



Melbourne Dai Loong Assoc. Inc. 墨爾本大龍會

A.B.N. 28 759 706 948

P. O. Box 483, Moonee Ponds, Victoria 3039

Tel: 0418 589 778

Email: info@melbournechinesenewyear.com

Email: contact@melbournedailoong.com.au

2018 Melbourne Chinese New Year Festival - Stall Application

Sun., 18 Feb. 2018 Chinese New Year Russell Street Trading: 10am to 9pm

If it is an option, would you be interested in trading at White Night Melbourne in addition to the Chinatown Chinese New Year Festival? You must be willing to trade from 7pm (17/2/18) to 7am (18/2/18) and re-commence trading once again at 11am on Sunday, 18/2/18 for the Chinatown Chinese New Year Festival.

Yes No **Sat., 17 Feb. 2018 White Night** Location: Russell Street; Trading Time: 7pm to 7am

Stallholder's details:

Title: Mr./Mrs./Ms./Others First Name _____ Last Name _____

Business Name _____ ABN _____

Stall Name _____

Health Permit No. (if selling food) _____

Streatrader Permit No. (if selling food) *Please provide copy with your application* _____

Address _____

Contact Details: Telephone (03) _____ Fax No (03) _____

Mobile _____ Email _____

Stall Hire	details	Hire Fee	Quantity	Total
3m x 3m Marquee	Maximum 15amp power / 1 outlet	\$880.00		\$
Trestle Table (1.8m)		\$35.00		\$
Chairs		\$15.00		\$
Other (Cool Room, etc.) Please specify		P.O.A.		
For all site and facilities queries please call:			GST 10%	\$
Will Overman on 0411 595 147			TOTAL + GST	\$

You are responsible for bringing your own lighting & all electrical appliances (extension cords, adaptors, etc) and tables/chairs. List electrical appliances here:

1. _____ = _____ amps 3. _____ = _____ amps

2. _____ = _____ amps 4. _____ = _____ amps

Please provide photos of your product range and email them with this application.

Product Ranges	Product Description	Price Range

The selection of applicants and site allocation is at the MDLA's sole discretion. No further correspondence after final selection will be entered into.

As the Stallholder, I have read & agree to abide by the 2018 Melb. Chinese New Year Festival–Stall Holder Rules & Regulations.

Stall Holder's Signature: _____ Name: _____ Date: _____

Please send this completed stall application form as soon as possible for assessment. Your application will be assessed and you will be notified if your application is successful. Once accepted, full payment is required by **15 January 2018**.

Please make all payment to "MDLA Chinese New Year Account", BSB: 06 3009, Account No.: 1063 9828 (Commonwealth Bank). For reference, either put in your stall name or your telephone number.



Melbourne Chinese New Year Festival 2018 – Stall Holder Rules & Regulations

1. Stall Allocation at Festival Site

A position within the 2018 Melbourne CNY Festivities (hereinafter the Festival) will be allocated to you, the Stall holder, by Melbourne Dai Loong Association Organising Management (hereinafter MDLA).

Your trading right is limited to the period specified during each trading day and the allocated stall at the Festival. It does not create any form of tenancy or imply the granting of a future right or license.

You are **strictly not permitted to trade outside the boundaries of your allocated trading area** that has been assigned to you by the MDLA. Stall positioning on the site follows a very strict guideline and any Stallholders setting up trading other than the approved position will be shut down and their trading rights will be terminated immediately without any refund or compensation.

Hired infrastructure must be left in a clean state at the conclusion of the event as deemed by MDLA. An additional fee to cover cleaning will be incurred if the infrastructure is not deemed in an appropriate clean state.

2. Products offered for sale

A list of the total range of products/services for sale or promoted must be provided by the Stallholder and be approved by MDLA and the City of Melbourne Council (hereinafter Council). You are not permitted to sell anything that has not been approved by the MDLA/Council. You may apply in writing for new items to be added to your trading rights and this will be reviewed. You will be notified of the decision.

3. Behaviour/Language/Noise

MDLA does not tolerate **violent, antisocial, hostile, noisy, offensive, aggressive, foul language and/or behavior**. This may include aggressive spruiking or noisy trading activity or activity that promotes antisocial ideas. If breached, your trading rights can be terminated immediately and you will be banned from future stall trading in Melbourne's Chinatown events or events organised by MDLA or Chinatown Precinct Association Inc. (hereafter CPA).

Consumption of alcohol and smoking is NOT permitted at your site.

All Stallholders must at the event, comply with the requirements of any legislation applicable to them, including the Occupational Health and Safety Act 2004.

4. Electrician

MDLA Site Electrician will be on-site to regulate your power usage. If your equipment is found to be using too much power, faulty or unsafe, MDLA Site Electrician will shut the offending equipment down. MDLA Site Electrician's decision on this matter will be final.

All electrical equipment and power leads must have a current electrical test tag. Inspections will be conducted.

Melbourne Chinese New Year Festival 2018 – Stall Holder Rules & Regulations (Contd)

5. Insurance

You are required to maintain a current **\$20 million public liability insurance** extended to cover "Anywhere In Australia" or to specifically to cover "market stall" named on the policy.

A valid copy of the Certificate of Currency must be shown before the commencement of trading.

6. Waste Management

At the end of trading, anything left on your site will be regarded as rubbish and cleared from **your site**. All Stallholders are obliged to keep their stall/surrounds clean and tidy throughout the event.

All rubbish and waste produced must be disposed of in the bins provided by the event. Items must be disposed of in the manner required by the event's waste management program. Trade waste is the responsibility of the stallholder. All site holders are responsible for their own liquid waste and must dispose of this waste appropriately outside the event precinct.

All stallholders must consider using packaging materials that are environmentally biodegradable for all forms of food/beverage containers and giveaways.

The site surface must be left by the trader in a clean state at the conclusion of the event as deemed by MDLA Management. An additional fee to cover cleaning will be incurred if the site is not deemed in an appropriate state.

7. Car Access, Setting Up and Parking

Car access into the Festival area will only be allowed between specific times to load and unload your goods before and after the event times. The MDLA will issue stall holder car passes to allow you through the street barricades during specific times.

There is no onsite parking. You must leave the area as soon as you have unloaded or loaded. Or when requested by the Event Management.

8. Attendance & Absentees

This Festival is an all-weather event. The costs for its establishment and undertaking will be incurred whether rain or shine. Therefore, **there is no refund for non-attendance. Cancellation of your stall and refund will only be accepted prior to 15 January, 2018. Otherwise, there will be no refunds.**

9. Stall Holders Activities and Rights

If you are a Stallholder selling food, you are also required to follow strictly our **Food Stall Holder Rules**. You will need to follow the Rules and Regulations as stipulated by the Council and have them in place; your stall will be inspected regularly by Council Staff, from the Health and Street Trading Dept. and also from MDLA Organising Management. Any non-compliance may result in your food stall being shut down immediately without any compensation.

Stall holders must comply with all related sections of the Fair Trading Act 1990 in the conduct of the stall site. Stall holders must not sell alcohol (unless permit issued), offensive materials or illegal goods. Stall Holders selling food, must complete a **Food Stall Layout Form**

You are **NOT PERMITTED** to advertise, transfer, sell, sublease, or share your trading space to any other person or legal entity. Your trading right at the Melbourne CNY Festivities, in conjunction with any invoice(s) issued can be cancelled or withdrawn by MDLA Organising Management before the stipulated commencement date of the trading, with or without prior notice.



Melbourne Chinese New Year Festival 2018 – Stall Holder Rules & Regulations (Contd)

10. Festival Management

Stall holders must comply with any instruction given by the Festival Organisers through the Stalls Manager or other authorised agents or the Council.

11. Indemnification

The Stallholder agrees to indemnify and keep indemnified and to hold harmless the MDLA and Council its servants and agents, from and against all actions, costs, charges, expenses and damages whatsoever which may be brought or claimed against them, arising out of or in relations to this Agreement, provided that this indemnity shall not apply where such actions, costs, charges, expenses and demands have arisen due to the negligence of the MDLA and Council its servants and agents.

That the MDLA and Council may, at the Organisers discretion and for any reason/s including, but not limited to, public safety, resolve to temporarily close part of, or the entire Festival site during the scheduled period of the Festival's scheduled set up and operation. You hereby acknowledge the MDLA and Council's right to take this action and hereby agree that in the event that the MDLA or Council does so, then you will not seek to claim any compensation nor otherwise seek to impose any liability on the MDLA or Council of any nature whatsoever.

12. Promotional Consent

To consent to MDLA and the Council taking photographs of the stall site, Stallholders and staff and to authorise MDLA and Council to publish and use those photographs, in whole or in part, for advertising or marketing purposes for this and any subsequent events, as part of the MDLA and Council's current and future general marketing and communication activities.

13. Amendments

These rules may change from time to time as required for the improvement of the conduct of the Festival. Stall holders will be given notice of any changes.

I/We confirm that I/we have read and understand all the above terms and conditions.

Stall Holder Signature: _____ **Date:** _____

Business Name: _____



Melbourne Chinese New Year Festival 2018 – Food Stall Holder Rules

The Festival strives for high presentation, food quality, preparation and service. In doing, so there are strict Council rules for food safety and hygiene to adhere to.

All stalls handling food must:

1. Have a food handling permit from the Council Health Department and submit a copy to the MDLA before the Festival Day. You may be required to show the registration permit to Council or MDLA if required on the trading day. If you have no Council permit you will not be allowed to serve food.
2. Have a Streatrader Permit. (Streatrader Hotline on 13 22 15).
3. Comply with the City of Melbourne Rules and Guidelines for Street Event, including cleaning and sanitizing, washing facilities, soap, paper towels, First Aid and Fire Safety procedures (you must have approved fire extinguisher and fire blanket easily accessible in the event of a fire).
4. Gas appliances and cylinders must comply with Energy Safe Victoria's Code of Practice for the Safe Use of LPGAS at Public Events in Victoria. A copy of is available at www.esv.vic.gov.au. Stallholders using gas must also complete the Gas Safety Checklist on the event day.
5. Adequate screens and equipment around the food preparation and serving areas to reduce the risk of food contamination and to restrict public access for safety reasons.
6. Have separate washing facilities for kitchen, cooking and serving utensils – these must be kept clean by regular washing.
7. Not dispose and pour of waste water and oil on stall site or through the drains – bins and containers must be lined and these can then be disposed separately. This also includes packaging, food containers, cartons, etc.
8. Have food stored at least 15mm above the floor and in suitable impervious containers and inside your 3m x 3m food stall and away from direct sunlight, rain or walk areas.
9. Have potentially hazardous foods like poultry, meat, dairy products, seafood, and egg-based products must be stored under temperature control. A refrigeration unit large enough to hold all your hazardous food must be used.
10. Have the temperature of the cooked and uncooked food (stored and displayed foods) checked regularly; use a probe-type thermometer and maintain the operating conditions to ensure adequate temperature control is maintained on cold and hot foods, cooked and uncooked foods.
11. Always have cooking or displaying food remain protected from the environment and likely contamination by using sealed container, approved displaying unit, food covers or plastic food wrap under a controlled temperature environment.
12. The City of Melbourne Health Inspectors will inspect the stalls on a regular basis and in the event that the Food safety standards in your operation have been compromised by you or your employees, they will have the right to close you down immediately. There will be no compensation from MDLA.
13. At all times, the Stalls must be kept clean and tidy and presentable. Rubbish should be cleared, including at closing times. Penalty fines may be imposed if you do not adhere to these rules.

I/We confirm that I/we have read and understand all the above terms and conditions.

Stall Holder Signature: _____ **Date:** _____

Business Name: _____



Melbourne Chinese New Year Festival 2018 – Food Stall Layout

Please draw your proposed stall set up

PUBLIC ACCESS ON THIS SIDE

Plans are to be legible, clearly marked and include:

- | | |
|--|--------------------------------|
| 1. Two emergency exits. | 2. Preparation area/s. |
| 3. Serving area/s. | 4. Display area (hot or cold). |
| 5. High oil cooking area (provision of oil matting). | 6. Gas appliances. |
| 7. BBQ/s appliances. | 8. Tables |
| 9. Large electrical appliances (fridges, rice cookers, pie warmers). | 10. Hand washing facilities. |
| 11. Fire extinguishers and blanket. | |

Where possible, please include exact specifications, including measurements, amps, etc.

Stall Holder Signature: _____ **Date:** _____

Business Name: _____