

Upcycle Village Fair Stall Site Booking Form

Waste and Recycling Events



Privacy Notice: Council deals with personal information in accordance with law, including the *Information Privacy Act 2009*.

This form is to be completed when booking a stall site at the Upcycle Village Fair being held on Saturday, 14 November 2026 from 8am to 12pm. Every attempt will be made to accommodate your stall site preference, however there is no guarantee that the stall site will be available or allocated to you.

P: 07 4932 9000 | E: enquiries@rrc.qld.gov.au | W: rockhamptonregion.qld.gov.au | PO Box 1860, Rockhampton 4700 | ABN: 59 923 523 766

Applicant Details		
Organisation/Business name:		
Contact name:		
Preferred contact number:	Email:	
Facebook:		
Website:		
Postal Address		
Street number and name:		
Suburb:	State:	Postcode:
Site Details <i>(Applications will be assessed based on suitability to the event. Refer to the Terms and Conditions for more information.)</i>		
Stallholder/vendor type:		
☐ Garage Sale Stallholder (household items to sell for a second life with someone else – good quality, in working condition/all parts included, clean and neatly presented)		
☐ Market Stallholder (creators of upcycled, reimagined, repurposed goods to sell – demonstrating how second-hand materials can be reused to make quality creations)		
☐ Food/Entertainment Vendor (food vendors, service providers, entertainers, community groups)		
Overview of goods being sold <i>(only required for Garage Sale Stallholders and Market Stallholders):</i>		
<i>Please refer to the list of prohibited items for sale under section 7. Public Liability Insurance in the attached Terms and Conditions.</i>		
Public Liability Insurance <i>(Please note a copy of your public liability insurance to the minimum value of \$10 million dollars and indemnity statement must be provided for all Food/Entertainment Vendors.)</i>		
Name of insurer:	Policy number:	
Policy limit:	Expiry date:	

OFFICE USE ONLY	Approved: YES / NO	
	Stall site number:	Receipt number:

Stall Site Details (Please note all sites are outdoors and unpowered.)

Please select the stall site you prefer – all stall sites will incur a \$25.00 fee:

- ☐ Car boot stall (in the carpark)
- ☐ Vehicle with pull-out awning stall (on the dirt, 6m x 3m)
- ☐ Marquee stall (on the grass, 3m x 3m)

Please note unless your vehicle is required for the operation of your stall, it is to be parked outside the market zone with the stallholder car parking provided.

Comments: *(for example, placed alongside another stallholder, preferred site location, etc.)*

Every attempt will be made to accommodate your above preferences, however there is no guarantee that the site will be available or allocated to you.

Food Vendors (Please provide a copy of your food licence with your application, if needed)

Length of van *(metres)*:

Display: ☐ Operates on passenger side ☐ Operates on driver side

Electrical Requirements

Please note there are **no powered sites available**. Any electrical equipment or leads brought into the Fair by a Stallholder are required to have been inspected and tagged by a licensed electrical contractor within the last 12 months and be compliant for the entirety of the Fair.

Supporting Documentation

Please remember to provide the following supporting documentation when submitting this form:

- ☐ Copy of Public Liability Insurance to the minimum value of \$10 million dollars and indemnity statement *(if applicable)*
- ☐ Photo of goods being sold *(only applicable to Market Stallholders)*
- ☐ Copy of Food Business Licence *(if applicable)*
- ☐ Copy of Gas System Compliance Certificate *(if applicable)*

Declaration

I submit this form with the relevant supporting documentation as required. I declare that the details are correct to the best of my ability. I have read and agree to the attached Upcycle Village Fair Stallholder Terms and Conditions.

Name:

Signature:

Date:

Payment Information

Successful applicants will be contacted by Council's Customer Service staff to arrange payment. Please note full payment of the site fee must be made no later than 7 days after the date that Council provides notice of an offered site.

Upcycle Village Fair Stallholder Terms and Conditions

By submitting a Booking Form to trade at the Rockhampton Regional Waste and Recycling Upcycle Village Fair, you confirm you have read, understand and agree to be bound by these Upcycle Village Fair Stallholder Terms and Conditions ("Terms and Conditions").

1. Definition

- (a) 'Fair' means Upcycle Village Fair being held on 14 November 2026 at 152 Lakes Creek Road, North Rockhampton.
- (b) 'Site' means the area at the Fair allocated to the Stallholder for the operation of their stall/business.
- (c) 'Site Fee' means the dollar amount payable by a Stallholder to Council for an allocated site at the Fair. Site Fees are adopted by Rockhampton Regional Council and are subject to change.
- (d) 'Stallholder' means the person or company, operating a stall at the Fair subject to these Upcycle Village Fair Stallholder Terms and Conditions.
- (e) 'Vehicle Site' means a Site on which the Stallholder is allowed to park and trade from a vehicle.
- (f) 'Marquee Site' means a Site on which the Stallholder is not allowed to park and trade from a vehicle.
- (g) 'Council Stallholder Insurance' means the insurance policy provided by Council on behalf of uninsured Stallholders for public liability insurance coverage for claims arising out of the Stallholder's participation in the Fair.

2. Applications

- (a) Applications must be submitted on or before 21 days prior to the Fair to hold a Site, followed by payment.
- (b) Applications will be assessed based on suitability to the Fair and the following selection criteria:
 - (i) Preference will be given to applicants with product or experience that will complement and enhance the Fair.
 - (ii) Applicants who can bump in on time and leave their Site as they found it: clean and devoid of waste.
 - (iii) Limited availability for food stallholders.
- (c) Applicants will be informed by email of the outcome of their application within seven (7) days of the date their application was submitted, with successful Applicants being offered a Site and Unsuccessful applicants being placed on a waiting list. In the event of a cancellation or declined offer, Rockhampton Regional Waste and Recycling will refer to the waiting list to make second round offers.

3. Payment

The Stallholder must provide full payment of the Site Fee to Rockhampton Regional Council (Council) no later than seven (7) days after the date that Council provides notice to the Stallholder of the offered Site ("Site Fee Due Date"). Payment method will be supplied upon notification of successful application. Failure to pay Site Fees prior to the Site Fee Due Date will result in the Site booking being cancelled and allocated to another Stallholder.

4. Site Cancellations

- (a) Stallholders may completely withdraw without penalty provided they give notice in writing to Rockhampton Regional Waste and Recycling at least 12 days prior to the commencement of the Fair.
- (b) Stallholders withdrawing from the Fair with less than 12 days prior notice will not be entitled to a refund and shall be liable for the total cost of the Site.

5. Cancellation

- (a) Council reserves the right to cancel or postpone the Fair (or part thereof) for any reason.
- (b) Where the Fair is cancelled or postponed by Council prior to the commencement of the Fair, Council will reimburse the Site Fee to the Stallholder. All other costs incurred by the Stallholder, such as accommodation and travel, will not be reimbursed by Council.
- (c) Where the Fair is cancelled by Council after the commencement of the Fair (for example, due to adverse weather conditions), Council will not be liable to reimburse any fees associated with the cancellation including the Site Fee.

6. Indemnity by the Stallholder

Except to the extent caused or contributed to by Council, or covered by an insurance policy, Stallholders agree to indemnify and keep indemnified Council against claims by any person in respect of injury, death or loss of or damage to any property, resulting from or in any way connected to the Stallholder.

7. Public Liability Insurance

- (a) Stallholders with a current public liability insurance policy at the time of submitting their Booking Form must ensure that the public liability insurance policy:
 - (i) Remains current for the entire duration of the Fair (including bump-in/bump-out period);
 - (ii) Provides coverage for an amount of not less than ten million dollars (\$10,000,000) per claim;
 - (iii) Lists Council as an interested party; and
 - (iv) Produce evidence of insurance to Council if requested.
- (b) Stallholders without a current public liability insurance policy at the time of submitting their Booking Form will be covered under the Council Stallholder Insurance on the condition that the Stallholder:
 - (i) Is an individual;
 - (ii) Does not have a current public liability insurance policy listing the Stallholder as an insured party;
 - (iii) At all times complies with these Terms and Conditions and the conditions of cover for Council Stallholder Insurance; and

- (iv) Does not sell, distribute or provide any products, items or services the sale of which the conditions of cover for the Council Stallholder Insurance specify cannot be covered, including, but not limited to:
- (1) goods imported by the Stallholder;
 - (2) live animals;
 - (3) toys;
 - (4) bicycles, skateboards, in line skates, roller skates, scooters and associated protective equipment;
 - (5) inflatable pools, life jackets, floating devices and other floating aids;
 - (6) protective or safety equipment and/or clothing, eyewear and life preservation products;
 - (7) second hand electrical items and tools;
 - (8) automotive or motorcycle parts/accessories of any nature;
 - (9) sporting goods/equipment;
 - (10) swords, spears, bows, crossbows, firearms, ammunition or weapons of any kind;
 - (11) knives or bladed instrument of any kind;
 - (12) fireworks, pyrotechnics or explosives;
 - (13) flammable, dangerous and/or hazardous chemicals;
 - (14) animal feed;
 - (15) pharmaceuticals or cosmetics;
 - (16) medical devices or alternative therapy devices, including massage devices;
 - (17) detergents and/or soaps;
 - (18) candles of any description;
 - (19) vitamins, minerals, herbals and other health supplements;
 - (20) children's cubby houses, swings, slides, playground equipment or climbing equipment; or
 - (21) baby/infant clothing or children's clothing.
- (c) The Stallholder acknowledges a \$500.00 excess payment will apply and be payable by the Stallholder for each and every claim against the Council Stallholder Insurance arising from the Stallholder's participation in the Fair.

8. Stall Site Fee

All Sites bookings, will incur a Booking Fee of \$25.00. The Booking Fee provides each Stallholder with the Site at the fair designated to the Stallholder.

9. Sites

- (a) Sites will be allotted to each Stallholder on arrival at the Lakes Creek Road Waste Management Facility. Refer to the Booking Form for site sizes.
- (b) Your entire stall footprint, including, but not limited to, all ropes and awnings, back of house, cold rooms, storage and freezers must fit within your Site.

10. Site Plans

Rockhampton Regional Waste and Recycling reserves the right to alter the layout, plans and positions of stallholders without notice or consultation.

11. Trading Times

The Fair will operate between 8am – 12pm on Saturday, 14 November 2026.

12. Bump-in/out Times

By submitting the Booking Form, Stallholders agree to adhere to the bump-in and bump-out requirements specified by the Rockhampton Regional Waste and Recycling below:

- (a) Bump-in will take place between 6am – 8am.
- (b) All vehicles, except those on Vehicle Sites, are required to be offsite by 7.30am sharp.
- (c) All food vans must be set up in preparation for a compliance inspection which will commence at 7.30am.
- (d) Stallholders who arrive after 7.30am will be required to walk their items to their Site.
- (e) Bump-out will commence at 12pm or when the last patron leaves the Fair.
- (f) Due to health and safety, vehicle movement is not permitted while there are patrons attending the Fair. Stallholders will be advised when vehicle movement is permitted.
- (g) All Stallholders must leave the facility by 4pm.
- (h) Bump-in/out is often congested and Stallholders must be considerate regarding the placement and movement of vehicles, stock and materials in areas other than their Site.

13. Stallholders Obligations

- (a) Stallholders with non-vehicle Marquee Sites, must unload vehicles then remove the vehicle out of the Fair precinct before setting up the Site.
- (b) Stallholders with Vehicle Sites, must:
 - (i) Ensure that the dimensions of their vehicle fit within the Site;
 - (ii) Have their vehicle parked, with the vehicle within the boundaries of the Site, by no later than 7:30am; and
 - (iii) Keep the vehicle on their Site turned off and stationary between 7:30am and 12pm.
- (c) Stallholders must ensure that all trading activity is undertaken within the boundaries of the Site. All public walkways and aisles must be kept completely clear at all times.
- (d) Where Stallholders provide a marquee/gazebo/umbrella/shade structure (Structure), the Stallholder must ensure the Structure is secured to the ground by use of weights. Structures must not be tied to tables or equipment as a means of securing.
- (e) Stallholders are not permitted to pack up their Site or leave the Fair before the end of the trading hours specified for the Fair.
- (f) Stallholders who sell out are permitted to cease trading and join in the Fair festivities. Stallholders must leave the Site free of rubbish. It is the responsibility of the Stallholder to take all waste from the Site at the end of trade. Any damage to surfaces (grass/ground) from use of vehicle, cooking, liquids etc. must be repaired at the expense of the Stallholder.
- (g) Stallholders must comply with workplace health and safety standards at all times.

14. Direction by Council

- (a) Site placement and layout of the Fair is at the sole discretion of Council.
- (b) Stallholders must comply with any reasonable direction by a Council Officer regarding safety, the movement and parking of vehicles and conduct while interacting with public and other Stallholders.

- (c) Stallholders are not permitted to sell offensive, illegal, prohibited, counterfeit or unauthorised goods. Council reserves the right, at its sole discretion, to enter the Site at any time and require the Stallholder to remove from sale or display any good, article, sign, picture, or service considered not eligible for display, inappropriate, offensive or contrary to the ethos of the Fair. Council does not guarantee Fair visitor numbers or the level of commercial activity at a Fair.
- (d) Council does not guarantee exclusivity of products or services and cannot guarantee similar products or services will not be located near the Stallholder at a Fair.

15. Smoking

Smoking is not permitted onsite at any time.

16. Electrical Installations

Any electrical equipment or leads brought into the Fair by a Stallholder are required to have been inspected and tagged by a licensed electrical contractor within the last 12 months and be compliant for the entirety of the Fair.

17. Food Vending Stallholders

- (a) The operation of temporary food vending facilities falls within the jurisdiction of the Rockhampton Regional Council. It is a requirement that all temporary food vending facilities in operation at the Fair hold a current food business licence with a Queensland Council.
- (b) All food vendors must comply with health requirements of the *Food Act 2006*, *Food Regulation 2016* and the Food Safety Standards. Council's Environmental Health Officers may inspect your Site to ensure the requirements are being met.
- (c) Information on the requirements of the temporary food stalls can be found at:
<http://www.rockhamptonregion.qld.gov.au/CouncilServices/Environment-and-Public-Health/Food-Business-Licences>
- (d) A Food Business Licence Application Form is available on Council's website, if needed.
- (e) Applications should be submitted at least 30 days prior to the Fair, to allow adequate time for processing and must contain the required supporting documentation.

18. Gas Equipment

- (a) Food Vendors using gas are required to have a current Gas System Compliance Certificate (AS/NZS 5601:2:2010 Gas Installations). You are required to submit the Gas System Compliance Certificate issued no older than 12 months from the date of inspection with your application and be compliant for the entirety of the Fair. Food Vendors at the Fair must have a copy of their Gas System Compliance Certificate available for viewing by Gas Inspector/s and Council officers during the Fair.
- (b) Stallholders must ensure that their Site complies with the gas regulations as set out by the Gas Installation Code before the Stallholder arrives on site (Relevant Standard: AS/NZ 5061.1.2010).
- (c) For further information regarding food business licensing, please contact Council's Health and Environment Unit on 4932 9000.

19. Environment and Sustainability

- (a) It is a requirement of Council's events, including markets, that all Stallholders comply with our Environmental Sustainability Policy.
- (b) Council is working towards making all its events free of single use plastic and encourages all stallholders to use reusable bags and compostable food service items or packaging. There are bins for general waste, recyclable products, and cardboard around the grounds.
- (c) Stallholders must leave their Site the way they found it and be mindful of our goal 'to leave no trace'.

20. Strictly No Animals (including dogs)

Council has a strict policy prohibiting animals onsite due to bio-security requirements. An exemption will be granted for the use of guide, companion or assistance dogs, who must be harnessed with the appropriate service dog identification coat or harness or identity card.

Enquiries and questions

For more information contact:

Rockhampton Regional Waste & Recycling

Ph: (07) 4936 8580 Email: waste_ed@rrc.qld.gov.au