

# FACT SHEET

## Mayor's Carols by Candlelight Temporary Stalls

The Mayor's Carols by Candlelight will be held on Saturday 9 December 2023.

### Applications

The lodgement of an application form does not mean automatic acceptance. Selection criteria and guidelines will apply to all applications.

A site will not be confirmed until payment has been received. Payment of stall fees is not required until Council has confirmed your application has been successful. Council will contact you regarding payment methods.

Applicants must ensure all required supporting documentation is attached to their application.

There will be no extensions and/or exceptions for applicants to submit the correct paperwork, if it is not returned by the due date a stall may not be available.

### Conditions

Stallholders must ensure that their public liability insurance is sufficient to cover their involvement. The public liability insurance must be a minimum cover of \$20 million.

All food stalls must comply with the relevant provisions of the Queensland's *Food Act 2006*. If applicable, food stallholders must hold a current Food Business Licence or Temporary Food Stall Licence. This is the stallholder's responsibility and a copy of the Licence must be submitted with your application.

All food stallholders must comply with Food Safety Standards Australia/New Zealand.

Stallholders requiring power must have all appliances in safe electrical order with current tested and tagged labels affixed. Stallholders need to supply their own electrical leads for their stall area.

Vehicles are to be unloaded and removed prior to setting up your stall. Stalls requiring vehicles to operate must be prearranged with Council.

Vehicles may enter the site from 8am on Saturday 9 December 2023 and must leave the area by 10pm (gates open to public at 5pm). Council staff will be on site and available to direct you to your site.

Stallholders can only sell products that are authorised and approved by Council.

Stallholders are responsible for removing all their own rubbish from the site.

### General Information

As this event is occurring at night, all stallholders are required to provide lighting for their stalls. General lighting for public areas will be provided by Council. Battery and solar lights are preferable to assist with managing the power load.

Stall sites will be clearly marked with numbers. No changes will be made to site allocations on the day of the event. Council reserves the right to place stallholders in any given site/s.

Site fees will only be refunded at the discretion of Council.

Rockhampton Regional Council does not take any responsibility for the loss or damage of items bought on site.