



Stallholder Agreement

Requirements:

- A current Working with Children Check for stallholder and all employees working on show day
- Copy of Public Liability Insurance (minimum \$10 million, Australia-wide cover). If you do not have public liability insurance, please contact the committee to discuss.

Food and Beverage Vendors

- Food Permit
- A current Registration Certificate from Foodtrader
- A copy of the Foodtrader Statement of Trade for the event
- Gas Compliance Plate as issued by Energy Safe Victoria displayed on catering outlets using gas.

Restricted Items:

Please note that stallholders will only be permitted to use stalls for the purposes as listed in the approved EOI - stallholders will not be permitted to sell other products or provide any additional services not mentioned in their approved EOI.

Toy Guns or Weapons

Stallholders are not permitted to sell or display any items that appear violent in nature under any circumstance. This includes but is not limited to toy guns or weapons. This is at the discretion of the event administrator and onsite safety officer.

Balloons

Balloons of any description, including latex, foil and helium, are strictly prohibited at the Doveton show. This includes for decorative purposes, for sale or giveaways. For further information on why the Doveton Show has chosen to ban balloons at its event and for ideas of alternatives to using balloons, please go to <https://www.zoo.org.au/get-involved/act-for-wildlife>.

Event:	Doveton Show
Address:	Myuna Farm, 182 Kidds Road, Doveton VIC 3177
Date:	Sunday 21 September 2025
Time:	10.00 am – 4.00 pm
Expected Numbers:	12,000 – 18,000 <i>2024: 14,000 attendees</i> <i>2023: 17,500 attendees</i>
Contact:	Skye Wood
Email:	stallholdereoi@dovetonshow.org.au
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Facebook:	www.facebook.com/dovetonshow.org.au
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Bump In	<p><u>Saturday 20th September 2025</u> In an effort to eliminate traffic congestion, all indoor stalls in the Pavilion and Pioneer Shed are required to bump in on Saturday 20th September 2025 between 4.30 pm – 7.00 pm (TBC).</p> <p>Food trucks are preferred to bump in on Saturday, in line with indoor stalls, subject to their availability.</p> <p><u>Sunday 21st September 2025</u> Bump in is strictly between 7:00 am – 8:30 am on Sunday 21st September, 2025.</p> <p>Vehicle access closes strictly at 8.30am, with all vehicles offsite by 9.00am.</p> <p>Final bump in information and map will be provided by Sunday 14th September 2025.</p>
Parking	Due to farm renovations and improvements, there is strictly no onsite parking for stallholders as in previous years. Stallholders will be required to remove all vehicles from the site for the duration of the event and park at Betula Reserve.
Trading	Stallholders must be operational by 9.45 am and strictly stop trading at 4.00 pm. Stalls are not to be closed or packed down prior to 4pm.
Bump Out	Vehicles will not be permitted on site until 4.15 pm, or as declared by the Events Safety Officer.

Terms and Conditions

Vehicle Access

Due to farm renovations and improvements, there is strictly no onsite parking for stall holders as in previous years. Stallholder will be required to remove all vehicles from the site for the duration of the event and park in reserved spaces at Betula Reserve (weather permitting).

Please Note: Access to the site may be limited for large or long vehicles. Please ensure vehicle details are outlined in the EOI form so access confirmation can be provided prior to the event date.

Positive Behaviour Code

The Doveton Show is a family event and is attended by young children through to older adults. As such, obscene and/or offensive language, behaviour or displays will not be tolerated. All stallholders are expected to:

- Take responsibility for their own behaviour and actions
- Conduct themselves in a lawful, ethical, and safe manner
- Respect all members of the community, including other vendors
- Cooperate with staff and volunteers

Child Safe Standards

The Doveton Show is committed to delivering a safe event for all members of the community, including children and young people. Safety measures will be taken on the event day to reduce potential risks and is the responsibility of all staff, volunteers and stallholders.

All stallholders and each of their employees working at the Doveton Show must have a current valid Working With Children Check. This will be checked both in the lead up to the event and on show day. Anyone without a valid WWCC will not be permitted to attend the event as a stallholder or employee.

For more information about the child safe standards, visit the Commission for Children and Young People website.

Supervision

The Stallholder shall operate under the supervision of a person at least 18 years of age, who is fully trained in the safe operation of all equipment. Where supervisors are required to take toilet, meal or other breaks, a replacement supervisor must be provided, or the activities temporarily closed.

Smoking/Vaping

This is a smoke/vape free event. It is an offence to smoke/vape inside a building on Council land, within 10 metres of the entrance to such buildings, within 10 metres of a building on a reserve dedicated or used for outdoor cultural, sporting, or recreational purposes, or on Council land.

Alcohol and Drugs

This is a drug and alcohol-free event. Stallholders and their staff, visitors, and volunteers must not consume, use, be under the influence of or have in its possession alcohol or illegal drugs anywhere within event site.

Temporary Structures

Temporary structures, such as marquees must be weighted with a minimum of 30kg per leg. These must be secured safely and in accordance with council safety standards. There is no pegging of marquees permitted, or of any other temporary structure, including fencing and barriers.

Equipment

Stallholders are responsible to provide all necessary equipment required.

All equipment must be in good working order. Any equipment that is unsafe or faulty should not be used under any circumstance.

Power

There is NO available power at this site unless advised in writing by the Doveton Show Committee. It is the responsibility of the stallholder to source and provide their own generator/inverter. Silent generators **must be used** unless otherwise stated in writing by the Doveton Show Committee.

All electrical leads, power boards and equipment must be of an appropriate standard for indoor or outdoor use, and have been tested and tagged within the last six (6) months. For more information about Electrical Safety, please visit WorkSafe Victoria website.

Gas

Stallholders who are using Gas as part of their energy must comply with relevant legislation and guidelines, including providing their gas compliance plate details as issued by Energy Safe Victoria. For more information about Gas Safety at events, please visit Energy Safe Victoria website.

Water

Mains water will be accessible to stallholders. This does not include direct plumbing or permanent hose fixing.

Waste Management

The Doveton Show will be a Waste Conscious Event we appreciate your assistance in supporting our environmental endeavours.

All operators/stallholders must utilise the bins provided or take their waste with them at the end of the event.

Sub-Contracting and Assignment

The Supplier must not sub-contract or assign the whole or any portion of its rights and obligations under this Agreement.

Statutory Requirements

The stallholder must obey and ensure that its employees and agents obey any Acts, regulations and local laws in any way applicable to the performance of this Agreement, including, without limitation, any occupational health and safety legislation. It must also comply with relevant Australian Standards.

Occupational Health and Safety

The Stallholder must adhere to regulations regarding Occupational Health and Safety. All materials used must be safe, non-toxic and in accordance with relevant government regulations and Australian Standards. Any incidents or accidents must be reported to Event Staff as soon as possible.

First Aid

First Aid staff will be in attendance. All incidents must be reported to event staff.

Accidents / Injury

The stallholder should immediately notify the event staff of all near misses and all accidents resulting in:

- Medical assistance required to staff, volunteers, stallholders, or members of the public.
- Fire or environmental issues.

Insurance

Whilst all care is taken, the Doveton Show Committee does not accept any liability for any loss of or damage to equipment (including, but not limited to, equipment and personal belongings).

It is the responsibility of the stallholder to obtain and provide a copy of their Public Liability Certificate of Currency with a minimum level of Public Liability cover of \$10 Million⁷ and provide evidence two weeks prior to the event date.

If evidence is not provided prior to this date, the stallholder's involvement in the Doveton Show will be cancelled with no reimbursement of monies paid.

Compliance and Legislation

It is the responsibility of each stallholder to:

- Ensure that they comply with the requirements of the Food Act 1984 and the Food Standards Australia New Zealand (FSANZ) Food Safety Standard. (Food Premises and Equipment and all other relevant Acts and Laws).
- Adhere to the safety and risk policies and procedures set out by the Doveton Show and Myuna Farm.
- Understand the hazards and risks associated with their catering activities and have established systems and procedures for managing OHS risks.

For more information about Food Safety Standards, visit the Food Standards website or contact Health Services.

Copies of the following documents must be provided four weeks prior to the event date:

- Copy of Public Liability Insurance
- A current Working With Children Check for all stallholders and their employees working on show day

Food and Beverage Vendors

- Food Permit
- A copy of the Foodtrader Statement of Trade for the event

- Compliance Plate as issued by the Office of Gas and Safety displayed on catering outlets using gas.

Cancellation/Refunds Policy

The Doveton Show reserves the right to cancel the event at any time. If the event is cancelled prior to the scheduled start time, all stallholders who have paid a site fee to participate in the event will be reimbursed in full.

Marquee hire, equipment hire or temporary food permit fees will not be reimbursed. If a stallholder withdraws their attendance at the event later than one (1) month prior to the event, there will be no reimbursement.

Agreement

The stallholder/provider indemnifies the Doveton Show Committee and Volunteers from and against all actions, claims, losses, damages, penalties or demands consequent upon, occasioned by or arising from its performance or purported performance of its obligations under this Agreement, including, without limitation, any acts or omissions of the Supplier's agents and employees.

I (the Provider) acknowledge that I have read, understood and agree to the conditions as set out in this agreement.