

Vendor Terms and Conditions

Sustainable Future Festival 2025



1. Acceptance

1.1 By confirming your participation, you agree to attend the event as scheduled. If you are unable to attend, you must notify the organiser in advance and provide a valid reason. Failure to attend without notice or a valid reason may result in exclusion from future events.

2. Vendor Site Guidelines

2.1 Vendors will receive designated setup and pack-down times and must arrive or remain on site accordingly. Early dismantling is not permitted.

2.2 Stall allocations are final and can only be changed in exceptional circumstances. Vendors must remain within their assigned space and not exceed the allocated area.

2.3 Vehicles may be driven up to the stall for unloading between 6:00 AM and 9:00 AM but must be removed by 9:00 AM. No vehicles may remain onsite during the event unless prior approval is granted.

2.4 The festival will commence at 10:00 AM. All stalls must be fully set up by this time. Set-up is permitted between 6:00 AM and 9:00 AM. Early set-up on the Friday prior to the event may be requested.

2.5 The festival concludes at 3:00 PM. Vehicles will not be permitted to re-enter the site until 3:30 PM, and all stalls must vacate by 7:30 PM.

2.6 Stalls must be kept clean, organised, and professionally presented. Overnight stall setup may be requested, but valuables must not be left onsite.

2.7 Cleanaway is not responsible for any lost, stolen or damaged goods. Vendors must secure their own products and property.

2.8 Vendors must comply with site plans and any directions provided by Cleanaway including locations of water, waste disposal, and power.

2.9 Vendors are responsible for ensuring their infrastructure does not cause any damage to trees, branches, grass, native flora, or fauna. The cost of any resulting damage or required repairs will be the sole responsibility of the vendor.

3. Sustainability and Environmental Requirements

3.1 Vendors must detail how their products or services align with the sustainability goals of the Sustainable Future Festival.

3.2 Vendors must use reusable, recyclable, or biodegradable products wherever possible.

3.3 Plastic bags, plastic straws, balloons, glitter, Styrofoam and single-use plastics are strictly prohibited.

3.4 Vendors must remove all waste, food, liquids, and packaging from their site and leave the area clean. No rubbish is to be left onsite. A \$200 fee may be charged if waste is left behind to cover cleaning costs.

3.5 Public bins must not be used for disposal of commercial rubbish.

3.6 A site cleaner will report any vendor waste left onsite, which may result in fines and exclusion from future events.

4. Public Liability and Insurance

4.1 All vendors must hold current Public Liability Insurance to the value of \$20 million and provide this to the event organiser.

4.2 Vendors are liable for any damage to property belonging to Central Coast Council, Cleanaway, its partners, staff, participants or visitors.

4.3 Vendors release Cleanaway and its officers, employees and agents from liability for loss, damage, injury or death associated with participation in the event.

5. Work Health and Safety (WHS)

5.1 Vendors must comply with the Work Health and Safety Act 2011 and Work Health and Safety Regulation 2017.

5.2 All tables, chairs and stall items are the vendors responsibility and must be tied down or weighted appropriately. If you are providing your own marquee, each leg must have four weights of at least 20kg each.

5.3 Makeshift or poor-quality marquees (e.g. garden marquees with plastic legs) are not permitted.

5.4 No weights – no trade. Non-compliant vendors may be asked to leave. Pins and posts are prohibited.

5.5 Vendors must always drive safely onsite (5–10km/h) and be alert for hazards and pedestrians.

5.6 Dangerous or harmful goods including Silly String, toy guns and throwdowns are prohibited.

6. Legal Compliance

6.1 Vendors are solely responsible for any specific operating licences relevant to their activity.

6.2 Vendors are solely responsible for complying with all applicable child protection laws, including the requirement for a Working with Children Check for any person engaging in child-related work at the event. Relevant documentation must be provided to event organisers prior to event commencement.

7. Payment Methods

7.1 To maximise sales and improve customer experience, vendors are strongly encouraged to offer both cash and EFTPOS payment options.

8. Food Vendors

8.1 Food and beverage vendors must be registered with the NSW Food Authority and provide a copy of their Central Coast Council Temporary Food Stall Licence.

8.2 Vendors must bring their own containers for water access. Direct water connection to stalls will not be provided.

8.3 Reusable food trays and cups will be provided by the organiser and must be used for all sales.

8.4 BBQs must be equipped with drop sheets or cardboard to capture grease.

8.5 Food handling must comply with all relevant Council Codes, the Food Act 2003, Food Regulation 2004, and the Australia New Zealand Food Standards Code.

8.6 Food Surveillance Officers may inspect stalls at any time. Vendors must comply with all directions given.

8.7 Vendors must provide a safe, valid, working fire extinguisher and ensure staff know how to use it.

8.8 Vendors found unsafe or non-compliant may be excluded from future events.

9. Alcohol Vendors

9.1 Food and beverage vendors must be registered with the NSW Food Authority and provide a copy of their Central Coast Council Temporary Food Stall Licence.

9.2 Alcohol vendors must comply with Responsible Service of Alcohol (RSA) requirements, including:

(a) Displaying RSA signage.

(b) Checking IDs and refusing service to minors or intoxicated individuals.

(c) Not serving alcohol after 3:00 PM.

(d) Serving a maximum of four drinks per person at one time.

9.3 Alcohol must only be served in reusable cups provided by the organiser.

9.4 Vendors must submit copies of RSA certifications for staff and a list of all beverages to be sold (including ABV%).

9.5 Vendors may need to provide their own mechanism for cleaning reusable cups.

10. Electricity

10.1 Longer access to electricity must be requested in advance.

10.2 All Electrical extension cords and power boards must be tested and tagged as safe by an accredited electrician with 3-month validity and comply with Central Coast Council Standard Electrical Specification (E12B). Extension cords must be 20metres minimum length.

10.3 Cleanaway will have a certified electrician on event day that will inspect all vendors and ensure electrical cords are accredited and safe. If vendors do not comply, electrician can certify the cords/power prior to event start time, at vendors own expense paid direct on event day (\$10 cash per tag).

10.4 Anyone using their own generator must ensure it is tested, tagged, silent and compliant. Non-compliant generators cannot be used.

10.5 Generator fuel must be stored safely inside the stall's 3x3m trading area and kept away from the public.

10.6 No electrical leads are to be left on the ground, exposed, or double-connected as a trip hazard.

11. Gas Safety

11.1 A suitably trained person must be designated to oversee LP Gas safety.

11.2 Gas bottles must be dated, safe, and compliant with the gas safety checklist.

11.3 All vendors and catering vehicles must be fitted with compliance plates with at least a 3-year validity prior to event date.

11.4 Cleanaway will have a certified gas plumber on event day that will inspect all vendors and ensure cylinders, piping and compliance plates are accredited and safe.

11.5 If your stall is found to be non-compliant, you will have the opportunity to be inspected and deemed compliant and issued with a Gas Compliance Plate for a nominal fee (with validity indefinite) at your own expense, paid direct to the gas plumber on event day.

11.6 Non-compliant stalls will not be permitted to trade until rectified. No compensation for loss of business, stock purchased, or any other financial liability suffered by the vendor will be made by Cleanaway in this instance.

12. Weather

12.1 The Festival will operate in most weather conditions including heat, cold, overcast skies or light rain.

12.2 In the event of severe weather or continuous rain, the event may be cancelled.

12.3 Vendors will be notified of cancellation by 6:00 AM on the day of the event.

12.4 Vendors are responsible for protecting their products against all weather conditions.

13. General Conduct

13.1 Vendors must treat staff, fellow vendors, visitors and the venue with respect. Bad behaviour will not be tolerated and may result in removal from the event.

13.2 Heckling, spruiking or aggressive selling is prohibited.

13.3 Vendors may not sell prohibited items including counterfeit goods, weapons, illegal substances or any item banned by Cleanaway.

13.4 No smoking is permitted within the festival grounds.

14. Marketing and Promotion

14.1 Vendors are encouraged to use marketing assets provided by Cleanaway to promote their participation in the Sustainable Future Festival.

14.2 Customisation of marketing materials is possible upon request.

14.3 While we are aiming for a high attendance rate, please note that Cleanaway does not guarantee any minimum level of attendance or sales.

14.4 By participating in the event, you consent to event organisers capturing and utilising your image or likeness in photographs and video recordings for promotional and marketing materials.

Please have your authorised signatory complete the following page and email the signed copy to 1Coast@cleanaway.com.au by Friday, 19th September 2025.

Company Name	
Full Name	
Phone	
Email	
Signature	
Date	