



STALLHOLDER TERMS AND CONDITIONS - COMMUNITY CHRISTMAS TREE LIGHTING FRIDAY 29th NOVEMBER 2019

Thank you for your interest in being part of our Christmas Tree Lighting Event. Our Christmas Tree Lighting will be used to commence the Community Christmas Season in the Penrith CBD. During the evening there will be a stage providing entertainment and a visit from Santa amongst other things. The event is an open air event so please come prepared for all weather and **bring solar lighting** if required as there is no power on site.

Details are as follows:-

- Date:** Friday 29th November 2019
Location: High Street, Woodriff Street & Tindale Street, Penrith
Times: 5:00pm – 10:00pm
Set Up Time: **From 3:30pm – 4.30pm ONLY** (trading can commence from 5:00pm)
Parking: NO onsite parking (once unloaded all stallholders must take their vehicles to a parking area. ALL vehicles must be off site by 4.30pm)
Pack-up Time: From 10:00pm (note with road closures you can't leave site with vehicle before 10:00pm due to the safety of the general public) Road opens at 11:00pm

Terms of agreement

1. Stallholders will be paying for a 3m x 3m space only. Please supply your own WH&S compliant tent if required. All tents must be weighted. If you need extra space eg: extra towbar space it will mean you need double space.
2. We reserve the right to limit the number of stallholders attending who are selling similar products. Should there be a number of applications from stallholders selling similar products the PCBDC have the option of final selection.
3. All equipment required to run your stall is your responsibility.
4. You are only entitled to use the space allocated to you. If you are infringing on another person's space you will be asked to move.
5. You will be allocated a space and must remain in that site only.
6. Please ensure that all fixtures brought on site are safe and WH&S compliant.
7. There will be no additional lighting installed; only the usual street lighting will be available which we hope will be suitable with your extra lighting. Due to the above and the time of the event, it is recommended that you bring solar lighting for your stall if you think it will be required.
8. Unless approved prior to the event, generators will not be allowed on site.
9. All food vendors must complete a Penrith City Council "Application to Sell Food" **form which must be returned with your application to us (PCBDC) no later than the 25th October 2019. Email form to: admin@penrithcbdcorp.com.au**
10. **CANCELLATIONS / REFUNDS** If a stall holder cancels within 48 hours of the event Penrith CBD Corp will retain 50% of the booking fee.
11. **WET WEATHER** As this is an open air event it will be the responsibility of Penrith CBD Corporation to determine factors that may cause the cancellation of the event, this may be but not limited to wet weather or other adverse factors affecting the safety of participants. The organisers will notify all stall holders by 1pm on the day and the cost of your booking fee will be refunded.

Should you require any further information please feel free to contact me via email on admin@penrithcbdcorp.com.au or on (02) 4722 5556.

Yours sincerely,

Gai Hawthorn - CEO