

## 2020 Hyde Park Fair

### General Information | Terms & Conditions

### Hyde Park Fair 3<sup>RD</sup> & 4<sup>th</sup> March 2019

The Rotary Hyde Park Community Fair is Perth's longest running community family event.

The Rotary Club of North Perth has organised the Fair for the past 32 years and any proceeds raised at this free community event are returned back into the Perth community.

The success of the Fair depends heavily on the quality and variety of products for sale, entertainment and food offered, community interest exhibitions and the variety of interesting demonstrations.

The overall objective is to present a **Free Family Fair** attractive to a broad section of the community while raising money for charities and local projects.

We work closely with the City of Vincent and Lottery West, who both kindly assist to ensure the Fair runs smoothly.

**Further Information:** *Event Coordinator | Lucy Tearne*

*Email:* [events@crownedpr.net](mailto:events@crownedpr.net)

*Website:* [www.crownedpr.net](http://www.crownedpr.net)

*Event Website:* [www.hydeparkfair.com.au](http://www.hydeparkfair.com.au)

*Event Facebook Page:* [www.facebook.com/hydeparkfair](https://www.facebook.com/hydeparkfair)

#### **Applying for sites**

We offer 8 Types of Market/Exhibition sites:

1. 100% Hand Made Stalls
  - a. Exhibitors displaying/selling 100% Australian made products including locally made pre-packaged food e.g. preserves, lollies, chocolates etc
2. Exhibitor Sites
  - a. All exhibitors selling any non-Australian made arts & crafts/Health & Wellbeing sites/Promotional Sites/Business Sites/mass produced & imported pre-packaged foods.
3. Community Groups
  - a. Not for profit groups who are promoting their organisation. Please note that 'Face-Painting' is not permitted at these sites.
4. Australian Designers
  - a. New exhibit for local designers to showcase their clothing (please email [events@crownedpr.net](mailto:events@crownedpr.net) to acquire a High Fashion in Hyde Park slot)
5. Food Vendors

- a. Fresh Food Vendors selling food and drinks at the event.
6. Amusement Providers (Vendors providing rides and activities at the event) – Please contact [info@hydeparkfair.com.au](mailto:info@hydeparkfair.com.au) to register your interest and make a booking.
7. Entertainment Space

#### General Site Information

- Location requests are met where possible; however, management gives no guarantees in this regard. Final site allocation rests solely with the Hyde Park Community Fair Committee. Final Maps, Lists and Allocations will be posted on the Hyde Park Fair website 2 weeks prior to the event. Maps and lists are also available on-site at the event.
- The ground can be dusty, so a tarpaulin or ground cover is recommended. These can be purchased from most hardware stores.

#### Site Fees

##### Market Stalls

Stall Type	Early Bird	Standard
1.5m Tree Site 2 Days	-	\$170.00
2m x 2m 2 Day 100% Hand Made (Set sites only)	-	\$190.00
2m x 2m 2 Day Standard Stall	\$230.00	\$255.00
3m x 3m 1 Day (Sites 164 – 177)	-	\$250.00
3m x 3m 2 Day Standard Stall	\$425.00	\$450.00
3m x 3m 100% Hand Made (Set sites only)	-	\$335.00
3m x 3m Not-for-profit 2 Day Stall	-	\$300.00

##### Food Stalls

Stall Type	Standard
3m x 3m 2 Day Food Stall	\$650.00
6m x 5m 2 Day Food Stall	\$850.00
10m x 5m 2 Day Food Stall with 3 Phase Power	\$1500.00
Event Specific Food Permit	Payable Direct to COV

##### Extras

Item	Cost
1 x 15 amp power outlet	\$110.00
3 x 15 amp power outlet	\$300.00
5 x 15 amp power outlet	\$500.00
3 phase power	\$525.00
1.8m Trestle table	\$20.00
2.4m Trestle table	\$25.00
Plastic Chairs	\$12.50
3m x 3m Marquee & weight hire incl delivery, set up and pack down	\$250.00
Event only public liability insurance	\$75.00

**Marketing & Promotional Packs**

Package	Details	Cost
Bronze	Copy and Image to be featured on; <ul style="list-style-type: none"> <li>○ 1 x Facebook Post</li> <li>○ 1 x Instagram Post</li> </ul>	\$75
Silver	Copy and Images to be Posted on <ul style="list-style-type: none"> <li>○ 1 x Facebook Post</li> <li>○ 1 x Instagram Post</li> <li>○ 1 x 3 day sponsored post to Hyde Park Fair Facebook page</li> <li>○ 1 x 3 day promoted Instagram post</li> </ul>	\$125
Gold (maximum of 5 available)	Copy & up to 10 images to be featured across below inclusions with your relevant social media and website links included on digital mediums. Post will advertise your attendance and detail what your business does. <ul style="list-style-type: none"> <li>○ Featured website exhibitor listing featuring 1 x image, 50 words of copy and link to Facebook, Instagram or website</li> <li>○ 2 x Facebook Posts to Hyde Park Fair Page</li> <li>○ 1 x weeklong paid Facebook post to Hyde Park Fair page</li> <li>○ 1 x post on Hyde Park Fair event page</li> <li>○ 2 x Instagram posts</li> <li>○ 1 x promoted Instagram post</li> </ul>	\$350
Platinum (maximum of 3 available)	Copy & up to 10 images to be featured across below inclusions with your relevant social media and website links included on digital mediums. Post will advertise your attendance and detail what your business does. Our copy writers will work with you to ensure that your advertising reaches maximum attention and you will be advised of your advertising schedule. Inclusions; <ul style="list-style-type: none"> <li>Top feature on website including images and product/services description as well as links to your social media and website</li> <li>2 x Facebook posts on Hyde Park Fair page</li> <li>2 x weeklong paid Facebook posts to Hyde Park Fair page</li> <li>2 x Facebook post on Hyde Park Fair event page</li> <li>2 x Instagram posts</li> <li>2 x promoted Instagram posts</li> </ul>	\$500

### Event Times

Lakeside side stalls and amusements are anticipated to run from 10am – 5pm on Sunday and 10am – 5pm on Monday.

Main stage entertainment and food vendors are anticipated to run from 10am – 9pm Sunday and 10am – 5pm Monday

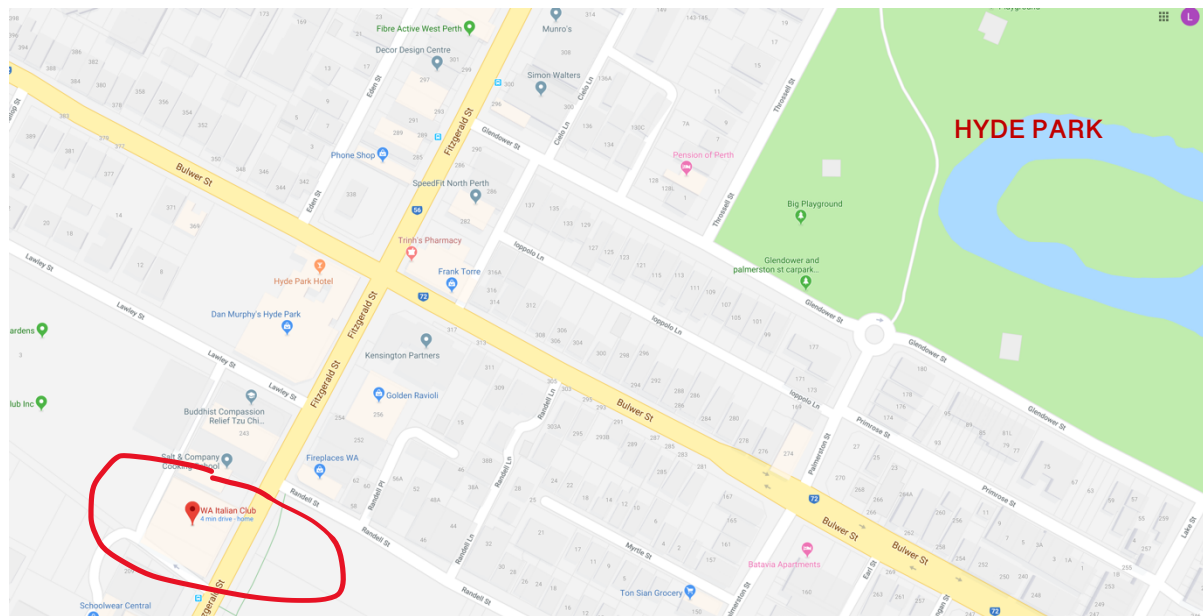
### Set up & Bump In & Bump Out

<b>Friday 28<sup>th</sup> February 2019</b>	Sites Pegged	8am – 2pm
<b>Saturday 2nd March 2018</b>	Exhibitors set up	12.00pm - 4.00pm
<b>Sunday 3rd March 2018</b>	Exhibitors complete set up	7.00am - 9.00am
	All vehicles off site	By 9.00am
<b>Monday 4th March 2018</b>	Exhibitors restock sites	7.00am – 9.00am
	Vehicles off site	By 9.00am
	Exhibitors takedown	5.00pm - 9.00pm
	Vehicles allowed on site	5.15pm - 9.00pm

### Parking

**We request that exhibitors DO NOT use street parking around Hyde Park to make the park more accessible to the public during the event.**

**Free Parking for exhibitors has been provided at the WA Italian Club**



**The Hyde Park Fair Committee runs a courtesy bus between the Italian Club and the park during bump in/bump out and re-stock times for your convenience and safety.**

### **Event Regulations, Terms & Conditions**

All Exhibitors/Amusement Providers/Food Vendors/Art & Craft Vendors & Community Group Site holders will be referred to as “*Site Holders*” in these regulations.

These Regulations apply to all Site Holders. Strict compliance with them is a term and condition of the contract for the hire of a stall / site at the Hyde Park Community Fair.

Violations of these Terms and Conditions may result in immediate cancellation of your stall without refund.

Please note that this event is referred to as the ‘Hyde Park Fair’ and the ‘Rotary Hyde Park Fair’.

Site Holders must appreciate that the Hyde Park Community Fair is a community activity and not a commercial activity. It is essential, therefore, that all Site Holders cooperate and play their part in ensuring that the event is successful, enjoyable and safe for everyone.

This includes complying with the streamlined commercial and administrative terms (especially regarding bookings and payment), the insurance terms and the risk management and accident prevention terms. This particularly includes treating the staff of the organisers with courtesy and respect at all times and complying with all directions and dispute resolution determinations.

Enquiries about these Regulations should be made to Lucy Tearne ([events@crownedpr.net](mailto:events@crownedpr.net) or the Rotary Club of North Perth. The Rotary Club of North Perth is always interested in ways to improve the Event and written comments on these Regulations are welcome.

These Regulations will be reviewed regularly with updated versions of Terms & Conditions on the Hyde Park Fair website.

## Regulations, Terms & Conditions

### 1. Promotion & Appearance

1.1 This is a Smoke and alcohol-free event.

1.2 **Promotion**, all promotion by all exhibitors and exhibitioners attending our event must include the following phrase and by-lines:

*“Hyde Park Fair - Proudly presented by the Rotary Club of North Perth”* Use of the Hyde Park Fair Logo is available on request and subject to artwork approval by the coordinator of the Hyde Park Fair.

### 2. Bookings:

2.1 All bookings and payments must be made online through the Hyde Park Fair Website, online applications details can also be obtained from [events@crowdedpr.net](mailto:events@crowdedpr.net)

2.2 A booking will only be valid if it has been made online, paid in full and has been confirmed in writing.

2.3 The requirements of Regulations 2.1 and 2.2 may only be waived by the Event Coordinator in exceptional circumstances.

2.4 Past hiring of a particular stall site will confer no right to hire that stall site in the future. However, the organisers will do all that it reasonably can to allocate stall requests.

2.5 Site Holders can request any special requirements by emailing [events@crowdedpr.net](mailto:events@crowdedpr.net) and we will endeavour to meet these requirements but there are no guarantees that they can be met, particularly as decisions are on a first come first served basis.

2.6 Organisers reserve the right to select Site Holders at their discretion and to reject products that are not suitable.

2.7 On your application form, please be specific about the range of products you will be selling. If you add to the range of items for sale after submitting the Application Form, please contact the organiser to request permission to sell the additional items. Failure to gain approval for items may result in those items being confiscated from you stall on the day to ensure competitive fairness.

2.8 Receipts and a confirmation email should be received on booking via the website. Final exhibitor packs and maps will be posted on the Hyde Park Fair website in February 2019. Please contact the coordinator if you have not received confirmation by the end of February 2019.

2.9 Exhibitor listing & Program advertising - Exhibitor Applications must be received by 1<sup>st</sup> February 2018 to be eligible for the Exhibitor listing and advertising in the program.

2.10 The following if the expected timeline for application processing, approvals and refunds.

Round 1 applications open	Thurs 19 <sup>th</sup> Sept 2019
Round 1 applications close	Fri 20 <sup>th</sup> October 2019
Round 2 applications open	Saturday 21 <sup>st</sup> October 2019
Round 1 applications notified	Monday 30 <sup>th</sup> October 2019
Refund of round 1 unsuccessful applications processed	Friday 4 <sup>th</sup> Nov 2019
Round 2 applications close	Sunday 1 <sup>st</sup> December
Open applications if spaces remain (1 week turn around)	Monday 2 <sup>nd</sup> Dec 2019
Round 2 applications notified	Monday 12 <sup>th</sup> Dec 2019
Refund of round 2 unsuccessful applications processed	Thursday 19 <sup>th</sup> Dec 2019
Application processing freeze Xmas period	Friday 20 <sup>th</sup> Dec – Monday 4 <sup>th</sup> Jan 2020
Stall Holder Info Pack Distributed	Friday 21 <sup>st</sup> February 2020
<b>Hyde Park Fair</b>	<b>Sunday 1<sup>st</sup> – Monday 2<sup>nd</sup> Mar 2020</b>

### 3. Payment

- 3.1 Payment must be made in advance when booking online by a debit card or a credit card. This payment must be approved by the issuing bank or financial institution.
- 3.2 The requirements of Regulation 3.1 may only be waived by the event organisers in exceptional circumstances.
- 3.3 This package and all fees quoted are valid until the 2<sup>nd</sup> March 2020. Applications are accepted once the completed Application Form and full payment has been received. Please note that terms, fees & charges are subject to change.
- 3.4 Discounts do not apply to hire costs or amenities.

### 4. Refunds

- 4.1 Site Holders who cancel their booking after acceptance will forfeit 50% of site fees paid. Cancellations made less than 3 weeks prior to the event will forfeit 100% of site fees paid.
- 4.2 There are no refunds due to weather.

### 5. Site Use And Presentation

- 5.1 Site Holders must operate strictly within the marked boundaries of the stall site that has been allocated to them.
- 5.2 The presentation of stalls must be of a professional standard that is satisfactory to the organisers.
- 5.3 All stall equipment and furniture must be of a good quality.
- 5.4 Site Holders must at all times keep their stall site and the immediate vicinity clear of rubbish or other obstacles that may impede pedestrian traffic.
- 5.5 Before vacating their stall site, Site Holders must remove all rubbish and do all other things that may be reasonably necessary to leave the stall site in the same condition that it was in before they set up their stall for the day. This obligation is to remove all rubbish and this includes removing any rubbish that may be left by customers or which may have blown onto their stall site from

- elsewhere in the Event. Any damage must be rectified to the satisfaction of the Organisers and/or City of Vincent.
- 5.6 Site Holders are not permitted to ***affix anything to any trees or shrubs*** in the Park. If Site Holders are erecting a tent or shade, please advise the Organisers on your application form. The Organisers are responsible for any damage to the Park vegetation.
- 5.7 Site Holders are able to leave stock/equipment on their stalls overnight; however this will be at their own risk and should be insured by the exhibitor. The Organisers will provide security over the 2 nights of the Fair (Saturday & Sunday).
- 5.8 Leaf and ground coverage is not to be removed from the ground of your site.
- 5.9 All Site Holders must be careful with their vehicles and any damage to facilities, trees or gardens will be charged to the exhibitor. Many trees on the park are of historical significance and must be preserved, please be respectful of this.
- 5.10 Terms and conditions are subject to change. Any changes to terms and conditions will be posted online at [www.hydeparkfair.com.au](http://www.hydeparkfair.com.au) in the final exhibitor pack February 2020.
- 5.11 This is a family event and inappropriate items i.e. ***swords, knives, toy or replica guns*** (except bubble guns & water pistols) explicit or offensive items or clothing etc **are not permitted to be on display or sold at the event**. Organisers of the Rotary Hyde Park Fair have the right to refuse the display and sale of such items at the event.
- 5.12 Only sites selling 100% Australian Made Arts & Crafts can apply for these sites. Sites selling Mass produced and imported products are not to apply for Art & Craft sites, sites that have been approved for a 100% Australian made Arts and Crafts that are found to be selling any items not fitting this description will be required to pay the difference in site fees before they can continue to trade.
- 5.13 General Site Holders are not permitted to sell fresh food and/or drinks. If you are planning to sell drinks or fresh food, you need to complete the **food vendor contract** and all relevant food vendor forms.
- 5.14 If you are planning to sell packaged food, you must apply for the relevant City of Vincent Food Permit online and complete all appropriate food vendor forms.
- 5.15 If you are selling fresh or pre-packaged food or drinks you must complete and pay the relevant City of Vincent health fees and forms by the 1<sup>st</sup> February 2018 to be eligible for a site at Hyde Park. ***Please note that the City of Vincent fees are subject to change.*** Fees for late payment will be applied.
- 5.16 All food vendors must provide the City of Vincent a Food act certificate of registration from the local government authority where your business is based.
- 5.17 In the event that the 2020 Hyde Park Fair presented by Rotary is sponsored by a drink supplier or food supplier, restrictions may be placed on the brand of food or cool drinks for sale.



## 6. Organisers Direction

- 6.1 Site Holders must comply with all directions given to them by the Organisers.
- 6.2 Site Holders must comply with any directions given to them by the Organisers' Traffic/Parking Marshals and must not move or remove traffic barriers.
- 6.3 The Organisers of the Rotary 2020 Hyde Park Fair, at their discretion, reserve the right to remove any exhibitor or person from the Fair.
- 6.4 Site Holders must treat the staff of the Organisers with courtesy and respect at all times.
- 6.5 Any unacceptable behaviour including, but not limited to, aggression, abusive language or refusal to comply with a reasonable direction will be treated as a breach of a condition of these Regulations. Such a breach is likely to result in that Stallholder being required to leave the event immediately and being banned from trading at any future Events.
- 6.6 Subject to Regulation 6.7, if a dispute arises as to the reasonableness of a direction given by a member of the Organiser's staff, then that dispute may be referred to the Hyde Park Community Fair Committee. Their decision will be final. If they are not available, then that dispute may be referred to the event coordinator.
- 6.7 Any direction given by the organisers regarding risk management or accident prevention must be complied with strictly and immediately.
- 6.8 To resolve serious problems, the event coordinator may put a final direction in writing.

## 7. Insurance

- 7.1 All Site holders must have Public Insurance. If public insurance is not held, it must be purchased through Rotary at the time of booking. A cover note will be issued prior to the event.
- 7.2 All insurance and liability from an exhibitor's activities at the Fair are their own responsibility. The organisers accept no liability for any injury or damage arising from your production, selling or participation in the Hyde Park Fair. **Please complete the Public Liability details on the application form.**

## 8. Stallholder's Warranties And Representations

- 8.1 The Stallholder acknowledges and agrees that, by applying to hire a stall site, the Stallholder makes the following warranties and representations:
- 8.2 That the statements made in the application in the online booking system are true, accurate and complete;
- 8.3 That the Stallholder has carefully read these Regulations and agrees to be bound by their terms and conditions;
- 8.4 That the Stallholder has the full legal and beneficial ownership of the goods that they offer for sale and that their ownership is free of any encumbrances;

- 8.5 That the Stallholder will not engage in any false or misleading conduct including, but not limited to, selling counterfeit goods or mislabelling goods;
- 8.6 That the Stallholder has the necessary licences or permission to sell the goods that they offer for sale; and
- 8.7 That the Stallholder has the necessary licences, practising certificates, qualifications, training and experience to provide the services that they offer for sale.

## 9. Inspection Of Documents

- 9.1 Site Holders must at all times have available, for inspection by the Organiser, copies of:
- 9.2 These Regulations;
- 9.3 Any licences or permission that are required by Regulation 8.6; and
- 9.4 Any licences, practising certificates or qualifications that are required by Regulation 8.7.
- 9.5 A certificate of currency proving public liability insurance of at least 10 million dollars.

## 10. Power & Water

- 10.1 Power & water are in short supply at Hyde Park. If you require power or water you must advise what your requirements are when applying for your site. 15amp power will be available from 3pm on Saturday 25<sup>th</sup> February for those who have previously booked and paid for it ONLY. Stall holders that do not book appropriate outlets will not be guaranteed additional power during the event.
- 10.2 All electrical appliances, extension cords and adaptors must be appropriately tagged by an electrician with a current 3 month tag. Power will not be supplied to appliances that have not been tagged with the appropriate safety tag. Refunds will not be provided to Site Holders who have not correctly tagged their extension leads or appliances.

## 11. ONSITE VEHICLE GUIDELINES:

- 11.1 **Vehicle Entrance to the park for set up is through gate 1 on Vincent Street as marked on the map.**
- 11.2 Trucks and vehicles are not permitted on site during the event. Vehicles are only allowed on site to unload and set up prior to 9.00am on Sunday 1<sup>st</sup> March and Monday 2<sup>nd</sup> March 2020. All Vehicles MUST BE REMOVED BY 9.00am. City of Vincent rangers will be issuing infringement notices (up to \$125) after 9.00am. Coordinators have no power to overrule these infringements.
- 11.3 Parking for Exhibitor Stock trucks is available on Williams Street during the event. Please contact fair coordinator for a special parking permit as this is usually a temporary 'No Parking Zone' however trucks displaying permits will be permitted to park in this zone and will not be infringed.

- 11.4 Vehicles must stay on the pathways at all times.
- 11.5 Vehicles must enter the park via gate 5 or gate 9 only and must proceed as directed.
- 11.6 Vehicles must drive with hazard lights on and at 5km/h when on the park.
- 11.7 Vehicles you are unloading from during set up can be pulled to the side of the pathways but **MUST NOT** be parked on ground cover or within 4m of any tree.
- 11.8 If there is nowhere directly by your site to pull over, you must continue forward until you find available space. Stopping on the path and blocking others from moving is prohibited.
- 11.9 Patience as we bump in is appreciated and required please allow additional time to move around the park.

## **12. Additional Food Vendor Terms & Conditions**

- 12.1 Rotary 2020 Hyde Park Fair is looking for fresh healthy food, diversity and good quality coffee and tea and other (non-alcoholic) beverages at reasonable prices.
- 12.2 There are limited places available and the event organisers will decide on which vendors are accepted.
- 12.3 Please note that the Sausage sizzle / Bratwurst position has been filled and no other bookings will be taken for this product.
- 12.4 No food or drink is to be prepared or sold at the Rotary 2020 Hyde Park Fair without the approval of the Event Committee.
- 12.5 The event aims to follow the WA Health, healthy food option traffic light system. Food Vendors are required to submit a detailed menu of food being offered at this event to ensure the event meets these criteria.
- 12.6 For more information on the WA Health Traffic Light System for Healthy Food Options, please visit the website [http://www.healthyoptions.health.wa.gov.au/visitors/traffic\\_light.cfm](http://www.healthyoptions.health.wa.gov.au/visitors/traffic_light.cfm)
- 12.7 Site Holders and food vendors who wish to sell foodstuffs and / or drinks must adhere to the regulations imposed by the City of Vincent. Site Holders will be deemed to have full knowledge of the City of Vincent's requirements.
- 12.8 Site Holders selling food and drinks of any type (e.g. prepared & sold on the day, pre-packaged, preservers, lollies, bottled water, salt etc) must obtain the relevant local authority (city of Vincent) food permits or licences. Contact the event organisers. Please note that City of Vincent forms and fees are subject to change.
- 12.9 Food vendors may be required to order particular items from any sponsor of the event e.g. Schweppes.
- 12.10 Food sellers must provide proof of appropriate licences on the day of the event.

Applications can be submitted at:  
[www.hydeparkfair.com.au](http://www.hydeparkfair.com.au)  
Email: [events@crowdedpr.net](mailto:events@crowdedpr.net)



12.11 The Rotary Club of North Perth and the event organisers are not responsible for any requirements imposed on food or drink vendors by the City of Vincent / local or state government authorities.