



Vendor Starter Pack



**2014 Australia Day Winners
“Best Community Event”**

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<http://www.sunburystreetlife.org.au>



Sunday 23rd November 2025

10am to 4pm

FREE EVENT FOR THE FAMILY

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Introduction

Sunbury StreetLife is a vibrant celebration of the Sunbury community — a dynamic showcase that brings together the heart and soul of the town. More than just a market or street fair, Sunbury StreetLife captures and reflects Sunbury's unique character, creativity, and community spirit.

Event management regulates the event to best serve the safety and interests of the community, visitors to our town, and the stall holders.

Stallholders are required to respect and abide by these rules. Failure to do so may result in a stallholder's exclusion from the event.

Any breaches of these requirements by stallholders puts at risk the future of "Sunbury StreetLife" and their attendance at future events.

BYO alcohol and balloons are not permitted at this event. Sunbury StreetLife is a smoke free event.

Important Notice: Marquee Setup

Please be advised that marquees are to be set up down the centre of O'Shanassy Street and Brook Street. They will be arranged back-to-back, facing outward toward the shopfronts.

Kindly note that the ground in these areas may not be level. To ensure safety and stability, please come equipped with small chock blocks or similar materials to level your benches and equipment as needed.

Stallholder requirements

- a) All stallholders **MUST**:
 - Have a marquee for their space with appropriate weights
 - Must have Public Liability Insurance, it is also recommended that you have product liability
 - Must only sell items they have applied to sell and are approved for.
- b) Items not Allowed on Event Day:
 - Balloons inflated or uninflated, confetti and non-environmentally friendly sprays to in line with the environmental initiatives as required by Hume City Councils
 - Generators without approval.
- c) Please help us promote the event by distributing event brochures at your business and at other events leading up to StreetLife. Be sure your key customers know you'll be participating
- d) If you are not able to attend on the day please inform event management, via phone, as soon as possible.

Hours of Operation

- a) The event will be open to the public from 10:00am to 4:00pm on Sunday, 23 November 2025.
All approved stallholders are required to attend for the full duration of the event operating hours.
- b) Setup information will be emailed out prior to event day; this will have stall location and setup times in it. It is a requirement for all stallholders to be set up by 9:45am.
Vehicle access is allowed on the day, a speed limit of 5km and hazard light operating will be enforced. Further information will be included in the Setup Information sent out prior to the event.
- c) Parking for stall holders can be found on Barkly, Station and Evens Street. Please provide your own trolleys if you need to move goods to and from your site. **Please do NOT park in the IGA car park.**
- d) All stallholders must remain on their site and trade until event finishing time of 4:00pm. No vehicle can enter the event area to load up until 4:15pm or when approved by traffic management for the public's safety. Any stallholder packing up or leaving prior to the events close may not be granted a place at future events.

Stallholder Location & Equipment Requirements

- a) **Marquees are mandatory** for all stall holders to cater for a variance of weather conditions. Stall spaces are 3m x 3m.
- b) The location and positioning of stallholders is at the sole discretion of event management, and all decisions are final.
Stallholders are required to provide their own equipment, including but not limited to: a marquee with appropriate weights, tables, chairs, display racks, and signage.
This requirement does not apply to stallholders who have pre-booked a marquee, table, and/or chairs — these items will be set up for you by the event team.
- c) Stallholders must ensure that all displays, marquees, and advertising signage remain within the boundaries of their allocated stall site. Walkways and public areas must be kept clear at all times to ensure safe and unobstructed access for attendees.
- d) All stallholders are required to maintain a clean and tidy stall at all times, ensuring that all items remain within the boundaries of their allocated stall space.
- e) Marquees must be securely anchored and weighed down at all times. It is recommended that a minimum weight of 45 kg be applied to each anchor point. Additionally, marquee tie-down must not extend into walkways or pathways to ensure the safety of all attendees
- f) All equipment must be in good repair, be operated in a safe, responsible manner and conform to any General OH&S requirements published by Worksafe Victoria.
- g) Sites will be inspected on the day by the safety officer or council representatives to ensure that all safety requirements are met. If standards are not met, you will be required to rectify any issues before trading.

Insurance, Licences and Registrations

- a) All stallholders must hold current public liability insurance, obtained through their own provider. A copy of the certificate of currency must be submitted with your application and updated, if necessary, prior to the event.
- b) Food Vendor Requirements - All food vendors must be registered with council via FoodTrader (<https://foodtrader.vic.gov.au>) and must provide event management with: Evidence of a current Food Handler's Certificate, Organic Food Certification, if products are marketed or labelled as "Organic"
- c) It is the stallholder's responsibility to apply to the local council, obtain, and pay for any required registrations or permits. A copy of the current and relevant certificates or approvals issued by the local council must be provided to event management.
- d) Stalls selling bottled alcohol must provide event management with a copy of their current

liquor licence prior to attending the market. A copy of the licence must also be clearly displayed at the stall on the day of the event.

- e) Businesses operating and selling opened alcohol in our licensed beer garden will be required to include our Red Line plan to gain approval through council.

Extreme Weather & Emergencies

- a) On the day, if you encounter a situation that requires POLICE, FIRE or AMBULANCE please call 000 immediately. Please inform the Site Manager Sharyn – 0409 028 400 as soon as you can.
St John First Aid will be available on-site to assist with minor injuries that may occur throughout the event day.
- a) Sunbury StreetLife is an all-weather event, and stallholders are expected to attend. If the event is cancelled due to unsafe weather, you will be contacted by the Event Committee **before 7:00am**.
- b) If a “Code Red Day” is declared in our area the event will not be held on that day. If the event is cancelled, stall fees will be allocated to next event date.

Rubbish Removal

- b) Stallholders are responsible for removing all rubbish and packaging materials from their site before leaving the event. Please do not overfill public street bins — if possible, take your rubbish home with you.
- c) Stallholders must leave their site and surrounding area clean, tidy and undamaged.
- d) Waste bins provided by event management are for the use of visitors and the general public only, to help keep the street clean and tidy. Stallholders must not use these bins for stall waste or packaging.

Code of Conduct

- e) Stallholders must conduct themselves professionally at all times. Use of foul language, threatening, or abusive behaviour toward event management, other stallholders, or the public is strictly prohibited. Offenders will be asked to leave the event immediately and may be banned from future participation.
- f) Any activities of the stallholder must not endanger the health, safety or security of any person at the event.
- g) Stallholders are not permitted to smoke within the area of the event.
- h) Event management does not have jurisdiction over individuals who wish to film stalls or

products. However, as a stallholder, you have the right to object to being filmed.

- a) Incident Reporting Stallholders must report to the event management any incident or accident to any person or property with the event area that involves loss or could be expected to give rise to a future claim.

Event Management Rights

Event management reserves the right to withhold permission for a stallholder to occupy a site or exclude a stallholder from future events if they do not comply with the event rules and regulations. This includes, but is not limited to, stallholders who:

- Fail to meet all application requirements, rules, and regulations.
- Do not adhere to event operating hours, including setup and pack-down times.
- Sell or offer for sale products not approved by event management.
- Commit a criminal act at the event.

Site Cancellations

If you need to cancel your application, you must notify the Site Manager in writing via email at sunburystreetlifeacc@gmail.com as soon as possible.

Refunds will not be issued in the event of non-attendance.

Cancellation Fees
Cancellation Fee more than 2 weeks before \$10 Admin Fee
Cancellation Fee 1 – 2 weeks before 50% of Stall Fee
Cancellation Fee 1 – 7 days before 100% of Stall Fee

Contact Numbers:

Site Manager (on the day) Sharyn Snook – 0409 028 400

Stallholder indemnity

The stallholder hereby indemnifies and holds event management not liable from and against all claims for loss arising in connection with:

- The sale or offer for sale of any approved product or service.
 - Any injury suffered by the stallholder.
 - Any loss or damage to the stallholder's property regardless of the cause.
 - Any breach of the event rules and regulations by the stallholder.
 - Any injury or harm caused to another person or property by the stallholder.
- And / or
- Legal cost on a full indemnity basis incurred by event management as a result of the stallholder's breach of event rules and regulations.

Exclusion of Liability

The stallholder acknowledges and agrees that event management makes no representation or warranty in relation to the stallholder's occupation or use of the event. The stallholder acknowledges that event management made no warranty or representation in relation to:

- The sales which the stallholder may achieve by selling the approved products at the event.
 - The number of people who attend the event and the stallholders access to them.
 - The location, number or quality of competing approved products for the event.
 - The position available to the stallholder at the event.
 - The existence or extent of any advertising material to support the event operation.
 - The existence of services and facilities at the event.
- And / or
- The existence of any security services at the event.

Agreement

I have read and understood the rules and conditions associated with operating a stall at 'Sunbury StreetLife' and agree to abide by these rules. I understand that I may be asked to leave if I do not follow these conditions.