

2025 Sherwood Community Festival 2025 - Stall Terms, Conditions & Guidelines

Welcome to the Sherwood Community Festival! We're excited to have you consider being a part of our 2025 event. Please read these updated terms, conditions, and guidelines carefully.

Contact Information:

- **Stall Applications & Enquiries:** Please use the online form on our website for applications. For any questions about stalls or to join our mailing list, email us at stalls@sherwoodfestival.com.au.
- **General Enquiries:** For other comments, suggestions, or general questions, please also email stalls@sherwoodfestival.com.au.

The Sherwood Community Festival Association Inc. (referred to as "SCF" or "we" throughout this document) sets these terms and conditions.

Key Dates for 2025:

- **Stall Applications Open:** 30 May 2025
- **Stall Applications Close:** 30 July 2025

Applying for a Stall:

1. **Application Period:** Applications are only accepted between the dates listed above. We won't consider applications received outside this window. If you're on our mailing list, you'll receive a direct link to the online application form. Please use the current year's form; old forms won't be accepted.
2. **Deadline:** The closing date is firm. We cannot accept late applications. We also reserve the right to accept applications on a rolling basis, and may elect to cut-off applications earlier than this date if all sites are filled.
3. **Withdrawals & Refunds:** If you withdraw your application *after* the closing date (30 August 2025), your stall fee will not be refunded. If you have made a payment prior to this date and cancel your application, your refund will be less any payment processing fees incurred by the festival.
4. **Complete Applications:** Your application must be fully completed. You'll also need to upload:
 - A copy of your current Public Liability Insurance certificate.
 - If you're selling food, a copy of your current Food Licence (see "Food Licence Requirements" below).
5. **Payment:** If your application is successful, we'll send you an invoice. Please pay this by the due date. **If payment isn't received on time, your stall may be**

offered to another applicant.

6. **Confirmation:** Your stall is only confirmed once all the above requirements (completed application, insurance, food licence if applicable, and full payment) are met. We'll then send you an email confirming your SCF Stall.
7. **Stall Allocation:** At least one week before the festival, we'll send you a map (or a link to one) showing your general stall location and confirming your setup (bump-in) and pack-up (bump-out) times.
8. **Committee Discretion:** Applying doesn't automatically guarantee a stall. Even if you meet all conditions, the SCF committee has the final say. This is particularly relevant if we receive many applications for similar stalls, or if products are deemed unsuitable (e.g., mass-produced items not fitting the festival vibe, or a large truck applying for a small stall space). We'll let you know if your application is unsuccessful within 10 business days of the application closing date.

Stall Type Definitions:

- **Non-Profit Organisations:** Includes charities and local community groups (e.g., scouts, guides, historical societies, sports clubs, parenting groups).
- **General Goods & Commercial Operators:** For stalls selling items like clothing, toys, homewares, games, jewellery, stationery, or offering business information (e.g., real estate, gyms, banks, health services). Schools and Kindergartens also fall into this category.
- **Commercial Food Operators:** Stalls preparing and serving food on-site (e.g., pizzas, curries, paellas). This also includes stalls selling drinks, ice creams, etc.

General Terms and Conditions:

1. **Event Cancellation or Postponement (Grounds/Weather/Other Reasons):**
 - The festival's use of the Arboretum grounds depends on approval from the Festival and Events Liaison Team.
 - If the grounds are deemed unsuitable (e.g., due to heavy rain before the event) or for any other unforeseen reason, SCF reserves the right to cancel or postpone the festival.
 - **Refunds in this scenario are not guaranteed.** However, if SCF cancels the event *before* the festival day due to unsuitable grounds or severe weather forecasts, we will make all reasonable efforts to refund stallholder fees, minus any non-recoverable costs the festival has already incurred.
 - If SCF has to close the festival *on the event day* due to severe weather, **refunds are not guaranteed** to stallholders, as significant operational expenses will have already been paid.
2. **Event Cancellation or Postponement (Government Directives):**

- If a government directive (e.g., public health order) prevents SCF from holding the event, we reserve the right to postpone or cancel.
 - In this situation, **refunds are not guaranteed**. SCF will make all reasonable efforts to refund stallholder fees, less any non-recoverable costs already incurred. However, as overhead expenses may have already been paid, full refunds may not be possible.
3. **Stallholder Non-Attendance or Late Withdrawal:**
 - If you don't show up on the day or withdraw your application *after* the 30 July 2025 closing date, your stall fee will not be refunded.
 - If you withdraw *before* the closing date and a refund is processed, it will exclude any payment processing fees incurred by SCF.
 4. **Documentation & Fees:** All required documents and payments must be submitted by the closing date. Failure to do so may result in your application being rejected.
 5. **Right to Evict:** SCF can ask traders to leave if they haven't met these conditions or are uncooperative.
 6. **Stall Location Changes:** SCF reserves the right to change stall locations, even at short notice, for the safe and efficient operation of the festival. If a booked stallholder doesn't show up, we may move another stallholder into that empty space without prior notice. Preferring a different site is not a valid reason for a refund or changes.
 7. **Application Selection:** SCF reserves the right to:
 - Choose between stallholders offering similar products.
 - Deny applications from those who have previously disregarded terms and conditions or offered low-quality products.
 - Withdraw acceptance if required documentation and payment are not received by the deadline.
 8. **Exclusivity & Competition:** SCF does not grant exclusivity for any product type. While we try to place stalls compatibly, we cannot guarantee placement away from competitors, and this will not be grounds for complaint. Late applications will be placed in any remaining available spaces.
 9. **Photography:** SCF is a public, family-friendly event. Attendees may take photos of stalls, merchandise, and the festival in general.

Compulsory Requirements:

1. **Public Liability Insurance:**
 - ALL stallholders MUST have current Public Liability Insurance.
 - A copy of your Certificate of Currency MUST be uploaded with your application.

2. Food Licence (for Food Stalls):

- All food stallholders must comply with the Queensland Food Act 2006. More information:
<https://www.health.qld.gov.au/public-health/industry-environment/food-safety/licensing> (Note: Users should verify this link is still current for 2025).
- **Strict Rule:** Cooking directly against walls or shop windows is forbidden. Non-compliance will result in a ban from future festivals.
- **No Glass:** Do not use glass to serve food or drinks.
- Unless exempt, all food stallholders need a current Food Licence or a Temporary Food Licence.
- A copy of this licence MUST be uploaded with your application.
- The original licence MUST be clearly displayed at your stall on the festival day, as required by Council regulations.
- Apply for licences through Brisbane City Council (Ph: 07 3403 8888). The closest service centre is in Station Road, Indooroopilly. Apply early, as Council may require up to one month's notice. Council Inspectors may close your stall if you don't have your licence present.
- **Exemptions:** Few exemptions exist, usually for specific non-profit organisations or licensed restaurants operating normally. If you believe you're exempt, contact Brisbane City Council (07 3403 8888) for official proof of exemption *before* applying, or email stalls@sherwoodfestival.com.au to discuss.

Restricted Items:

The following items are **prohibited** at SCF unless you have specific written approval from us:

- Raffle tickets (unless organised by SCF)
- Alcohol
- Tobacco products and related items (e.g., vapes)
- Sexually suggestive items
- Explosive devices (e.g., fireworks, cap guns)
- Items considered insensitive or offensive for a family-oriented festival
- Generators that are not small, silenced, and smoke/fume free.
- Balloons and single-use plastics (as per Brisbane City Council event regulations).

Stall Set-up and Pack-up:

1. **Your Responsibility:** SCF provides the allocated ground space only. Stallholders must bring their own tables, chairs, marquees/tents, stall rubbish bins, and any necessary lighting.

2. **Power: The festival does NOT provide power access.** This is the stallholder's responsibility.
3. **Marquees/Tents:** Must be securely restrained using weights (e.g., sandbags, water weights). **No pegs or penetrations into the ground are permitted.**
4. **Allocated Space:** You must operate entirely within your marked stall space. You cannot extend beyond your boundaries, as this affects neighbouring stalls. This includes vehicle tow-bars or parts of vans.
5. **Know Your Stall Number:** Upon successful application, you'll receive your stall number. Please also look at the map (sent before the event) to get an idea of your location.
6. **Parking: There is NO on-site or allocated parking for vendors.** After setting up, you must move your vehicle and use general street parking.
7. **Trading hours:** All stalls are expected to trade throughout the full extent of the festival.

Timings for Vehicle Access (Bump-In / Bump-Out):

- **Safety First:** When driving within the festival area, use your hazard lights, drive very slowly, and be courteous to others.
- **Designated Times:** You will be given specific bump-in (setup) and bump-out (pack-up) times. These times are at SCF's discretion and may be adjusted for safety and operational flow.
- **Stick to Your Times:** You must enter and exit during your allocated time slot. If you miss it, you risk losing your opportunity to set up or pack up efficiently.
- **Designated Roadways:** Vehicles must stay on marked roadways unless you have prior approval to do otherwise.

Electrical & Lighting:

1. **Lighting Recommended:** We recommend bringing lighting to highlight your products, especially as the evening progresses.
2. **No Festival Power:** SCF does not provide power or lighting. Some streetlights will be on, and we will have floodlights in key areas of the Arboretum.
3. **Your Lighting Solutions:** Consider battery or solar-powered lights. Small, silent, and fume-free generators are permitted. Noisy or smoky generators are not allowed.
4. **Lighting Pollution (BCC Requirement):** Your stall's lighting must not negatively impact adjacent stalls, entertainment, the public, or nearby residents. Brisbane City Council officers may be on-site to enforce this. If your lighting is too bright or disruptive, you may be asked to adjust it or could be fined.
5. **Reporting Issues:** If you are affected by lighting from another stall, please inform

staff at the SCF Information Stall.

Safety, Security & Conduct:

1. **Cash & Valuables:** You are responsible for the security of your cash and valuable items. Do not leave them unattended. SCF is not liable for any loss or theft.
2. **Reporting Theft:** Report any theft to patrolling Security Staff, Police, or the SCF Information Stall.
3. **Lost Property:** Please hand any public lost property to the SCF Information Stall.
4. **Compliance:** Stallholders must follow all instructions from emergency services, Brisbane City Council officers, and SCF Committee members.
5. **Noise Control:**
 - Keep noise from your stall to a minimum so it doesn't disturb other stalls, entertainment, the public, or local residents. This is a Brisbane City Council requirement.
 - Council officers may enforce noise level restrictions.
 - If affected by noise from an adjacent stall, report it to the SCF Information Stall.
 - Remember we are in a community area; please be considerate.
 - All generators must be the small, silent type.
6. **Rubbish:**
 - Keep your stall area tidy and clean at all times.
 - **You must remove all your own rubbish from the festival site.**
 - Do NOT use the public wheelie bins provided by SCF for your stall waste. You may use the larger bins provided on-site during bump-out, but only if the lid can close completely.
 - If public bins are full, please notify SCF staff.
7. **Drainage & Wash-Down:**
 - Clean up any spills at your site before you leave.
 - Do not block drains.
 - **Under no circumstances pour oil or fats onto the ground or into drains.**
8. **Exhaust Fumes:** If you are affected by exhaust fumes from an adjacent stall, please advise the SCF Information Stall.
9. **Emergencies & Accidents:** Contact SCF staff immediately. They will coordinate with on-site first aid, emergency services, and/or security.
10. **First Aid:** A first aid officer will be on-site, located near the SCF Information Stall. They will manage emergencies and have the only permitted vehicle access during festival hours.
11. **Lost Persons:** Take any lost persons (especially children) to the SCF Information Stall. Staff there will contact the police if necessary.

12. **Behaviour:** Aggression, anti-social behaviour, and assault will not be tolerated. Anyone involved in such incidents will be removed from the event and banned from future festivals. Report any such occurrences to SCF staff, the Information Stall, or security. Police will be notified if appropriate. Security staff will patrol the event.

Thank you for your cooperation. We look forward to a successful and enjoyable Sherwood Community Festival in 2025!