

## Griffith Sport Event Stallholder & Supplier Terms and Conditions

The following terms and conditions apply to all stall applications, by coming onto campus, stallholders agree to the following terms:

### Approvals

- The Event Manager reserves the right to grant or refuse an application for a stall permit on any grounds. If a stallholder is deemed by the Event Manager to be in competition with an existing Griffith University commercial tenant or club, they will be refused a stall permit. The Event Manager's decision is final.
- The Event Manager reserves the right to cancel a stall at any time if the stallholder is displaying products or services that are different to those that have been approved or if the stallholder is seen to be breaching any of the below activities:
  - Stallholders are not permitted to solicit students, if stallholders are seen doing this they will be asked to leave.
  - Stallholders are able to provide promotional materials to students who can then use the information provided to them how they wish.
  - All products for sale must be approved by the Event Manager prior to arrival on site and before products can be sold at a market day.
- No competition with commercial tenants or existing stallholders.
  - Stallholders are not permitted to offer items available from existing commercial tenants without prior approval. Any trader found to be competing with existing tenants will be requested to remove the product line, or risk withdrawal of future permits. Similarly, casual traders will not be permitted to compete with existing business arrangements between the University and outside bodies.
- No external operators will be permitted to operate food stalls, without prior discussion and approval from Griffith Sport.
- The Event Manager has the right to:
  - re-allocate a stallholder to another site without prior notice.
  - request that the stallholder undertake any reasonable measure which in the opinion of the Event Manager will improve the safety and appearance of the stall.

### Payments, Cancellations & Refunds:

- All payments (total fee) for stall bookings must be made 1 week prior to the commencement of the first stall date. Failure to do so will mean the withdrawal of your stall permit approval.
- Payments will be made via GriffithPAY. Stallholders will be provided with a link to process payments prior to the first Market Day.
- A tax receipt will be provided through GriffithPAY.
- No refunds or transfers will be given for cancelled stalls under any circumstances.
- Stallholders are to advise the Event Manager in writing at least 72 hours prior to the market day if they cannot attend. Failure to notify the Event Manager of cancellation may lead to loss of space at future markets.
- In the event that the Event Manager terminates a stallholder's stall permit, all remaining stall fees will be returned to the stallholder.

### Public Liability Insurance

- **All external stallholders must be covered by Public Liability Insurance for a minimum of \$10,000,000.**
- All external stallholders are required to submit a copy of their Public Liability policy with their application form. No stallholder will be able to set up a stall without providing this proof of certification.
- Public Liability Insurance should be obtained from an insurance company through arrangement by the Stallholder themselves.
- It is the responsibility of the stallholder to ensure that Public Liability Insurance is current and up to date, and to submit a copy of the new Public Liability Certificate when renewed at least 48 hours before the next event they wish to attend. It is unacceptable to provide the certificate on the day. Please email it to the Event Manager prior to attendance.

### Food Business Licence

- All food vendors are required to submit a copy of their Food Business Licence with their application form. No food vendors will be permitted on site without providing this proof of certification.
- It is the responsibility of the stallholder to ensure that their Food Business Licence is current and up to date, and to submit a copy of the new Food Business Licence when renewed at least 48 hours before the next event they wish to attend. It is unacceptable to provide the certificate on the day. Please email it to the Event Manager prior to attendance.

### Equipment

- It is the stallholder's responsibility to ensure all equipment brought on campus has been set up securely and in a safe manner.
- Stallholders must supply 4 x weights (minimum 15kgs each) for marquees. No weights = no marquees.
- All electrical equipment (including appliances, extension leads and power boards) brought onto the University Campuses by Stallholders must be tested by a qualified provider and tagged accordingly. All electrical tags must show the date by which equipment must be reinspected and retagged. All electrical equipment must have an earth wire. Double adaptors and piggyback plugs are prohibited. Power boards must have surge protection and must have the ability to be individually switched on and off. These conditions are in compliance with the [Griffith University Electrical Safety Policy & Procedure](#).

### Sustainability

- All stallholders must comply with the Griffith Sport Sustainable Event Guidelines by following the below:
  - Avoid single-use decorations such as balloons and other single-use plastics.
  - Dispose of waste correctly; utilise general and recycling bins on site
  - Only bring recyclable serveware on campus, as all plastic serveware is discouraged.
  - Leave the site in a clean, litter-free, and undamaged condition.
  - Do not disturb, damage, or remove wildlife, plants, rocks, soil or firewood from the site.

#### **Workplace Health and Safety Requirements**

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- All stallholders must comply with the [Workplace Health and Safety Act 2011](#) regulations and all subsequent amendments. Failure to comply with the Act will result in the forfeit of your Stall Permit and may lead to the loss of future access to the University.

#### **Incident Reports**

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- All incidents (with and without injury) involving stallholders or customers must be reported and recorded using the 'Griffith University Incident/Hazard Report Form'. These forms are available from Griffith Sport staff. Once completed, Griffith Sport staff will upload this information into GSafe.

#### **Emergency Evacuation Procedures**

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In the event of an emergency, please follow the instructions of the Building Warden or Griffith University Security Staff. The closest Emergency Meeting Point on each campus is as follows:

- Nathan N16 Undercroft Lawn
- Nathan Johnson Path (N66 Area) Lawn in front of N66
- Logan Community Place Community Court or Entrance to Community Place
- Mt Gravatt Library Undercroft and Community Building Library Undercroft
- South Bank Campus Heart in front of S05

#### **Photo Waiver**

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- All stallholders consent to and authorise the use and reproduction by Griffith University of any and all photography and/or videography that has been taken of me this day for any purpose, without compensation to me. All digital image and/or video files are wholly owned by Griffith University, who reserves the right to use these images and/or video for publication.

#### **Other conditions to be aware of include:**

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- Stallholders indemnify Griffith against:
  1. Any claim in respect to loss of property
  2. Any loss arising from the stallholders negligence or its employee's negligence
  3. Any claim by any person in respect of personal injury, disease, death or illness
  4. Any loss arising from the Stallholder's breach of these terms and conditions.
- By agreeing to these terms and conditions you are also agreeing to comply with the [Facilities Management and Campus Access and Use Policy](#).
- All stallholder event specific information can be found in their confirmation document sent by the Griffith Sport Events Team upon confirmation of engagement.
- Stallholders must ensure that their stalls do not obstruct major walkways, emergency exits or services for people with disabilities (such as Access Ramps, Safety Railings, Brail Paths etc.).
- Stallholders are responsible for their own parking arrangements and associated costs. All on-campus parking at Nathan, Mt Gravatt and Logan campuses is paid permit parking. QCA and QCGU (South Bank) do not offer onsite parking. There are variety of paid parking options around campus.
- Griffith University has gone cashless. We recommend providing contactless payment to customers at our events due to the current health guidelines.
- Children must be supervised at all times while they are on campus. Children cannot be allowed access to areas where unreasonable health and safety risks have been identified. The University reserves the right to direct that a child be removed from campus when the child is exposed to an unacceptable health and safety risk, or when the presence of the child is causing an unacceptable health and safety risk or an unreasonable level of disruption to others.
- Griffith University is proud to be a no smoking University. You must at all times comply with the [Griffith University No Smoking Policy 2018](#).
- Operators are required to comply with any state or local government regulations or requirements, which cover the service or products offered. This includes secondhand and pawn brokers dealers' licenses.
- Stalls are not permitted in areas other than those designated. Within the designated area, a stall shall not exceed the specified dimensions in the stall confirmation document, unless otherwise approved by Griffith Sport. Whilst promoting their services, stallholders must remain behind, or directly in front of their designated table. Stallholders must not stand in walkways or roam throughout the event.

#### **Personal Information**

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- Griffith Sport collects, stores, and uses personal information only for the purposes of administering Griffith Sport programs and services. The information collected will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information, consult the University's Privacy Plan at [griffith.edu.au/privacy-plan](http://griffith.edu.au/privacy-plan)

Failure to comply with requirements of these terms and conditions, will forfeit your access to the campus.

If a hazard, potential hazard or emergency occurs in the market area, please contact security on 1800 800 707 from all telephones, or on extension 7777 from an internal telephone.

Further information regarding the Market Days at Griffith University campuses should be directed to the Griffith Sport Office by emailing [whats-on@griffith.edu.au](mailto:whats-on@griffith.edu.au).