

Thank you for your interest in participating in Shire of Serpentine Jarrahdale community events. Our events showcase local businesses, celebrate our community and create memorable experiences for residents and visitors alike.

This Information Guide outlines the application process, vendor expectations, and Terms & Conditions to help ensure a safe, successful and enjoyable event for everyone.

Expression of Interest Process

The Shire of Serpentine Jarrahdale (the Shire) invites vendors, stallholders and suppliers to register their interest in participating at community events by submitting an online [Expression of Interest \(EOI\) Application Form](#).

Applications may be submitted at any time throughout the year and will be retained on the Shire's vendor database for consideration at future events.

Please note: Submission of an EOI Application does not guarantee selection for any event. Vendors will be selected at the Shire's discretion based on event requirements and the assessment criteria outlined below.

Fees & Charges

The following fees apply to successful vendors participating at Shire of Serpentine Jarrahdale community events:

Food Vendors: \$100.00 (excluding GST) per event.

Market Stallholders: \$50.00 (excluding GST) per event.

Successful applicants will be issued with an invoice prior to the event. Payment must be received by the due date to confirm attendance.

Application Requirements

The following documentation must be provided with each EOI Application:

- Current Public Liability Insurance Certificate of Currency.
- Images of the food truck, stall or trading structure.
- Menu and/or price list.
- Images of products or merchandise.
- Certificate of Registration for a Mobile Food Business (food vendors only).
- Vehicle dimensions and layout, including the serving side (food vendors only).
- Completed [Checklist for Gas Installations in Public Places](#) (where LPG or butane is used).

Applications that do not include the above documentation may not be considered.

Assessment Criteria

Vendor selection is undertaken at the Shire's discretion. Preference may be given to vendors based within the Shire of Serpentine Jarrahdale or surrounding local government areas.

Applications may be assessed against the following criteria:

Food Offering (Food Vendors)

- Quality, freshness and presentation of menu items.
- Variety of food options, including dietary requirements and price points.
- Representation of diverse cuisines and cultures.

- Availability of healthy food and beverage options.

Presentation

- Professional presentation of the food vehicle or stall, including signage and cleanliness.
- Friendly and professional customer service.

Sustainability

- Demonstrated commitment to environmentally responsible practices.

Successful Applicants

Successful applicants will be notified by email once vendor selections have been finalised.

By accepting an invitation to trade at a Shire of Serpentine Jarrahdale event, vendors agree to comply with these Terms and Conditions and any additional requirements outlined in the Event Information Brief.

Successful vendors will receive an Event Information Brief containing event details, site allocations, bump in and bump out times, parking information, and any event-specific requirements.

Vendors who are unsuccessful may be placed on a reserve list and contacted should a vacancy become available.

Payment & Cancellation

Vendor fees are non-refundable where a vendor withdraws from, or is unable to attend, an event, unless otherwise agreed in writing by the Shire.

The Shire reserves the right to cancel, postpone or modify an event due to unforeseen circumstances. Any refund or credit will be at the Shire's discretion.

Vendor Responsibilities

Vendors are responsible for:

- Complying with all relevant legislation, licences and approvals.
- Maintaining a clean, safe and presentable site.
- Removing all equipment and waste at the conclusion of the event unless otherwise directed.
- Providing their own power and water unless otherwise advised.
- Trading only from their allocated site.
- Complying with the attached Vendor Terms and Conditions.

Sustainability

The Shire is committed to reducing the environmental impact of its events and encourages vendors to adopt sustainable business practices wherever possible.

- Vendors are expected to comply with all applicable Government requirements relating to single-use plastics and are encouraged to use recyclable, compostable or reusable packaging wherever possible.
- Where reusable serveware is provided at an event, the Shire may engage a reusable serveware provider (such as Go2Cup) and facilitate introductions with participating food vendors.

Terms & Conditions of Trade

Acceptance of an invitation to trade constitutes acceptance of these Terms & Conditions and any additional requirements contained within the Event Information Brief.

HEALTH, SAFETY & SITE MANAGEMENT

Health, Safety & Compliance

- Vendors are responsible for ensuring they operate in accordance with all applicable legislation, regulations and standards, including the Shire's Local Laws, the *Food Act 2008* and the *Australia New Zealand Food Standards Code*.
- The Shire's Environmental Health Officers may inspect food vendors prior to or during an event to ensure compliance with relevant health and food safety requirements.
- All electrical equipment used at the event must comply with AS/NZS 3002:2021 (*Electrical Installations – Shows, Carnivals and Events*) and be tested and tagged in accordance with AS/NZS 3760:2022.
- Food vendors using gas or cooking equipment must provide and maintain appropriate serviced fire safety equipment within their trading area at all times.
- All food vendors must be registered with the Local Government Authority in whose district the business is based and provide evidence of current registration with their application.
- Food vendors must comply with the Shire's minimum health and safety requirements. Vendors may be required to rectify any non-compliance identified during an inspection before being permitted to trade.

Failure to comply with any legislative or safety requirements may result in the vendor being refused permission to trade until compliance is achieved.

Smoke-Free Events

- All Shire events are smoke and vape free. Smoking and vaping are prohibited within the event site by vendors, contractors, staff and volunteers.

Site Infrastructure

- Vendors are responsible for ensuring all temporary structures, marquees and associated infrastructure are structurally sound, securely installed and suitable for the event conditions.
- Vendors are responsible for ensuring their equipment is suitable for the expected weather conditions, including wind and rain.
- Marquees must be appropriately weighted or secured for the duration of the event. As a minimum, each leg must be fitted with an approved weight (such as water, sand or concrete weights).
- Guy ropes, tie-down points and anchoring systems must be positioned to minimise trip hazards and protected where located within or adjacent to public access areas.
- The Shire may request evidence of structural certification or engineering documentation for temporary structures where considered necessary.

Incident Reporting

Vendors must immediately notify the Shire Event Representative of any incident or hazard, including:

- Property damage.
- Illness, injury or medical emergency.
- Hazards and near misses.
- Fire or hazardous substance spill.
- Lost children or vulnerable persons.
- Anti-social or disruptive behaviour.
- Any matter that may impact the health, safety or security of patrons, vendors or staff.

Personal Safety and Security

- Vendors are responsible for the security of their site, equipment, stock, cash and personal belongings throughout the event.
- The Shire accepts no responsibility for the loss of or damage to equipment, stock, cash or personal property, including loss or damage resulting from power failure.

EVENT OPERATIONS

Attendance

- Acceptance of a trading offer confirms the vendor's commitment to attend the event.
- Vendors who are no longer able to attend must notify the Shire as soon as practicable and no later than two (2) weeks prior to the event where possible.
- Failure to attend without prior notice may affect the vendor's eligibility to participate in future Shire events.

Trading Requirements

- Vendors must be fully set up and ready to trade in accordance with the times specified in the Event Information Brief.
- Vendor sites must be supervised by a responsible adult for the duration of the event.
- Vendors are expected to trade for the full advertised event duration unless otherwise approved by the Shire.

Site Requirements

- Vendors are responsible for providing all equipment, furniture and infrastructure required to operate their business unless otherwise advised by the Shire.
- Vendors must ensure all infrastructure remains within their allocated site and does not obstruct pathways, emergency access routes or neighbouring sites.
- All signage must relate directly to the approved business or products being sold. Unauthorised commercial advertising is not permitted.
- Site allocations shown on event maps are indicative only. The Shire reserves the right to relocate trading sites where operationally required.

Power & Utilities

- Vendors must be fully self-sufficient. Power and water will not be supplied unless confirmed by the Shire prior to the event.
- Vendors are responsible for ensuring they have adequate lighting, fuel and equipment to operate safely for the duration of the event.

Noise & Promotion

- Loud or amplified product promotion, hawking or the use of public address systems is not permitted unless approved in writing by the Shire.

Waste Management

- Vendors must maintain a clean and tidy site throughout the event.
- Vendors must remove all waste from the site immediately following the event unless otherwise directed by the Shire.
- Vendors are responsible for removing all waste generated by their business, including packaging, grey water, cooking oils, food waste and any other operational waste.
- Event bins are provided for public use only and must not be used for commercial waste disposal.
- Vendors must leave their site in a clean condition at the conclusion of the event. Failure to do so may affect future applications.

SITE ACCESS

Traffic Management

The Shire may implement traffic management measures such as road closures or reduced speed limits at its discretion. Vendors agree to comply with all requests and instructions by Shire officials or their representatives with regard to traffic management.

Vehicle Access

- While onsite, all vehicles must drive slowly with hazard lights on. A 5km speed limit applies at all times when driving onsite.
- All vehicles (excluding the mobile food businesses) must be removed from the event area during trading periods unless permission is given by Shire Event Staff.
- Vehicles must not move within the event site during trading hours unless authorised by Shire staff or in an emergency.

Food Vendor and Stallholder Parking

- Dedicated parking spaces are allocated onsite, close-by to the event for vendors vehicles.
- Vendors must park only in designated parking areas.
- Vehicles parked outside designated areas may be removed at the owner's expense. The Shire accepts no responsibility for vehicles parked outside allocated areas.

Bump In & Bump Out

- Vendors will receive bump in and bump out instructions in the Event Information Brief.
- Vendors arriving outside their allocated bump in time may be refused entry.
- Vendors must not commence pack-up before the advertised event closing time unless authorised by the Shire.

MISCELLANEOUS CONDITIONS

PROMOTIONS

- The vendor consents to the Shire using any photographs submitted as part of the Vendor EOI Application and during the event for promotional and marketing purposes. The Shire may engage photographers to record event days.

SALES

- Although the Shire is committed to the successful promotion and delivery of all event days, **the Shire makes** no representation or guarantee regarding attendance numbers, patronage or sales achieved by vendors.

LIABILITY & INSURANCE

- Vendors must maintain Public Liability Insurance with a minimum cover of **\$20 million** for any one occurrence.
- Vendors are responsible for the security of their equipment, stock, cash and personal belongings.
- Vendors are responsible for any loss, damage or injury arising from their own operations, equipment, employees or contractors.
- The Shire will not be liable for any injury, loss or damage except where caused by the negligence of the Shire.

CANCELLATION, EVENT CHANGES & REMOVAL

Vendor Non-Compliance

The Shire reserves the right to refuse, suspend or revoke a vendor's approval to trade where the vendor:

- Breaches these Terms and Conditions.
- Fails to comply with relevant legislation or health and safety requirements.
- Sells goods or services other than those approved as part of their application.
- Behaves in an unsafe, aggressive, abusive or inappropriate manner.
- Fails to comply with lawful directions issued by Shire staff.
- Provides false or misleading information in their application.

Event Changes & Cancellation

- The Shire reserves the right to cancel, postpone, reschedule, relocate or modify any event, or any part of an event, due to operational requirements, adverse weather, emergencies, public safety concerns or other unforeseen circumstances.
- The Shire will make every reasonable effort to notify affected vendors of any changes as soon as practicable.

- Where an event is rescheduled, vendor approvals may be transferred to the new event date at the Shire's discretion.
- Where an event is cancelled by the Shire, any refund or credit of vendor fees will be at the Shire's discretion. The Shire accepts no liability for any loss of income, costs or expenses incurred by vendors as a result of the cancellation, postponement, relocation or modification of an event.

General

Nothing in these Terms and Conditions requires the Shire to proceed with an event where doing so would be unsafe, unlawful or impractical due to circumstances beyond the Shire's reasonable control.

Failure to comply with these Terms and Conditions may affect a vendor's eligibility to participate in future Shire of Serpentine Jarrahdale events.