDULE	ACCESS HOURS
Sunday 18th February Compulsory schedule to be observed.	Stallholders check in – 8-10am Stall safety checks – 10am	8am-10am <i>All vehicles offsite by 10am</i>

Please note:

All deliveries must be accepted in person by one of your staff, due to the large number of stallholders and sponsors within the event, the organisers will not sign for or take any responsibility for any packages on your behalf.

2.2 FESTIVAL OPENING TIMES & HOURS

Date: Sunday 18th February 2024

Hours: 11.00am – 9.00pm **Absolutely** no food served after 9.00pm

2.3 BUMP OUT

<u>BUMP OUT</u>	<u>SCHEDULE</u>	<u>SITE VEHICLE ACCESS</u>
Sunday 18th February from 9.00pm	All equipment to be cleared by 11:00pm	When deemed safe by Organisers.

Please note:

- A: Dismantling of stalls cannot commence before 9.00pm on Sunday 5th February, and your marquee has been checked over by a member of the Logistics Events Australia Team.
- B: You must take all your equipment offsite with you. **This includes; milk crates, oil cans, Styrofoam boxes, all cooking equipment and rubbish.**

3. CONTRACTOR DETAILS

SERVICE	COMPANY	PHONE	ADDRESS
Furniture – trestles and chairs	Logistics Events Australia	0419 395 285	Rod Stoller E: rod@eventsaust.com.au
Lighting & Electrics	Event Power Solutions	1300 026 066	

4. FORMS AND INFORMATION

THE FOLLOWING IS A CALENDAR OF IMPORTANT DATES BY WHICH YOU MUST RETURN YOUR FORMS TO THE ORGANISERS. THE EARLY RETURN OF FORMS IS ALWAYS APPRECIATED. LATE RETURN OF FORMS MAY RESULT IN THE SERVICE BEING SURCHARGED OR UNAVAILABLE.

4.1 COMPLETE COMPULSORY ORDER FORMS

DOCUMENT	RETURN BY	RETURN TO
Online Registration Form Complete Stallholder Web Form.	Friday 19 th January	Online

Public Liability Insurance Each company must have public liability insurance cover for no less than \$20 million. Please submit a copy of your insurance certificate in the upload section of the Web Form.	Friday 19th January	Online
Stallholder Fee Once you have submitted the web form. Your place at the event will be confirmed by the Event Manager. You will then need to make payment for your stall as soon as possible.	Friday 19th January	Notify Rod Stoller rod@eventsaust.com.au
Food Permit (If applicable) You must forward your Food Permit number to Logistic Events Australia. You must submit a Statement of Trade once you receive your permit number	Friday 19 th January	Notify Rod Stoller rod@eventsaust.com.au

5. FOOD & STALL DETAILS

5.1 STALL DETAILS

Standard stall fee includes 3m x 3m marquee and site only.

Please select type of stall required	Cost per stall (incl gst)
Food stalls (Cooking)	\$ 880
Corporate / real estate /property developer	\$ 2.750
Packaged food / merchandise stalls	\$ 550
Not-for-profit organization	\$ 440
Food Truck 5mx3m – additional \$100 per meter	\$ 660

Food Stalls are sold as either Single or Double Stalls. Double Stalls will be charged at twice the price of a single stall. The Single stall will be 3m wide and 3m deep. Your service area for customers is from the 3m frontage. The Double stall will be 6m wide and 3 m deep. This gives you a 6m frontage to serve your customers from.

Food stalls are all housed in the Instant Shade Hire marquees. Stalls are constructed in different sized blocks depending on their location in the site. You will be allocated into a block according to your cuisine and stall size (single or double). Your stall will be open at the front and the rear and will have walls on both sides.

Food stall operators must ensure that all cooking equipment and prep areas etc fit within the actual dimensions of the stand. Council 's Environmental Health Unit will inspect your premises on the day.

FURNITURE

Trestle tables and chairs are available for hire for your stall. Trestle tables will be charged at \$16 per table and chairs will be charged at \$4 each. You must notify the organisers if you require tables and chairs **before** the event. No additional furniture will be available on the day.

LIGHTING AND ELECTRICS

Each 3x3 stall will be supplied with 1 only 15amp power outlet.

All additional power must be confirmed and pre ordered through our supplier's online form.

Power is very important for operating your stall in a festival environment. Please make sure you work out exactly what your requirements are so that we do not under or over order. As we are in an area where power is not easily accessible power supply needs to be pre planned correctly.

You can enter all requirements through the link below.

You will need the following information:

- Stall Holders Name
- Contact Number
- Contact Email
- Stall Name
- Stall Number (you will need to provide them with this)
- Brief Description of Stall Trading

<https://vendors.eventpowersolutions.com.au/vendors/submit/c284b3>

No additional power can be supplied on the day so if you underestimate your needs, you may not be able to operate all your equipment.

HOW TO DETERMINE YOUR POWER REQUIREMENTS

To determine your power requirements please check the rating plate on each appliance.

Every piece of electrical equipment has an electrical rating plate attached. This steel plate or sticker is usually located on the base or rear of the appliance, near to where the power lead comes out, similar to the examples below. These figures tell us the power usage of the appliance.

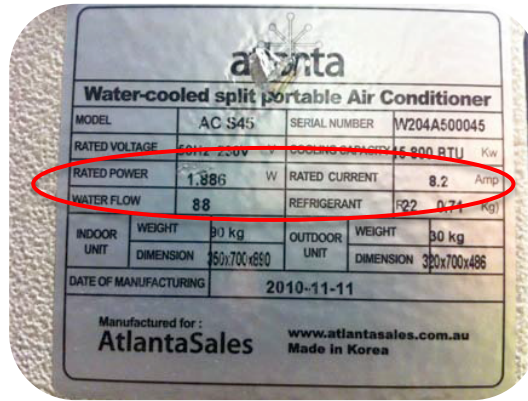
You will need to determine the **Rated Power** or **Watts** (indicated with a 'W'), and/or the **Rated Current** or **Amps** (indicated with an 'A') and list these figures in the check list provided.

Note: Watts (W) may sometimes be shown in Kilowatts (kW), 1kW = 1000 Watts but you may list the kW figure in the Watts column below.

If you are unable to determine the exact power rating of your equipment, please list the item with as much detail as possible and we will estimate your requirements for you.



5000 Watts

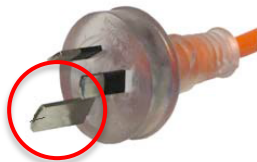


1,886Watts and or 8.2 Amps

It would also assist us if you could provide the outlet required for each appliance, (see below for examples), and whether you require any additional extension leads for the set-up of your stall.



Standard 10amp



15amp with larger Earth pin.



3 phase.

Your assistance in providing this information will help ensure that YOUR requirements are met and assist in providing a smooth event for everyone.

No additional power can be supplied on the day so if you underestimate your needs, you will not be able to operate all your equipment.

TESTING AND TAGGING

It is a requirement of participating in this event that all electrical equipment and leads be tested and tagged every 3 months. If you do not have your equipment and leads tagged with a relevant and up to date tag, it will not be connected, and you will not be able to use it.

Tagging can be arranged on the morning of the event by calling the number at the top of the page or by filling out the form below and emailing to the address provided.

You may think your equipment is safe because it worked at home or in your restaurant, but you may not have the same safety protection we require to use at this event and therefore may not be able to operate at the event.

This is a Work Safe requirement and required by law. This must be adhered to.

COOL ROOMS & STORAGE

The correct storage of food and perishable goods is imperative. We can provide you with a cool room for the perishable products you are selling. It is your responsibility to ensure these products are kept at a temperature set by the Council. Please note that due to the restrictive size of the site and our tight bump in time you may not be able to bring your own cool rooms. Please confirm details with Rod Stoller. All cool rooms must be ordered through Logistics Events Australia.

Cool Room	It is compulsory for any food outlet selling fresh produce to have a cool room	
	6 x 4'	9 x 5'
Price inclusive of GST	\$485.00	\$655.00

6. REGISTRATION DETAILS

The following information are conditions which are important and that must be observed if you are to participate in the 2024 Glen Waverley Lunar New Year & Lantern Festival:

- Comply with the requirements of the Food Act 1984 and Food Standards Code.
- Observe the total fire ban and fire safety guidelines
- In the case of a total fire ban, traders will only be allowed to operate with a Fire Permit from MFB or CFA and will only be allowed to use gas BBQ's – Charcoal and open flames may not be permitted.
- Ensure all extension cords and electrical appliances used are tagged and tested in accordance with Australian Standard 3760
- Ensure bump-in and out occurs during the times specified by the MCEOC.
- Attend the Stall Holders briefing session held by the MCEOC and City of Monash prior to the event.
- Observe public safety and fully indemnify the organizer and the City of Monash and hold the organizer and the City of Monash harmless in respect to all costs, claims demands and expenses to which the organizer may be subjected as a result of any loss or injury to any persons or company including members of the public etc. however, caused as a result of any act, neglect or default of the owner/occupier of the stall/site
- Abide by all the terms and conditions laid down by the Organizing Committee especially those stated overleaf.
- Possess a Business/Commercial Insurance Policy (copy of Certificate of Currency required) and a copy attached.
- Acknowledge that the sponsors, organizing committee and authorized persons are not liable for your loss, damage or claims.
- Must not smoke in or around your site.

NOTE

- Stall allocation will be announced one week prior to the event
- The Management reserve the right to refuse your application if full payment is not received 2 weeks before the Festival date.
- You stall may be shut down if the description you have listed of your products on the application & payment form does not match what you are selling on the day.
- The Event Organisers reserves the right to refuse your application

7. A – Z EVENT INFORMATION

A

ACCESS TO VENUE

The venue can be accessed as per the timings shown in the Event Timetable on page 2.

These times will be strictly enforced.

We also ask that you limit the number of vehicles coming on site to ONE per stall.

During Bump-In vehicles must drop equipment as fast as possible and then leave the site.

At the end of the event vehicles can only access the site once all of your equipment has been packed up.

When driving on site, vehicles must have their hazard lights on and drive at walking pace only.

ALCOHOL

This is an alcohol-free event.

ATM

There are several ATM's located inside Century City Walk.

AUDIO VISUAL

We will be working together with our sponsors to coordinate the entertainment aspects of the event. There will be cultural performances on the stage and roaming lion dances and other Chinese cultural performances around the site.

The stage program will finish at 8:00 pm. Which allows one hour of service after the stage program.

B

BACK OF HOUSE

Back of house refers to the area behind and to the side of stalls.

Back of house must be kept clear with no obstructions at all times.

NO SMOKING will be permitted back of house.

No children under the age of 15 will be permitted back of house.

BANNERS please see SIGNAGE

We encourage you to display your name across the front of the marquee on professionally printed banners. Recommended dimensions for the signs are 3000mm wide x 300mm high. Also, Menus should be displayed on signs 300mm wide x 500mm high. We also suggest the use of small reusable "sold out" badges to put over your items if they do sell out.

BUMP OUT

At the end of the event it is imperative that you follow the directions of the event organisers and security.

You will not be able to bring your vehicle onto the site until you have approval from the Event Organisers. To gain access to the site you must have already packed up your stall and be ready to load your equipment quickly into your vehicle. You must also:

- Dispose of all oil waste in oil waste bins provided – Oil irreversibly stains pavement & will result in cleaning charges.
- Dispose of all wastewater in waste barrels provided – waste / grey
- Respect the environment you are in – take care not to spill anything on the pavement.
- Remove **ALL RUBBISH FROM YOUR STALL** - you may be charged a cleaning fee if you leave it for staff.
- Remove all **MILK CRATES, STYROFOAM BOXES AND OIL CANS FROM YOUR STALL** – you may be charged a cleaning fee if you leave this in your stall.

C

CHARCOAL / FIRE LIGHTING

If you intend to use a charcoal grill with an open flame – you must contact Rod Stoller with details on how you intend to manage this.

In the case of a total fire ban, traders will only be allowed to operate with a Fire Permit from MFB or CFA and will only be allowed to use gas BBQ's – Charcoal and open flames will not be permitted.

CHILDREN

Children under the age of 15, (including babies and toddlers!) are **NOT** permitted onsite during bump in and bump out, nor may they be left in vehicles in the loading dock during bump in and bump out.

CITY OF MONASH HEALTH

If Council's Environmental Health Unit contact you for additional information you are obligated to provide this.

You are required to supply the correct information requested by the EHO in order to participate in the Festivals organised by the Monash Chinese Events Organising Committee Inc (MCEOC). Failing to do so will result in your application being declined.

For more information on the Food Act requirements please contact Council's Public Health Unit by visiting Council's website: <https://www.monash.vic.gov.au/Services/Health-amp-Safety/Food-Premises-Safety>

FoodTrader & Statement of Trade:

All stall holders selling food (Packed or fresh) must have a current FoodTrader Registration and submit a Statement of Trade to operate at the Lunar New Year and Lantern Festival 2024 at <https://foodtrader.vic.gov.au/> . (Please note that all applications **must be submitted by the 19/01/2024**, if they are not submitted by this date we cannot guarantee it will be approved in time for the event which means there is a chance you will not be able to trade) You are required to submit the correct information requested by Council's Public Health Unit in order to participate in the event. For more information please contact City of Monash public health system or visit <https://streatrader.health.vic.gov.au/public>.

A Stall Holders briefing will be held closer to the event at a date to be determined. Your attendance at this briefing is important.

CONTRACTORS

The organisers have appointed a number of official contractors to the event.

Instant Shade: Event marquee builders.
Event Power Solutions Power, lighting and audio-visual equipment.
City of Monash: Cleaning and waste management.
Arrow Guard Security: Security management and Fire Safety.
MC Labour: Traffic Management

In some instances, we may ask you to deal directly with our contractors for your ease of use. We also pass your contact details to our contractors to assist them in offering relevant services to you at the show.

COOL ROOMS

Mobile cool rooms will be provided for this event at an additional cost. Please get in contact with Rod Stoller if you would like a cool room at additional costs. These are positioned to the sides and behind the marquee blocks and can be shared between multiple stalls.

Please inform Rod Stoller if you want to bring in your own cool room and we will try to accommodate you. Please note that you can only bring your own Coolroom with permission from the Event Organiser.

In order for these cool rooms to run effectively it is **IMPERATIVE** that you follow the instructions below:

1. Do not put HOT food in the coolroom's. This will raise the temperature of the cool room.
2. Make sure the cool room door is **SHUT PROPERLY** at all times. Make friends with your neighbours & ensure the fridge is used effectively during the event.
3. Limit the amount of times you need to enter the cool room. Each time the door is opened it will affect the temperature of the cool room.
4. If you are sharing, each stall will be allocated a space within a shared cool room.
6. It is your responsibility to monitor the temperature of your food stored in the cool room. Please alert Event staff immediately if you think the cool room is not running at the correct temperature.

There will be a list on each cool room of which businesses will have access to it.

ALL PRODUCTS KEPT IN THE COOL ROOM MUST BE KEPT IN FOOD GRADE CONTAINERS WITH TIGHT FITTING LIDS.

D

DAMAGES

As a participant in this event you are reminded of your obligations to treat the site with care. There are no exceptions to these rules and remind you that any damages may result in a financial penalty or shutting down of your stall. Under no circumstances are you allowed to store / leave any equipment outside of your stall. You are not allowed to rest anything against the trees within the site, and or the bark perimeter around the trees (this includes wash-up areas and equipment).

F

FIRE EQUIPMENT

You must provide your own fire extinguisher for your stall. It must be a minimum of 4.5kg in weight and carry a current tag. You must also provide your own fire blanket that can be hung within your stall. This must also be currently tagged. Ensure the fire extinguisher you provide is relevant for the cooking equipment being used i.e. electrical or gas fire. There will be a safety check in your stall to ensure these are within your stall at all times and easily accessible. You will not be permitted to trade if you do not provide this equipment.

FIRST AID

All incidents and accidents must be reported promptly to the Organisers Office, Security or a First Aid Staff Member. Qualified First Aid personnel will be on site at all times. First Aid personnel will be located onsite in a visible tent and this will be manned by first aid staff during the open period of the event. During bump in and bump out security staff and the Event management staff are all qualified first aiders. In the event of a medical emergency please alert a member of the organisers team or security staff. Please **do not** call the emergency services directly, the security team co-ordinates with the emergency services directly to ensure minimum delay. Third party calls slow down response time.

FOOD SAFETY

All stallholders must set up and operate their premise in accordance with the food standards code. For further information on how to comply contact your principle Council.

FOOTWEAR

Please make sure you wear closed toe shoes during bump in and bump out. Due to OH&S regulations open toed shoes and sandals are not permitted during build up and breakdown –you will be refused entry to the event.

INVOICES

Once you have completed the **online form**, you will be contacted by the event manager with confirmation of your stall. You will be issued an invoice that will need to be paid according to the terms of the invoice.

Please note the dates of invoices from the contract and ensure these are all paid with regards to the MCEOC terms and conditions. Failure to pay your invoices will result in potentially being unable to take up your position within the event now or in the future.

Payment can be made by direct deposit or cheque.

MCEOC, 93a Marine Parade Hastings VIC 3915

Cheques are to be made to: Monash Chinese Events Organising Committee Inc

Direct deposits can be made to: MCEOC - CBA: BSB: 063-182 Account Number: 1075 2534

*****Please send confirmation of direct deposit payment to rod@eventsaust.com.au**

L

LOADING AND UNLOADING

All stallholders should unload in one of the designated loading areas (In Front of their stall). You will be issued an unloading pass a week before the event or at the gate which you must display in your windscreen while on the site. There is a thirty-minute time limit on unloading in the site.

Once you have finished unloading please move your vehicle to a nearby car park or offsite with a member of your team. Please drive at a walking pace, with your hazard lights on and follow the directions of the security staff at all times. **You should bring and wear a safety vest while unloading your vehicle.**

In order to maintain a safe environment for all staff and stallholders during loading and unloading, please follow these rules:

- **REPORT TO SECURITY ON ARRIVAL** - Please check-in with security upon entering the site and ensure you have your vehicle access pass that will allow you into the park during bump in and bump out. Please alert the security team when you are ready to leave the site.
- **VEHICLE ACCESS PASS** – This will be sent out to you before the event. Please can you print this out with your name and phone number – This must be displayed in your vehicle at all times whilst in the site.
- **NO PARKING ON SITE** - This will be strictly enforced, and offending vehicles will be fined and banned from entering the site again. Please see below a list of parking stations nearby.
- **ALL VEHICLES MUST BE OFF SITE BY 10am**

Please be patient and considerate to your fellow stallholders and always follow direction from the site managers and security.

LOST PROPERTY

Any items found should be handed into the organiser's office or a member of the security team.

M

MENU

It is the requirement of each stall to make and display your menus with pricing. We suggest the use of "sold out" badges for your signage to ensure people know what they are lining up for.

P

PERMITS

To legally operate a temporary or mobile food premise in Victoria you must:

1. Have a current Registration on Streatrader or Foodtrader.
2. Lodge a Statement of trade (SOT) to let all relevant Councils know where and when you will be trading in their districts.

To lodge your permit please go to: <https://streatrader.health.vic.gov.au>

You should allow 21 days for the registration/notification to be processed

POWER

Event Power Solutions will be on hand to help set up your power. Please do not commence using the power until given approval from Electricians.

All electrical equipment (including brand new equipment) must be tagged and inspected before you arrive at the event. **It's the Law.**

TAGGING WILL BE OFFERED ON SITE, BUT MUST BE PRE-BOOKED.
IF YOUR EQUIPMENT IS NOT TAGGED POWER WILL NOT BE SUPPLIED.
STRICTLY ONE APPLIANCE PER SOCKET.
NO DOUBLE ADAPTORS AND NO POWER BOARDS ALLOWED.

PUBLIC LIABILITY INSURANCE

All stallholders must have a **current Public and Product Liability insurance** with cover to the value of \$20 million and attach it with your application the copy of **Certificate of Currency** that clearly states:

1. The name of the business insured **matches** the name of the business trading at the festival.
2. The insured amount must be a **minimum of \$20 million.**
3. The situation must state **"Anywhere in Australia"**

Please make sure that your insurance certificate of currency has all of the above information.
You must ask your broker or insurance company for a **Certificate of Currency, not a copy of the invoice**

An invoice from your insurance company is NOT acceptable.

You must submit you Certificate of Currency in the online form.

R

RESTOCKING OF STALLS

If you need to restock your stall during the event, vehicle access to your stall is NOT ALLOWED.

As you can imagine, this being a non-street address makes it hard for couriers to figure out exactly where they are to be going and can result in your package not making it on time. The best idea is to have everything delivered prior or to your stall and bring it onsite yourself. Do not label your deliveries to the organisers, as we will not be held responsible for any packages that are not accounted for.

S

SAFETY & SECURITY

All stallholders and staff are required to wear high visibility safety vests on entry to the event site during Bump in and bump out. Please bring enough safety vests with you for your entire team.

Event security will be present at the event 24/7 to ensure the safety of patrons, staff and our partners. If you see something suspicious please inform security immediately. You will be responsible for the security of your float, takings and personal belongings.

Further safety information, including emergency and evacuation procedures will be provided prior to, or at the event.

SERVICE WARE

In the interest of making our event as “green” or sustainable as possible, the team at the City of Monash will be managing our waste throughout the entire event and ensuring as much of this is recycled rather than thrown to landfill. Please see attached document for guidelines around waste and service ware.

STALL LOCATIONS

Your stall will be allocated based on a variety of complex requirements and sent to you 1 week prior to the event. At this stage we are just finalising our final site plan and need to ensure the entire jigsaw fits together for everyone’s benefit. No stalls are permitted to change their position.

W

WATER AND WASTE

Waste management is extremely important to the MCEOC and our team. We have hired the best we can to ensure as much of the waste can be recycled rather than go into landfill at the end of the event.

In the back of house area’s, we will be providing 5 waste streams for you to use and we hope to make it as simple as possible and you will work together with us to ensure we can get the right waste in the right bin.

There will be:

- Commingled Recycling – for plastic and cardboard.
- Cardboard & Paper Recycling – for paper or cardboard waste only.
- Organic Waste – for all food scraps.
- Oil Waste – for excess oil waste (do not put water in here)
- Water Waste – for excess water waste from washing up and cooking etc.
- General Waste – for general rubbish that does not fall into any of these categories.

Please show your team members the bins each night and ensure they are using them correctly. Incorrect use of bins will not be tolerated and can result in loss of bond.

WEATHER

Unless the safety of yourselves or customers is threatened by the weather, then the event will continue. No refunds will apply in the event of event delay or cancellation.

8. TERMS AND CONDITIONS

Terms and Conditions to be abide by all the Street Stall Applicants

Glen Waverley MCEOC 2024 - YEAR OF THE DRAGON - LUNAR NEW YEAR & LANTERN FESTIVAL

This Agreement is between the Applicant (hereinafter referred to as Stall Holder/s) and the Monash Chinese Events Organising Committee Inc. (MCEOC) contains the following terms and conditions.

By completing and submitting this application, the Applicant agrees that he/she has read and agrees to be bound by the terms and conditions 1 through 16 below.

Allotment of Stalls and Approval of Stall Applications

1. The allotment of stall lots is at the sole discretion of the MCEOC.
2. The acceptance and approval of the Street Stall Application shall be at the sole discretion of the MCEOC.
3. Subject to clause 6 prior approval must be obtained from MCEOC for all activities, materials /flyers/photos/brochures or information displayed or distributed to the Public other than those related to trades/business/health/education in nature. A copy must be deposited with Organizing Subcommittee at least five (5) days before the date of the Festival and a written approval or rejection from the MCEOC shall be provided within 48 hours of deposit. The MCEOC decision in this determination shall be final and conclusive.

Permitted use of Stalls and Stall Compliance

4. The Stall Holder/s shall confine their activities to within their allotted stall/s area.
5. Subject to clauses 3 and 6 of this Agreement, the Stall Holder/s shall use their stall/s only for:
 - i) the sale of legally permitted retail goods or food products;
 - ii) imparting approved information on health/religions; or
 - iii) approved activities.
6. Stall Holder/s shall not provide or in any way make available, information or engage in activities that will cause an effect/s that:
 - i) defamatory in nature;
 - ii) likely to annoy, incite or cause nuisance, harm, unrest, or disharmony to any Stall Holder/s, MCEOC Committee member, invited guests and any other persons or members of political, foreign diplomats, religious or charitable groups;
 - iii) disrupt the peace, order or good government of the municipality;
 - iv) cause or commit any nuisance;
 - v) adversely affect the amenity of that public place;
 - vi) adversely affect or interfere with the use and enjoyment of that public place or the personal comfort of a person in or on that public place;
 - vii) are detrimental to public health and safety; or
 - viii) contravene to the City Council Local Laws.
 - ix) Must not smoke in their Site at all, if a vendor wishes to smoke, they must leave the site to a designated smoking area
7. Comply with the requirements of the Food Act 1984.
8. The Stall Holder/s shall observe and strictly comply with the public health and safety regulations.
9. The Stall Holder/s shall observe and strictly comply with the total fire ban and fire safety guidelines as issued by the Authorities.
10. The Stall Holder/s shall not cause any traffic hazard around their stall at any time.
11. The Stall Holder/s shall abide by all the terms and conditions laid down by MCEOC. Any breach of, or failure to abide by these stated conditions, may result in MCEOC ordering the offending stallholder(s) to cease operating the allocated stall(s). No refund of the fees paid shall be provided.

Indemnity and Limitation of Liability

12. All Stall Holder/s shall possess or take out a Business/Commercial Insurance Policy and Public and Products liability Insurance Policy. (Copy of Certificate of Currency required) duly endorsed therein the names of the Monash Chinese Events Organising Committee Inc. (MCEOC)
13. The Stall Holder/s shall fully indemnify MCEOC/Monash City Council and hold them harmless in respect of all costs, claims, demands and expenses to which MCEOC/Monash City Council may be subjected as a result of any loss or injury to any person/s or company/s including members of the public whatsoever, caused as a result of any act, neglect or default of the Stall Holder.
14. The Stall Holder/s acknowledge/s that no sponsors, organizing committee (MCEOC) / Monash City Council and authorized persons are liable for any loss, damage or claims of any nature.

Clause headings

15. Clause headings are for ease of reference and are not part of this Agreement and accordingly shall not affect its interpretation.

Jurisdiction and applicable law

16. The laws of the State of Victoria, Australia shall govern this Agreement.

BY SUBMITTING THE ONLINE WEBFORM YOU AGREE TO ALL OF THE TERMS AND CONDITIONS SET OUT ABOVE.