



## **2011 Tuggeranong Festival**

### **Bringing the community together**

## **STALLHOLDER INFORMATION KIT**

**Theme:** Nature on Your Doorstep  
**Date:** Saturday 26 November 2011

### **DETAILS**

**Venue:** Tuggeranong Town Park, Corner of Anketell Street and Bartlet Place Greenway

**Stallholder Briefing Session:** There will be a stallholder meeting on Monday 21 November 2011 at 6:00pm at Tuggeranong Town Park. It is important that all stallholders attend this meeting.

### **CONTACT DETAILS**

Peter Bond - **Stalls Coordinator** - Mobile 0408 116 515

Michael Lindfield – **Festival Manager** - Mobile 0401 253 782  
[president@tuggeranongfestival.org.au](mailto:president@tuggeranongfestival.org.au)

Tuggeranong Community Festival Inc  
PO Box 1386  
TUGGERANONG ACT 2901

**STALLHOLDER APPLICATIONS CLOSE: FRIDAY 18 November 2011**  
**LATE APPLICATIONS WILL NOT BE ACCEPTED**

## **Welcome to the 2011 Tuggeranong's Festival**

The Tuggeranong Festival Committee extends a warm welcome to long standing stallholders and new ones to our 23<sup>rd</sup> Tuggeranong Festival. We hope your experience is enjoyable and that you will continue to support us.

The Festival is Canberra's longest community event of its kind and is non-profit aimed at *bringing the community together* to celebrate its uniqueness, achievements and diversity.

Unlike other community festivals, our Festival does not have any paid staff or administrative overheads. This makes the Festival truly unique and very much local.

The Festival program, planning, website design and maintenance, communications, events management etc. is done by a very small group of dedicated volunteers. We also have a loyal group of corporate sponsors from the Tuggeranong community and funding from the ACT Government Festival Fund to deliver the best program possible to the community each November.

We encourage stallholders to take some time to visit the other stalls hosted by community groups and vendors. They too will be showcasing their talents, skills and products in a variety of ways. Also, throughout the day, enjoy the entertainment on the Tuggeranong main stage, the roving performers, and the many activities on Lake Tuggeranong, both in and around the Town Park.

We are confident there will be something to do, see, or participate in for patrons of all ages. Take the day slowly and enjoy yourself.

### **A Message from the Tuggeranong Festival and Lake Tuggeranong Lions Club**

Thank you to all of the stallholders who are participating in the 2011 Tuggeranong Festival. We hope your experience is a positive one and that you return in 2012 to help make this event an enjoyable and carefree day for everyone.

Each year we aim to make the Festival more interesting, exciting and a memorable occasion for families.

The Tuggeranong Festival is also an opportunity for other non-profit organisations to raise much need funds. For example, the Festival engages the Lake Tuggeranong Lions Club to manage the market stalls. All fees and charges raised by the Lions Club are reinvested back into the community to fund worthy and much needed projects.

We look forward to seeing you on Saturday 26 November 2011.

**Michael Lindfield**  
**President**  
**Tuggeranong Festival**

**Peter Bond**  
**1<sup>st</sup> Vice President**  
**Lake Tuggeranong Lions Club**

## Tuggeranong Festival Stallholder Guidelines

The Festival Committee and the Lake Tuggeranong Lions Club invites community groups and businesses to hold a stall as part of the Family Fun Saturday in the Park.

**Types of stalls allowed** (but not limited to):

- **Market stalls** may involve the sale of hot and cold food, pastries and cakes, jam preserves, organic produce, gardening, flowers and plants, soft drink, lollies and snacks, ceramics and pottery, handcrafted jewellery, glassware, art, crafts, leather goods, photographic and woodwork products, beauty body products (candles, soaps and essential oils), knitting and quilting, books, DVDs/CDs, toys and children's games, clothing, manchester and electrical goods
- **Speciality services** like alternative medicine, psychic readings and clairvoyants, massage and wellbeing specialists (e.g. naturopathy, herbal medicine, nutritional advice & iridology), non-profit community groups, sporting and fitness clubs, local businesses wanting to demonstrate or sell their products, government agencies providing promotional and information materials, professional services (e.g. legal, paramedical, financial) and interest groups (e.g. wildlife, humanitarian, environment and conservation and pets) are most welcome.

**Please note that the Festival is a family event and the sale of alcohol is banned.**

### Public liability insurance cover

Stallholders are required to hold a public liability insurance policy in the name of the stallholder for the minimum sum of ten million dollars (\$10 million) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the stallholder in relation to participation in the Tuggeranong Festival. If a stallholder has employees they may need to check whether workers compensation insurance applies to them.

Stallholders are required to provide details of their public liability insurance cover when submitting their [on-line Stallholder Application Form](#). Failure to comply will mean the stallholder will not be permitted to participate in the Festival.

### Costs and site Information

In recognition of stallholders who have shown continuous support for the Festival, we will introduce a loyalty program for stallholders in 2011. The Festival loyalty system is based on the awarding of stars for every year of continuous service. For example 3 or 4 star stallholders represent 3 or 4 years of attending the Festival.

The benefits of our loyalty program for eligible stallholders include:

- receiving first choice of site locations;

- permission to park in the Town Park or near their stall;
- retaining the option of “their” site for the next Festival; and
- acknowledgement on our website as a loyalty stallholder  
[www.tuggeranongfestival.org.au](http://www.tuggeranongfestival.org.au);

Stallholders will be allocated an individual stall site number highlighted on a map which will be given to each stallholder at the **Stallholder Briefing Session** (on Monday 21 November 2011 commencing at 6:00pm at Tuggeranong Town Park).

All stall sites will be marked with the stall number. Look out for the Festival volunteers who can direct you to your stall. Please be patient.

The following are the various categories of stalls permitted to operate at the Festival and the fees that will apply.

### Stall Sites

All stall sites are 4 x 4 metres in size and unpowered (power incurs additional charges, see below). If you need more frontage than 4 metres, you can purchase more than one stall site and request that they are adjoining. The eight different stall types and their costs are shown below.

Stall Type	Examples	Cost
Commercial hot food/beverages	Pizzas, cappuccino makers, etc.	\$75
Commercial cold food/beverages	Commercial bakers, pastry makers, organic produce, jam preserves, soft drinks, lollies, snacks, etc.	\$60
Peak organisations	Political parties, industry groups (unions and employers), government agencies, etc.	\$40
Commercial merchandising	DVD/CDs, clothing, clothing, flowers and plants, jewellery glassware, art, crafts, leather goods, photographic and woodwork products, beauty body products (candles, soaps and essential oils), knitting and quilting, books, toys and children’s games and electrical goods vendors, etc.	\$30
Commercial speciality & professional services	Alternative medicine, psychic readings and clairvoyants, massage and wellbeing (naturopathy, herbal medicine, nutritional advice & iridology), and legal, paramedical, and financial providers	\$30
Car boot vendors		\$25
Community group information	Neighbourhood watch, Lifeline, etc.	\$15
Community non-profit food/beverages	Ethnic and sporting groups, etc.	\$15

## Power Options

Type	Description	Cost (per outlet)
Standard	10 amp	\$15
High Power	15 amps (2 x 15 amp 7.14 kilowatt single phase outlets)	\$20

See below for further information about power calculations and requirements.

### Stallholders' payment of fees

Payment may be made after notification of acceptance of the [online Stallholder Application Form](#) but *must* be made in full **before Friday 18 November 2011**. Stallholders who have not paid by this date will not be permitted to trade at the Festival.

If a stallholder prefers to pay by cheque or money order, rather than electronically, please make it out to Lake Tuggeranong Lions Club and send to:

Peter Bond  
Tuggeranong Festival Lions Coordinator  
Lake Tuggeranong Lions Club  
PO Box 5108  
CHISHOLM ACT 2905

Please note that neither the Tuggeranong Festival nor the Lake Tuggeranong Lions Club will accept cash through the mail.

### Stallholders accessing Tuggeranong Town Park

The Tuggeranong Festival is committed to providing a safe environment for patrons and pedestrians and other users of the Town Park.

#### Bartlet Place entry

To enhance safety and allay traffic congestion, the following traffic measures are to be followed:

- Food, beverage and non-profit community groups/information stallholders must enter Tuggeranong Town Park via the Bartlet Place gate.
- Guises Creek Volunteer Rural Fire Brigade, ACT SES, St John Ambulance, Tuggeranong Police, all Lake Tuggeranong users (i.e. Lake Tuggeranong Model Power Boat Association, Vikings Rowing Club, Lake Tuggeranong Sea Scouts and Vikings Fishing Club) and *Kids under the Trees* participants must also enter Tuggeranong Town Park via the Bartlet Place gate.

The Bartlet Place gate will open at 7 am on Saturday 26 November 2011. Refer to Site Map to identify gate.

The gate will be supervised at all times by traffic coordinators i.e. Lions Club and / or ACT SES voluntary personnel.

Stallholders are asked to be patient if there is a queue and to follow instructions from traffic coordinators who are volunteers.

Traffic coordinators will direct stallholders to their site.

The cycle path running on the edge of the Town Park must not be obstructed by any stall materials e.g. products, electrical extension leads, motor vehicles, marquees, tables and chairs etc.

Once stallholders have unpacked and set up their marquee they *must* remove their vehicle from the Town Park (with the exception three star loyalty stallholders who are permitted to park their vehicle next to / or near their stall). All other stallholders can park their vehicle in the public car parks identified in the Site Map.

Information and community group marquees must pack up at 4:00pm and leave the Town Park by 5:00pm.

### **Anketell Street entry**

Access to the Town Park via Anketell Street gate (see Site Map) is permitted for the following:

- the Festival Committee (from 7 am), stage sound and light personnel (from 9 am), sponsors (from 9 am), car club exhibits (from 10 am to 4 pm), invited guests (from 3:30 pm), the pyrotechnics (from 2pm), the Guises Creek Volunteer Rural Fire Brigade for the fireworks (from 5pm), emergency service vehicles (unrestricted access) and Flaherty Family Amusements (unrestricted access).

The Anketell Street gate will be open from 7 am on Saturday 26 November 2011.

The gate will be supervised at all times by traffic coordinators i.e. Lions Club and / or ACT SES personnel.

### **Cowlishaw Street entry**

Access to the Town Park via Cowlishaw Street gate (i.e. Section C Site Map refers) is permitted for the following:

- Tuggeranong Dog Flyball competitors and Car Boot Vendors from 7 am.

Please be patient if there is a queue. Car boot vendors are asked to follow all instructions from traffic coordinators who will direct them to their allocated site.

Car boot vendors must pack up by 4:00 pm and vacate the Town Park by 5:30pm

### **Stallholders power needs and accessing supply**

Stall sites do not include power. It is important that stallholders provide correct information on their [online Stallholder Application Form](#) regarding the number of outlets that are needed.

Power will be supplied as per your request in the [online Stallholder Application Form](#). Note that extra sockets required on the day that have not been booked prior to the Festival will be charged at \$100 per socket.

Be aware that over use of sockets has a detrimental effect on other stallholders and the Festival Committee will be policing this heavily.

Stallholders must provide their own power boards and 20 metre extension leads to connect to the main distribution system and, if needed, power boards with an earth leakage circuit breaker to distribute the power within your site (remember a bain-marie uses one outlet by itself). All equipment (leads, power boards and equipment) must be safety tagged as per Australian Safety Standard - AS3760.

The Festival will engage a qualified electrician to test and tag electrical equipment prior to installation onsite. If your equipment has previously been tagged and you need to test it, plug all power sockets into an earth leakage circuit breaker. If the circuit breaker trips you have a problem with your equipment. Any equipment found to be faulty will not be connected to the distribution system.

The Lake Tuggeranong Lions Club reserves the right to reject untagged leads. No refund will be given for those rejected.

The Tuggeranong Festival in consultation with the Lake Tuggeranong Lions Club reserves the right to close a site if they are not acting in accordance with previously stated power requirements.



The following table will give stallholders an indication of typical power usage per appliance:

**1 kilowatt = 4.2 amps**  
**Amps = Watts divided by 240**

Type of equipment	Amps*	Needs Dedicated Socket
Fans	1-2	No
Small urn	4-5	No
Average fridge	5	No
Small bain-marie	7	No
Microwave	10	No
Large bain-marie	10	No
Large metal urn	10	No
Large fridge	10-12	No
Chest freezer	11 - 12	No
Deep fryer	15	Yes
Espresso machine	15	Yes

\* Please note that this is an average estimate of power usage; please refer to the label on the back of the equipment for a more accurate figure.

Please note: extra sockets booked after submitting the [online Stallholder Application Form](#) will be charged \$50 per socket.

### Other information

All site operators are required to comply with WorkCover Safety Guidelines pertaining to the operation of gas cylinders and electrical equipment. For any questions, please contact the duty officer at WorkCover on 2605 0200 or <http://www.worksafe.act.gov.au/page/view/1434>. **All site operators who produce hot food are required to have a fire extinguisher on site.** The Festival's electrician will be conducting random patrols throughout the course on the day.

Power will be available from Saturday morning from 8:00am.

### Electrical Conditions/Requirements

Stallholders who are using electrical power are advised that for reasons of public and individual safety the following conditions relating to the supply of power to stalls must be complied with:

1. All electrical and extension cords are to be heavy duty industrial sheathed cord which does not exceed 20 metres in length.
2. No electrical or extension cords may have joints or connections between the switchbox and the electrical device.
3. No more than two electrical devices are to be connected to a single extension/electrical cord and if a plug/socket adaptor (e.g. power board) is used it must be:
  - (a) Located within the booth, stall or display; and

- (b) Not laid in contact with the ground or exposed to rain or moisture of any other kind.
4. Extension cords are to be approved by the Festival's electrician.

## Safety tips for Stallholders

Below is some valuable information for event organisers and anyone intending to set up a stall at an event involving the use of electricity, gas or cooking appliances.

1. Do not wear loose clothing while cooking, especially with gas cook tops.
2. If a pot or pan catches fire, put a lid or damp cloth on it to smother the fire.
3. Do not use water on a fire as it can spread the fire, instead use a fire blanket or an approved fire extinguisher such as CO2 or dry powder.
4. Never carry a pot on fire. You could spill the contents, which could spread the fire or cause you to be burnt.
5. Do not store a fire extinguisher near cooking appliances.
6. Do not use electrical equipment that has frayed cords or broken plugs.
7. Overloaded power points and power boards can over heat and cause a fire. To prevent this from happening:
  - Never overload power points.
  - Never connect power boards or double adaptors together.
  - Check power boards for signs of damage or discolouration, if found discard immediately.
  - Buy quality power boards with an overload protection device (RCD).
  - Provide adequate ventilation around the power board.
  - Power cords need to be tagged and not out of date.

## ACT Health

Stallholders should be aware that the ACT Health Protection Service requires persons who sell food on more than 5 occasions to complete an "Application for Registration of a Food Business". Follow the links below:

[Application for registration of a food business](#)

**Additionally, all Stallholders who are selling food or beverage (even if it is only at Festival time) MUST complete a Notification of a Food Business form:**

<http://www.health.act.gov.au/c/health?a=sendfile&ft=p&fid=1578195943>

For licensing and registration please follow the link:

<http://health.act.gov.au/health-services/public-health/health-protection-service/licensing-and-registration/>

If you are a community group proposing to sell simple foods at a short-term or temporary food stall for fund raising purposes only, you are encouraged to read *Fetes and Fundraising*

*Food Stalls: Food safety guidelines for fetes and fundraising events*  
(<http://health.act.gov.au/publications/fact-sheets/food-stalls-fetes-and-fundraising>).

ACT Health Protection Service contact details are:

Howard Florey Centenary House  
25 Mulley Street  
Holder ACT 2611  
Phone:(02) 6205 1700  
Fax: (02) 6205 1705

## Evacuation Points

In the case of an emergency that requires the Town Park to be evacuated, stallholders and the general public will be directed by Festival organisers and volunteer ACT SES personnel to assemble in the areas described below.

Patrons and stallholders in the vicinity of the Vikings Fishing Club marquee, Tuggeranong Skate Park, the Kids Zone activities in Section A of the Site Map will be directed by Festival organisers and volunteer ACT SES to assemble in the Bartlet Place Car Park. (Festival organisers and volunteer ACT SES will ensure that the **Bartlet Place access gate is not obstructed.**)

Patrons and stallholders within Section B of the Site Map will be directed by Festival organisers and volunteer ACT SES to assemble on the grassed area behind the Tuggeranong Town Park Stage. (Festival organisers and ACT SES personnel will ensure that the access to the Town Park via the **Anketell Street Town Park side gate is not obstructed.**)

Patrons and car boot vendors within Section C of the Site Map will be directed by Festival organisers and volunteer ACT SES to assemble in the Cowlshaw Street Public Car Park. (Festival organisers and ACT SES personnel will insure that the access to the Town Park via the Cowlshaw **Street Town Park side gate is not obstructed.**)

## Stallholder waste management practices

The Festival will arrange bins and waste disposal for the general public attending the event, including waste disposal for compostable/ organic waste, recyclables and landfill waste.

All stallholders are required to take their unsold items and rubbish/waste away with them, including broken crockery, containers, food waste and liquids. What stallholders bring on site at the start of the day must be removed by stallholders at the end of the day.

Stallholders are not permitted to leave rubbish or waste behind and the Festival reserves the right to charge the stallholder a waste disposal fee (equivalent to the site fee) if stallholder waste is not removed by the stallholder at the end of the event.

## **Information Booth and Lost Property**

The ActewAGL Marquee adjacent the Town Park Stage is the Festival's information booth. All lost property should be handed to event organisers. All items handed in will be logged and appropriate action taken.

## **Recycling Policy**

Stallholders are required to comply with ACT recycle policy guidelines to separate bottles, cans, oil, etc. Please refer to the ACT Recycle Policy guidelines at: [www.works.qld.gov.au/downloads/tdd/recycling\\_gl\\_070709.pdf](http://www.works.qld.gov.au/downloads/tdd/recycling_gl_070709.pdf)

## **Security**

The Festival Committee has engaged the services of a security team who will be on duty for the entirety of the Festival. Stallholders should report any suspicious or anti social behaviours to the event organisers located at the ActewAGL Marquee.

Tuggeranong police will undertake regular foot patrols throughout the Festival.

## **Toilets**

The following toilets will be installed for use by stallholders and members of the public:

- 10 portable toilets located at the corner of Anketell Street and Bartlet Place
- 2 portable toilets behind the Town Park Main Stage
- 2 permanent toilets and wash room cubicles including disabled facilities on Bartlet Place (see Site Map)

## **Water (taps)**

Water will be available for you. A tap is located in the Town Park and the Festival team will assist you with this.

## **Weather**

Please remember to bring a hat and sun cream (even if it is raining in the morning) and to bring plenty of water to drink to avoid dehydration. Water and sunscreen will be available from the ActewAGL Marquee.

# Site Map for Tuggeranong Festival

