



EXHIBITORS CRITERIA and TERMS OF CONDUCT

WELCOME

Welcome to the 'Ignite Chilli Festival'. The following document outlines some useful information for you, the exhibitor.

The Team

The organising body for the Ignite Chilli Festival is the Caloundra Chamber of Commerce Level 1, 74 Bulcock Street, Caloundra, Queensland, 4551.

Caloundra Chamber of Commerce (Festival Admin)	Nicole Hunter	Tel: 07 5492-5977
Caloundra CBD Curator	Terese Finegan	Tel: 0477 550 054
Red Hot Chilli Pepper (Retailer/Business Owner)	Vicki Taylor	Tel: 07 5491-8870

Essential Information

Festival Location:	Bulcock Street, Caloundra	
Festival Date:	25 November 2017	
Festival Trading Times:	1pm – 8pm	
Bump in & Out Times:	Bump In	10:30am – 12pm
	Festival	1pm – 8pm
	Bump Out	8pm – 9pm

EXHIBITOR TRADING GUIDELINES

Exhibitor Stall Fees

General Stall

- 2m x 1m - \$50
- 3m x 3m - \$80
- 6m x 3m - \$150
- Other sizes are available upon request

Hot Food Stalls/Trucks

- 3m x 3m - \$150
- 6m x 3m - \$200
- Other sizes are available upon request

Product Criteria

- To be included in 'Ignite Chilli Festival' you are required to have a minimum of one chilli related product on offer. This can in any category i.e. jewellery, food, clothing, homewares, memorabilia... ANYTHING as long as it is chilli related! We will give booking preference to stallholders who promote and sell Chilli related products.
- You may only sell products that have been requested and approved on your application form
- The festival is being hosted within a retail precinct many of whom will be getting into the spirit of celebrating the mighty chilli and will be very much a part of the festival. This festival is a community event and we anticipate a huge demand for applications and duplications will be carefully curated. We will try and accommodate as many requests as possible.
- It is your responsibility as the exhibitor to ensure you conform to all safety and compliance standards pertaining to your product.

Insurances

All Exhibitors are required to obtain their own Public Liability Insurance as a condition of inclusion within the 'Ignite Chilli Festival'.

Operational Requests

The Caloundra Chamber of Commerce reserve the right to request that an exhibitor undertake any reasonable measure, which in the opinion of Management will improve the safety of the stall, or to raise the level of presentation of the stall and its products.

Marquee Weights Compliance

- We are a coastal location and do experience wind gusts from time to time. Some people call them cyclones. 😊 Exhibitors must bring a minimum of three weights for their marquee
- Festival umbrellas are required to have a weighted base with the umbrella stand to be securely fixed to the base

Electrical Compliance

- Access to power is by request and approval via your application form
- All electrical appliances and cords must be tested and tagged by a qualified electrical contractor in accordance with Queensland Electrical Safety Regulations 2002 and subsequent amendments
- Power outlets are designed for a maximum 15-amp load, or a total of 3600 watts
- Exhibitors with low power needs e.g. lights, transformers, battery chargers etc. may connect to the power outlet directly using an appropriately tagged power lead
- Exhibitors with higher power needs e.g. cooking/refrigeration appliances should connect using a suitable 'earth leakage protection device'
- Please do not overload the outlets you are using. If you think this may occur please notify festival admin to seek an alternative solution
- Please seek advice from a qualified electrical contractor in regard to the amperage draw of your equipment
- Double adapters are not permitted for commercial usage under any circumstance
- Non-compliance may invalidate your insurance and cause risk or serious harm to the public, your employees or yourself
- It is essential that extension leads do not present a trip-hazard to the public. Excess cords must be coiled safely within the stall and not accessible to the public
- Exposed cords running between stalls must be either covered with mats or taped with waterproof tape. Please contact the festival admin for assistance.

Generators

Generators are not permitted due to the urban precinct that the festival is located within. We must consider possible noise and exhaust issues for everyone in the street and the local residential buildings.

Food Stalls

- All food stalls/exhibitors producing or preparing fresh food must be licensed. Please contact the [Sunshine Coast Council](#) if you require more information about obtaining a Food License
- Food stall/exhibitors' applications will not be assessed without provision of a current Food License
- If you are selling commercially produced food products, i.e. chilli sauces, chutneys etc. you do not require a food license. However, if you offer tastings then please ensure you have a current food license
- All Food Licenses must be displayed during trading hours

Waste and Rubbish

- Exhibitors are required to remove their own rubbish and waste from their immediate stall location
- The waste bins provided at the festival are for public use only
- Exhibitors are responsible for leaving their site and surrounding area clean, tidy and undamaged

Adverse Weather

- The 'Ignite Chilli Festival' will operate in varying weather conditions and exhibitors must be prepared for adverse weather, ensuring appropriate measures are carried out e.g. weights on marquees
- The Caloundra Chamber of Commerce will not be held responsible for any loss, damage or injury whatsoever resulting from adverse weather conditions or cancellation of this event for any reason.

Cancellation Policy

Cancellations after 1 November 2017 will be non-refundable. If you have any concerns in this regard please email info@ignitechillifestival.com.au

TERMS OF CONDUCT

Running late on festival day

Please contact Vicki Taylor (Red Hot Chilli Pepper, 65 Bulcock Street - 5491 8870) and advise if you are running late on festival day.

Smoking

The 'Ignite Chilli Festival' is a non-smoking precinct which includes set-up and pack down times. If you need a smoke break please exit the festival precinct.

Pets

The 'Ignite Chilli Festival' is a 'dog friendly' festival, however exhibitors are not permitted to bring pets with them.

Social Media Policy

Exhibitors are asked to present positive messages about the 'Ignite Chilli Festival' and their experiences with the festival on social media platforms. Please promote and advance the Facebook page (FB.com/caloundrachillifestival) and tag the page if you are promoting via your page. Let's share and spread the love of chilli.

Promoting a culture of courtesy and respect

- The 'Ignite Chilli Festival' is a safe place for all exhibitors, visitors, staff, contractors and retailers to work, to trade and to visit.
- We seek to maintain a harmonious, friendly and fun environment for all and therefore any colourful, spicy language (swearing) at festival staff, security, retailers, visitors or other exhibitors is not acceptable behaviour. This also applies for any physical abuse
- We ask exhibitors to consider their neighbours, festival staff and retailers, and to treat others with respect, and without conflict
- If you are found in breach of any of the above conditions your participation at the 'Ignite Chilli Festival' will be terminated immediately and you will lose an opportunity to be considered for any future events

THANK YOU FOR JOINING US