

Alice Springs Town Council

Events- Stallholder Terms and Conditions

January 2026

Introduction

Welcome to the Alice Springs Town Council events. The following are terms and conditions for stallholders. Please read this document carefully to understand your obligations and rights.

Application and Approval

1. Application Process:
 - Prospective stallholders must complete and apply by the specified deadline.
 - All applications are subject to review and approval by Alice Springs Town Council.
2. Selection Criteria:
 - Stallholders are selected based on the quality and uniqueness of their products, as well as their alignment with the event's theme and objectives.
3. Notification:
 - Successful applicants are notified via email within two weeks of the application deadline and no later than one week before the event is due.

Fees and Payments

1. Stall Fees:
 - All stall fees for Council events have been waived.

Stallholder Responsibilities

1. Compliance:
 - Stallholders must comply with all local laws and regulations, including by laws, health and safety standards such as NT Work Safe standards.
 - Stallholders must provide copies of Business Registration, Public Liability Insurance Certificate, NT Health Registration (food vendors only) and any other business documentation if requested by Council.
 - Food stalls must be setup in accordance with Mobile and Temporary Food Premises Guidelines NT.
 - Stall must be appropriately secured and weight down when using gazebos. Vans and trailers must be levelled and secured with chock blocks. Stallholders must be able to reverse and position van or trailer without help of Council Staff.

2. Setup and Dismantling:
 - Stallholders must adhere to the designated setup and dismantling times provided by the event organizers.
 - All stalls must be ready for compliance check no later than 45 mins before the event commences.
3. Cash safety:
 - Stallholders are solely responsible for safe storage of cash. Council recommends presence of minimum two staff be present at the stall at any time.

Product Guidelines

1. Permitted Products:
 - All products sold must be approved by the Alice Springs Town Council.
2. Prohibited Items:
 - The sale of illegal, counterfeit, or hazardous items is strictly prohibited. No weapons including cultural-type items of this nature can be sold at Council events.
3. Packaging, wrapping, containers and cutlery must be single-use-plastic free.

Insurance and Liability

1. Insurance Requirements:
 - Stallholders are required to maintain public liability insurance with a minimum coverage as specified by the council.
 - Proof of insurance must be provided prior to the event.
 - Minimum cover for non-food vendors is 10 million AUD.
 - Minimum cover for food vendors is 20 million AUD.
2. Liability:
 - The Alice Springs Town Council is not liable for any loss, damage, or injury incurred by stallholders or their property.

Site Allocations and Logistics

1. Power:
 - Power sites are limited, and Council may require Stallholders to provide their own power supply.
 - Power sites are prioritized for food vendors and are not guaranteed.
 - Stallholders must ensure that stalls are adequately lit and visible. This may require the use of battery-operated lights or personal power supplies.
 - Stallholders must provide minimum 3m of heavy-duty cable covers per each cable. This applies to both, power outlets and generator power users.
2. Logistics:
 - Stallholders receive notifications regarding arrival and exit times, site allocation number, and routes to the event site no later than one week before the event.
 - Stallholders must arrive within the permitted setup time and cannot leave the event site until the event concludes and it is deemed safe to do so.
 - In the presence of large crowds, Council will advise stallholders when it is safe to enter the event area with vehicles to pack down their stalls.

Any failure to comply with outlined terms and conditions may result in Council revoking trading space.

Cancellation Policy

1. Event Cancellation by the Council:
 - In the event of an unforeseen cancellation by the Council, stallholders will be notified via email no later than 24 hours prior to the event.
 - Council reserves the right to cancel the event on the day due to unexpected bad weather, natural disasters, unforeseen technical or logistical issues, or emergency orders from local or state government authorities.
2. Cancellation by Stallholder:
 - If a stallholder needs to cancel due to unforeseen circumstances, they must notify the Council as soon as possible via email to astc@astc.nt.gov.au or through a direct email to the relevant officer.

Contact Information

For any queries or further information, please contact the Alice Springs Town Council events team at:

- **Email:** astc@astc.nt.gov.au
- **Phone:** +61 8 8950 0500