



BALINGUP MEDIEVAL CARNIVALE

2025 STALLHOLDER TERMS AND CONDITIONS

1. Trading

- a) Hours of trade are from 10am to 5pm on Saturday (to 8pm for food stalls). Sunday trading hours are 10am to 3pm.
- b) It is expected that Stallholders will operate and have enough supplies to operate during these times.
- c) Stallholders shall be set up and ready to commence trading at 10am Saturday.
- d) Early trading is not permitted.
- e) Stalls must trade for the whole event (Saturday and Sunday)

2. Public liability insurance

- a) Stallholders participate in the Balingup Medieval Carnivale at their own risk and are required to indemnify and hold harmless the Balingup Medieval Carnivale against any claim for damages, costs, claims, expenses and liabilities. (Including without limitations consequential loss and loss of profits) in respect of any loss, damage, injury, disease or death caused through any of the Stallholders activities at the Balingup Medieval Carnivale.
- b) It is mandatory that you provide evidence of your Public Liability Insurance on confirmation of your application and the amount of the cover requested is \$10,000,000 to be enclosed with this application.

3. Licences and permits

- a) Food & Winery stallholders shall hold appropriate Licenses (to be submitted with their application).
- b) Food vendors must have a current itinerant food vendors licence. These will be forwarded to the Shire of Donnybrook-Balingup's health officer for approval.
- c) Temporary food stalls must comply with Shire of Donnybrook-Balingup's food stalls guidelines.
- d) Wineries must submit licenses and permits. These will be forwarded to the Shire of Donnybrook-Balingup's health officer and the WA Government racing, gaming and liquor department for the liquor permit.

4. Electrical equipment

- a) All electrical equipment must be listed on the application.
- b) Stallholders who've booked a powered site shall provide their own electrical leads. They must be tested and tagged in accordance with the electrical regulations.
- c) Please bring the longest extension leads you have plus a spare as you may be some distance away from a distribution point.
- d) All electrical leads provided need to have a current electrical testing tag.
- e) For calculation purposes deciding on the extension lead size, use the conversion figure of 4 amps per kilowatt. Example: a fifteen amp lead will safely carry 3Kw, a ten amp lead will carry 2.5Kw.
- f) All changes must be notified prior to the event. The power draw is monitored.
- g) The Balingup Medieval Carnivale committee reserves the right to refuse connection to power if safety standards are not adequate.
- h) External generators are not permitted.

5. Products sold

- a) You must provide a list of all the products you will be displaying for sale on the application form. Unlisted goods will not be permitted for sale.
- b) Preference will be given to handcrafted, bespoke and medieval themed items.
- c) Misrepresentation of products can result in a request to remove stall from the Balingup Medieval Carnivale Event and denial of attendance in future. No refund of Stall Fees will be forthcoming in this instance.

d) The sale, distribution or use is prohibited of:

- Any Weaponry without correct licensing and compliance with State & Federal Weapons Legislation
- Any item which may by its use or operation cause alarm or distress to any person or animals (Inc - cap guns, caps for cap guns, bird-whistles, party poppers, or any other similar items, fireworks, laser and water pistols).
- Any licensed weaponry to anyone under the age of 18.

6. Stall fees and refunds

- a) Full payment must be made before a stall number is allocated, there are no exceptions.
- b) No refunds will be given for cancellations of bookings within 4 weeks (28 days) prior to Event.
- c) Stall fees will not be refunded should inclement weather or factors beyond the control of the Balingup Medieval Carnivale organising committee affect the event - unless the event is cancelled.

7. Displays

- a) Stallholders must decorate stalls in a medieval-themed appearance.
- b) Stallholders are to provide their own tables, chairs and weather protection (shades, tents etc) and provide their own weights or methods of securing shelters in these cases.
- c) Stallholders are responsible for the erection and dismantling of their own shades.
- d) The use of loudspeakers and other amplified equipment is prohibited.
- e) Stallholders must ensure they maintain their site in a clean and safe condition. All rubbish must be deposited in the bins provided.
- f) Drinking water is available onsite though may be some distance away from your allocated site.

8. Stallholders and assistants

- a) Are required to wear a Medieval-themed costume (These can be hired from the BMC).
- b) Only 2 entry tickets per bay will be allotted. Should there be a requirement for extra entry tickets – the Balingup Medieval Carnivale may require an additional fee. Please contact the Stallholders Co-ordinator.
- c) NO dogs or other pets are to be brought to the grounds unless seeing eye or as part of an approved exhibit, if so they must be kept on a leash at all times.
- d) NO smoking, vaping or drinking of alcohol onsite.
- e) All Committee members, event organisers, volunteers are to be respected at all times.
- f) Under no circumstances shall any stall or exhibitor interfere with another stallholders display or activity.
- g) No abuse in any form will be tolerated including distribution of material or promotion of activities that are deemed defamatory, sexist, racist or homophobic.
- h) All stallholders must dispose of their rubbish appropriately.

9. Stallholders set up and vehicle movement

- a) Access to the site for set up is from Friday 12pm – 7pm and Saturday 6am – 9am.
- b) Any support vehicles entering the site will be required to provide the Vehicle Registration number on your application. Any vehicle registration changes must be submitted no later than 7 days prior to the event.
- c) All support vehicles MUST be removed from site by 9am Saturday.
- d) Should you require to move a vehicle offsite for re-loading of stocks after hours – please arrange this with the Stallholder Co-ordinator so gates can be un-locked.
- e) NO vehicles are to move around the site, enter or exit during the event
- f) Stallholders are only permitted to pack up after 3pm Sunday.
- g) Please always follow the direction of our gate and traffic movement staff.
- h) Minimal parking is available, DETAILS WILL BE PROVIDED. There is No Parking over the bridge off Brockman Street (Birdwood Park) or near the Fire Station. The Balingup Medieval Carnivale Committee reserves the right to tow-away and forward costs to anyone who parks in the No Parking Zones or Disability Parking Areas without a permit.

Balingup Medieval Carnivale Committee

The Balingup Medieval Carnivale is a subcommittee of the Balingup Progress Association Inc. The annual event runs as a non-profit event and is managed by Volunteers from within the local community. Many local and out-of-town businesses provide assistance. Stallholder fees go towards the administration and organisation of the Stall areas and upkeep of the facilities.

We thank you for your support.