

SOUTH GIPPSLAND GARLIC FESTIVAL

2027 Stallholder Information and Terms & Conditions

Dear Stallholder / Trader,

On behalf of the South Gippsland Garlic Festival (SGGF) team, we welcome your interest in being part of our Festival!

The South Gippsland Garlic Festival celebrates all things garlic, bringing together growers, producers, food vendors, makers and the wider community for a fantastic day of food, entertainment and discovery.

Please read the following information and Terms & Conditions carefully before completing your online Stallholder Application Form. By submitting an application and accepting a stall allocation, you agree to comply with these Terms & Conditions.

1. 2027 FESTIVAL STALL FEES

Stall Type	Allocated Area	Unpowered Fee
Market Stall	3m × 3m	\$130
Mega Market Stall	6m × 3m	\$210
Food Stall	4m × 4m	\$195
Maxi Food Stall	8m × 4m	\$290
Powered Site	Limited availability	Additional \$25

Power availability: A limited number of powered sites are available at an additional cost of \$25. If you require power, you must indicate this on your application. Powered sites will be allocated according to availability and the location of power points. A request for power does not guarantee a powered site unless confirmed by the Festival Organisers.

Stallholders are responsible for ensuring that their equipment and power requirements are suitable for the allocated site.

2. STALL OPERATION AND SITE REQUIREMENTS

2.1 Allocated Stall Area

Stallholders must operate entirely within their allocated stall area and must not encroach on neighbouring sites, walkways or public areas.

The allocated dimensions of your stall will be confirmed by the Festival Organisers.

Stallholders must provide their own tables, chairs, marquees, shade structures and weatherproof coverings unless otherwise agreed.

All marquees and temporary structures must be appropriately secured and weighted, particularly in windy conditions and on hard surfaces. **Ground spikes and pegs are not permitted at the Korumburra Showgrounds due to underground services.**

Stallholders are responsible for ensuring that their structures, equipment, displays and merchandise are safe and secure throughout the event. A Public Safety officer will be conducting inspections prior to gates opening. Please follow their instructions to ensure a safe event.

2.2 Continuous Trading

Stallholders must be ready to trade by the Festival opening time of 9.00am and remain open until the advertised Festival closing time of 4.00pm.

No vehicle movements are permitted within the Festival site between 8.45am and 4:15pm on Festival day, unless expressly authorised by the Festival Organisers for safety or operational reasons.

2.3 Products and Services Offered

Stallholders must sell or promote the products and services listed in their approved application. Any significant changes to the product range must receive prior written approval from the Festival Organisers.

The Festival Organisers reserve the right to refuse products that are inconsistent with the Festival's objectives, approved application or site requirements, or that may pose a safety, legal or operational concern.

RTE Food stallholders must offer at least one garlic-themed dish or food item. The Festival Organisers will provide branded Festival signage to identify participating food stalls' garlic-themed offerings. This will be confirmed prior to the event to be used in marketing materials and onsite POS.

2.4 Acceptance of Applications and Stall Allocation

All applications are subject to approval at the discretion of the Festival Organisers. The Festival aims to provide a diverse and balanced mix of food, produce, retail and other offerings to create an enjoyable experience for visitors.

The Festival Organisers reserve the right to determine stall locations and make changes to stall allocations where necessary for operational, safety, access or event-management reasons.

Submission of an application does not guarantee acceptance or a particular stall location.

3. FESTIVAL ACCESS, SET-UP AND PACK-DOWN

3.1 Bump-In and Site Access

The Festival is scheduled for **Saturday 27 February 2027** at the Korumburra Showgrounds.

Stallholders may access the Festival site from 6.30am on Festival day to set up their stalls.

Friday access is available, the site gate will be open on **Friday 26 February 2027 until 6.00pm**. Security patrols are planned for Friday night; however, stallholders remain responsible for the security of their own goods, equipment and property.

All stallholder vehicles must be removed from the Festival site and parked in the designated Stallholder Car Park by 8.30am on Festival day, unless otherwise instructed by the Festival Organisers.

Some sites may permit parking behind the stall. This will be confirmed in the stallholder bump-in information pack.

Stallholders must follow all bump-in instructions, access arrangements and directions provided by the Festival Organisers.

3.2 Pack-Down and Departure

Stallholders must not begin packing down before the Festival closing time unless prior approval has been granted by the Festival Organisers.

Pack-down must be conducted in an orderly and safe manner, without creating excessive noise or obstructing other stallholders, visitors or event operations.

Stall sites must be left clean and in the same condition as before set-up. All equipment, merchandise, waste and personal belongings must be removed from the site.

A maximum speed limit of 10 km/h applies to vehicles authorised to move within the Festival site.

Vehicles must not enter the Festival site during restricted hours unless specifically authorised by the Festival Organisers.

4. ATTENDANCE AND NON-ATTENDANCE

The success of the South Gippsland Garlic Festival relies on the commitment of all participating stallholders.

The Festival Organisers aim to support participating businesses through Festival promotion and exposure to visitors. A full and diverse range of stalls contributes significantly to the visitor experience.

If your circumstances change and you are unable to attend, you must notify the Festival Organisers in writing as soon as possible.

Failure to attend without prior notification may affect your eligibility to participate in future Festivals. No refund will be provided for non-attendance.

Stallholders must not arrange for another business or person to operate their stall in their place without prior written approval from the Festival Organisers.

5. INVOICING, PAYMENT AND CANCELLATIONS

5.1 Applications and Invoicing

Stallholder applications close on **14 January 2027**. Late applications may be considered at the discretion of the Festival Organisers, subject to availability.

An invoice will be issued following approval of a stallholder application.

Submission of an application does not guarantee a stall space. A booking is confirmed once the application has been approved and payment has been received in full.

5.2 Payment Terms

Payment in full is required within **14 days of the invoice date** to secure the allocated stall space.

If payment is not received by the due date, the Festival Organisers reserve the right to withdraw the offer of a stall space and offer it to another applicant.

Stallholders who anticipate difficulty meeting the payment deadline should contact the Festival Organisers before the due date.

5.3 Cancellations and Refunds

All cancellation requests must be submitted in writing to the Festival Organisers.

Cancellations received before **1 February 2027** may be considered for a refund at the discretion of the Festival Organisers.

No refunds will be issued for cancellations received on or after 1 February 2027.

No refunds will be provided for non-attendance, late arrival, early departure or a stallholder's failure to comply with these Terms & Conditions, except where required by law.

Stallholder bookings are not transferable without prior written approval from the Festival Organisers.

5.4 Festival Cancellation or Changes

The Festival Organisers reserve the right to amend, postpone, relocate or cancel the Festival where necessary due to safety concerns, severe weather, government or council directions, emergencies or other circumstances beyond their reasonable control.

If the Festival is cancelled or materially changed, stallholders will be notified as soon as practicable and advised of any applicable refund or alternative arrangements.

The Festival Organisers will determine the arrangements in accordance with applicable law and any relevant contractual obligations.

6. SUSTAINABILITY AND WASTE DISPOSAL

6.1 Sustainability

The Festival encourages all stallholders to adopt environmentally responsible practices.

Stallholders are encouraged to provide information about their products, produce and production methods and to minimise packaging wherever possible. Recyclable or reusable packaging should be used where practical and consistent with applicable food safety requirements.

All stallholders must familiarise themselves with and comply with the Festival Sustainability Policy, which should be read in conjunction with these Terms & Conditions.

6.2 General Waste and Litter

Stallholders are responsible for collecting and removing all rubbish, litter and waste generated by their stall during set-up, trading and pack-down.

Council and Festival rubbish bins are provided for public use and must not be used for bulk stallholder waste unless expressly permitted by the Festival Organisers.

All stall sites and surrounding areas must be left clean and free of litter.

Wastewater must only be disposed of at designated and approved disposal points. Wastewater must not be discharged onto grassed areas, pathways, stormwater drains or other unauthorised locations.

6.3 Waste Oil

Stallholders using cooking oil must arrange for the safe collection and removal of all waste oil from the Festival site.

Waste oil must not be poured onto the ground, into drains or disposed of in general rubbish bins.

Stallholders must ensure that waste oil is stored, transported and disposed of safely and in accordance with applicable requirements.

7. COUNCIL DIRECTIONS, PUBLIC HEALTH AND SAFETY

All stallholders must comply with lawful directions given by the Festival Organisers, Korumburra Showgrounds management, authorised council officers, Environmental Health Officers, emergency services and designated safety personnel.

Stallholders must comply with all applicable laws, regulations, permits, approvals and site requirements relating to public health, food safety, fire safety and workplace safety.

The Festival Organisers reserve the right to require any unsafe activity to cease immediately. A stall may be required to close if it presents a safety risk or fails to comply with applicable requirements.

8. ALCOHOL

Stallholders must not consume alcohol while operating or attending their stall as a stallholder or assistant.

Alcohol tastings may only be offered where permitted by law and where all applicable licensing, responsible service and other regulatory requirements are met.

Stallholders selling or supplying alcohol must hold all licences and permits required under Victorian law and comply with any applicable conditions.

Evidence of relevant licences may be requested by the Festival Organisers or authorised authorities.

9. FOOD AND BEVERAGE SALES

Stallholders selling or handling food or beverages must comply with all applicable Victorian food safety legislation, local council requirements and other relevant regulatory obligations.

In particular, stallholders must:

1. Hold all required food premises registrations, notifications, permits and approvals before trading.
2. Ensure food is prepared, transported, stored, displayed and served safely and hygienically.
3. Maintain appropriate temperature control and protect food from contamination.
4. Ensure that all food and beverages offered for sale comply with applicable safety and labelling requirements.
5. Clearly display prices for products offered for sale.
6. Ensure that any weighing equipment used for trade complies with applicable testing and measurement requirements.
7. Have relevant food safety documentation, including applicable Food Safety Program and registration documents, available for inspection where required.

8. Follow any directions issued by authorised Environmental Health Officers or other relevant authorities.
9. Ensure that staff handling food maintain appropriate personal hygiene and wear suitable clothing.
10. Provide accurate information about ingredients and allergens in accordance with applicable requirements.

Food vendors must ensure that any cooking equipment, gas appliances, electrical equipment and food preparation facilities are safe and suitable for use at the Festival.

The Festival Organisers may request evidence of relevant registrations, permits, qualifications or approvals before or during the event.

Stallholders are responsible for ensuring that all necessary requirements have been met before commencing trade.

10. DANGEROUS GOODS AND COMPRESSED GASES

Stallholders using flammable liquids, liquefied petroleum gas (LPG), compressed gases or other potentially hazardous materials must ensure these are stored, secured and handled safely and in accordance with applicable legislation, permit conditions and Festival site requirements.

The original Festival site limits for dangerous goods specify:

- No more than one litre of flammable liquid in an approved container.
- No more than two LPG cylinders, each not exceeding 25 litres.
- All inert gas cylinders must be securely restrained to prevent movement or dislodgement.

These limits are subject to any stricter requirements imposed by the relevant authorities or Festival Organisers.

Stallholders must declare relevant equipment and hazardous materials in their application where requested and must not bring prohibited or unauthorised hazardous materials onto the site.

The Festival Organisers may require the removal of equipment or materials considered unsafe or non-compliant.

11. STALLHOLDER ACKNOWLEDGEMENTS AND SITE ALLOCATION

By accepting a stall allocation, the stallholder acknowledges that:

1. The Festival Organisers determine stall locations and may alter allocations where reasonably necessary for operational, safety or event-management reasons.
2. Stallholders must comply with all directions and requirements issued by the Festival Organisers.
3. Participation in the Festival does not create any partnership, employment relationship or agency arrangement between the stallholder and the Festival Organisers.
4. The Festival Organisers may photograph or film stalls and Festival activities for legitimate Festival promotional and reporting purposes.

5. Images or footage featuring a stall or stallholder's business may be used to promote the Festival through print, websites, social media and other promotional channels, subject to applicable law.

Stallholders who have concerns about the use of identifiable images should raise them with the Festival Organisers before the event.

12. INSPECTIONS

Stalls, equipment and food-handling operations may be inspected by authorised council officers, Environmental Health Officers, safety personnel or other relevant authorities at any time during the Festival.

Stallholders must cooperate with inspections and provide requested documentation where legally required.

Stallholders must not obstruct authorised officers in the performance of their duties.

Where an inspection identifies an unsafe condition or regulatory breach, the stallholder must take the required corrective action. This may include ceasing an activity, removing equipment or temporarily or permanently closing the stall.

The Festival Organisers may also require a stall to cease trading where necessary to protect public health or safety.

13. CONDITIONS OF OPERATION

The Festival Organisers reserve the right to issue reasonable operational instructions and amend Festival procedures where necessary to address safety, compliance, access or event-management requirements.

Where a change materially affects stallholders, the Festival Organisers will endeavour to provide reasonable notice.

Stallholders must comply with updated requirements and directions communicated by the Festival Organisers, subject to applicable law and any relevant contractual obligations.

14. INDEMNITY AND RESPONSIBILITY

Stallholders are responsible for their own activities, products, equipment, employees, assistants and contractors while participating in the Festival.

Stallholders must take reasonable precautions to prevent injury, property damage and other loss arising from their stall operations.

To the extent permitted by law, stallholders are responsible for claims, losses, damages, liabilities, costs and expenses arising from their acts or omissions, negligence, breach of these Terms & Conditions or failure to comply with applicable laws.

Nothing in these Terms & Conditions excludes, restricts or modifies any rights or obligations that cannot lawfully be excluded, restricted or modified.

15. INSURANCE

All stallholders must maintain appropriate public liability insurance for their activities at the Festival, with a minimum cover of **\$10 million per occurrence**, unless otherwise approved in writing by the Festival Organisers.

Stallholders must provide a current Certificate of Currency upon request and by any deadline specified by the Festival Organisers.

Insurance must cover the stallholder's trading activities, equipment and any relevant products or services offered at the Festival.

Food and beverage vendors must ensure their insurance is appropriate for food preparation, handling and sale, including any relevant product liability risks.

Stallholders are responsible for ensuring their insurance remains valid for the duration of the event, including set-up and pack-down periods.

The Festival Organisers may refuse entry or require a stallholder to cease trading if the required insurance cannot be demonstrated.

16. STALLHOLDER CONDUCT

All stallholders and their assistants must behave professionally and courteously and maintain high standards of presentation, personal hygiene, customer service and business conduct.

Stallholders must:

1. Keep their stall clean, tidy, safe and professionally presented.
2. Wear appropriate clothing suitable for their activities, including any required food safety clothing or protective equipment.
3. Refrain from smoking anywhere within the Festival site, in accordance with Festival rules and applicable law.
4. Keep all products, displays, signs and equipment within their allocated area. Goods must not extend more than one metre beyond the front of the stall without prior approval.
5. Avoid obstructing walkways, neighbouring stalls, emergency access routes or public areas.
6. Refrain from loud, intrusive or aggressive selling techniques.
7. Not use public-address systems, amplified sound or other equipment that may cause unreasonable disturbance without prior written approval.
8. Not conduct raffles, lotteries or games of chance without prior written approval and any required permits or authorisations.
9. Not display or distribute political propaganda or conduct petitioning activities within the Festival site without prior written approval.
10. Treat Festival staff, volunteers, other stallholders and visitors respectfully.

The Festival Organisers reserve the right to address inappropriate conduct and, where necessary, require a stallholder to cease trading or leave the Festival site.

17. WEATHER, SAFETY AND UNFORESEEN CIRCUMSTANCES

The Festival is an outdoor event and may be affected by weather conditions.

Stallholders are responsible for securing their marquees, displays, equipment and merchandise against wind and other reasonably foreseeable weather conditions.

The Festival Organisers may require stalls to be modified, secured, closed or vacated where weather or other conditions create a risk to stallholders, visitors, staff or property.

The Festival Organisers may alter operating arrangements, postpone or cancel the Festival where reasonably necessary due to severe weather, emergencies, government or council directions or other circumstances beyond their reasonable control.

Fire Rating

Code Red designation represents the worst case scenario for a bushfire. These days are when catastrophic outcomes are likely. For the safety of onsite participants and those travelling to the area. Should a code red day be declared or at the advice of fire authorities the event will be cancelled.

Any refund arrangements arising from cancellation or significant changes will be communicated to stallholders in accordance with Section 5.4 and applicable law.

19. DEFINITIONS AND INTERPRETATION

For the purposes of these Terms & Conditions:

SGGF / Festival Organisers means the organisers responsible for the South Gippsland Garlic Festival.

Council means the relevant municipal council with jurisdiction over the Festival site.

Festival means the South Gippsland Garlic Festival held at the Korumburra Showgrounds.

Festival opening time means 9.00am on Festival day.

Festival closing time means 4.00pm on Festival day.

Festival day means Saturday 27 February 2027, subject to confirmation by the Festival Organisers.

Stallholder means an individual, business, organisation or other entity whose application to operate a stall at the Festival has been approved.

Stall site means the designated area allocated to an approved stallholder.

Festival Organisers means the person or entity responsible for administering and operating the Festival.