

# Event Contributor Terms and Conditions

Sustainable Future Festival 2025



These Terms and Conditions govern the participation of Event Contributors in the Event. By agreeing to participate, you acknowledge and accept the obligations outlined in this document.

**Event Contributors are defined as paid participants in the following roles:**

- Presentation Speakers
- Workshop Leaders
- Demonstrators
- Facilitators
- Entertainers and MC
- Vendors who are providing on-site activities for attendees, whether at a stall or a dedicated activation area.

## 1. Content Guidelines

**1.1** All presentations, workshops, displays, and associated materials must be relevant to the Event's objectives and suitable for a diverse community audience.

**1.2** Content must not be offensive, discriminatory, defamatory, or otherwise inappropriate. The Event Organiser reserves the right to review and, if necessary, request amendments or withdraw approval for any content.

## 2. Punctuality and Timing

**2.1** Event Contributors must arrive at the Event on time and be prepared to commence their presentation, workshop, or activity at the scheduled time.

**2.2** Event Contributors must adhere to the allocated time limits. Extensions will not be permitted unless expressly approved by the Event Organiser.

## 3. Professional Conduct

**3.1** Event Contributors must act in a professional, respectful, and approachable manner at all times during their participation.

**3.2** Any behaviour deemed inappropriate by the Event Organiser may result in immediate removal from the Event and exclusion from future participation.

**3.3** Heckling, spruiking or aggressive selling is prohibited.

**3.4** Vendors may not sell prohibited items including counterfeit goods, weapons, illegal substances or

any item banned by Cleanaway.

**3.5** No smoking is permitted within the festival grounds.

#### **4. Legal Compliance**

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

**4.2** 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.

#### **5. Public Liability and Insurance**

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

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

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

#### **6. Work Health and Safety (WHS)**

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

**6.2** 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.

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

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

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

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

#### **7. Cancellation Policy**

**7.1** In the event of cancellation of the Event due to unforeseeable circumstances, force majeure, or factors beyond the reasonable control of the Event Organiser, no payment or compensation shall be payable to Event Contributors. Any outstanding balance on invoices will not be paid where services have not been rendered. Unless expressly authorised in writing by the Event Organiser.

**7.2** Event Contributors unable to attend must provide the Event Organiser with advance notice and a valid reason. Failure to attend without notice may result in exclusion from future events.

## **8. Weather**

- 8.1** The Festival will operate in most weather conditions including heat, cold, overcast skies or light rain.
- 8.2** In the event of severe weather or continuous rain, the event may be cancelled.
- 8.3** Vendors will be notified of cancellation by 6:00 AM on the day of the event.
- 8.4** Vendors are responsible for protecting their products against all weather conditions.

## **9. Promotion of the Event**

- 9.1** Event Contributors are required to actively promote the Event using the official marketing materials provided by the Event Organiser.
- 9.2** Event Contributors must not create or distribute unauthorised promotional material bearing the Event name or branding without prior approval.
- 9.2** Customisation of marketing materials is possible upon request.
- 9.3** While we are aiming for a high attendance rate, please note that Cleanaway does not guarantee any minimum level of attendance or sales.
- 9.4** 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.

## **10. Vendor Site Guidelines**

- 10.1** Vendors will receive designated setup and pack-down times and must arrive or remain on site accordingly. Early dismantling is not permitted.
- 10.2** 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.
- 10.3** 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.
- 10.4** 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.
- 10.5** 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.
- 10.6** Stalls must be kept clean, organised, and professionally presented. Overnight stall setup may be requested, but valuables must not be left onsite.
- 10.7** Cleanaway is not responsible for any lost, stolen or damaged goods. Vendors must secure their own products and property.
- 10.8** Vendors must comply with site plans and any directions provided by Cleanaway including locations of water, waste disposal, and power.
- 10.9** 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.

## **11. Sustainability and Environmental Requirements**

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

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

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

**11.4** 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.

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

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

## **12. Payment Methods**

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

## **13. Electricity**

**13.1** Longer access to electricity must be requested in advance.

**13.2** 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.

**13.3** 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 the event start time, at vendors own expense paid direct on event day (\$10 cash per tag).

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

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

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

#### 14. Post-Event Feedback

14.1 Event Contributors agree to provide post-event feedback in the form and manner requested by the Event Organiser.

14.2 Feedback will be used to evaluate and improve the quality of future events.

#### 15. Future Participation

15.1 Participation in this year's Event does not guarantee involvement in future events.

15.2 While the Event Organiser values and appreciates Event Contributors contributions, selection for future events will be determined at the sole discretion of the Event Organiser.

15.3 This approach ensures that each event consistently delivers new information, educational opportunities, and provides a platform for a diverse range of contributors, including new participants.

#### 16. Acknowledgement

By participating in the Event, Event Contributors confirm that they have read, understood, and agree to abide by these Terms and Conditions.

***Please have your authorised signatory complete this form and email the signed copy to [shana.ludwell@cleanaway.com.au](mailto:shana.ludwell@cleanaway.com.au) by Thursday, 2<sup>nd</sup> October 2025.***

Company Name	
Full Name	
Phone	
Email	
Signature	
Date	