

CAPTIVATE

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2026 CAPTIVATE FESTIVAL STALLHOLDER APPLICATION
ST PHILIP'S CHRISTIAN COLLEGE CESSNOCK CAPTIVATE FESTIVAL
10 Lomas Lane, Nulkaba
Thursday, 19 November, 2026 | 3:00pm – 7:00pm

- ☐ **Food Stall**
☐ **Handmade Goods Stall**

SECTION 1 - STALLHOLDER INFORMATION

Contact Name			
Business Name			
Business ABN (If applicable)			
Business Website			
Address			
Phone		Mobile	
Email			
Product Information (brief description of products sold)			
Site Space Required (Default site is 3m wide for handmade stall, 6m wide for food))			
Please attach the following with your application	☐ Copy of Driver's License / Photo Identification ☐ Copy of Business Registration (if applicable) ☐ Copy of Public Liability Insurance ☐ Copy of Food Registration (if applicable) ☐ Photos of your products		
Applicant Name			
Signature		Date	
By signing this application, I confirm that I have read, understood and agree to be bound by the 2026 Captivate Festival Stallholders Terms and Conditions.			

This completed form is due by **Thursday, 22 October 2026** to be considered for this event.
Payment will need to be finalised by **Thursday, 29 October 2026** to secure stall booking

ST PHILIP'S CHRISTIAN COLLEGE CESSNOCK
2026 CAPTIVATE FESTIVAL
STALLHOLDER TERMS AND CONDITIONS

By submitting a Stallholder Application, the applicant confirms that they have read, understood and agreed to these Terms and Conditions.

1. Application and approval

Submitting an application does not guarantee approval or a stall allocation. Applications will be assessed by the Captivate Committee based on suitability for a school and family event, available space, health and safety requirements, product suitability, duplication and alignment with the mission and ethos of St Philip's Christian College. The College may approve or decline any application at its discretion. Successful applicants will receive written confirmation, payment instructions and stallholder information by email. A booking is not confirmed until:

- the application has been approved
- the stall fee has been paid
- all required insurance, licences and compliance documents have been received
- written confirmation has been issued by the College.

2. Stall fees

The 2026 stall fees are:

- **Food and drink stalls:** \$295
- **Handmade, art and craft stalls:** \$45

Stallholders must supply their own marquee, tables, chairs, signage, equipment, lighting and suitable marquee weights.

Stall allocations cannot be transferred, assigned or resold without written approval.

Once completed paperwork has been received and payment has been finalised, a confirmation document will be sent via email outlining the details of the booking, including stall location, set-up and dismantling timings, and any additional instructions

3. Products and activities

Stallholders may only sell or promote the products, food, services or activities listed in their approved application.

Products and activities must be child-friendly, suitable for a general audience and consistent with the College's mission and ethos.

The following are prohibited:

- illegal, dangerous or offensive goods
- weapons, replica weapons or projectile-firing toys
- sexually explicit, discriminatory or defamatory material
- alcohol, tobacco, vaping products or illegal substances
- political campaigning
- gambling activities, unless specifically approved and lawful
- hazardous, flammable or nuisance products
- products the stallholder does not have a legal right to sell.

The College may direct a stallholder to remove any product, sign, activity or equipment considered unsafe or inappropriate. No product exclusivity is provided.

4. Insurance

All stallholders must hold current public liability insurance appropriate to their activities.

Unless otherwise approved, stallholders must provide a Certificate of Currency showing:

- at least \$10 million public liability cover
- product liability cover where products, food or drinks are supplied
- the insured stallholder or business name
- a policy expiry date after 19 November 2026.

Stallholders who do not provide acceptable evidence of insurance may have their application cancelled or be refused access to the event.

5. Food and drink compliance

Food and drink stallholders must comply with all relevant NSW legislation, Food Standards Australia New Zealand requirements and local council regulations.

Stallholders may be required to provide:

- a NSW Food Authority notification number
- council registration, notification or inspection documents
- a Food Safety Supervisor certificate
- details of food preparation, handwashing and temperature-control arrangements.

Food stallholders must maintain safe food temperatures, prevent contamination, display allergen information where required and dispose of wastewater, grease and rubbish appropriately.

Cooking equipment, LPG cylinders, deep fryers, barbecues and open flames must be declared and approved before the event.

6. Electricity, gas and fire safety

Powered sites are only available to approved food and drink stalls. Power must be requested in advance and is not guaranteed.

All electrical appliances, extension leads and power boards must:

- be safe and suitable for commercial or outdoor use
- have current testing and tagging where required
- comply with applicable Australian Standards
- be protected from weather
- be positioned to prevent trip and electrical hazards.

Extension leads must be heavy-duty, fully unwound and protected by an appropriate residual current device. Generators may only be used with written approval.

Gas cylinders must be secured upright and kept away from public access. Stallholders using cooking or gas equipment must provide suitable fire extinguishers and fire blankets.

7. Stall setup and site safety

Stallholders must provide, erect and remove their own equipment. All marquees and temporary structures must be safely erected, kept within the allocated stall area and adequately secured against wind.

Pegs, stakes and star pickets must not be used on artificial turf, bitumen or concrete. Marquees must be secured with suitable weights or another approved above-ground system.

Stallholders must keep walkways, emergency routes and neighbouring stalls clear. Boxes, stock and equipment must be stored safely.

The College may relocate a stall or require equipment to be removed or secured where necessary for safety, access, weather or event operations.

8. Access, trading and vehicles

Stallholders may access the site from 1:00 pm and must be fully set up by 2:45 pm.

General vehicle movement within the festival site is not permitted between 2:00 pm and 7:00 pm. Stallholders must unload in the designated area, move their vehicle promptly and park in the allocated stallholder parking area.

Vehicles must not be driven onto artificial turf or pedestrian areas unless specifically authorised.

Stallholders must remain operational throughout the festival and must not begin packing down before 6:30 pm unless directed by the Event Manager.

All trading must cease by 7:00 pm and the site must be vacated by 8:00 pm.

9. Conduct, child safety and WHS

Captivate is a school and family event. Stallholders and their workers must behave respectfully and appropriately around children, visitors, staff and other stallholders.

Stallholders are responsible for managing risks associated with their staff, equipment, products and activities. They must:

- comply with work health and safety laws
- immediately report hazards, injuries or incidents
- maintain clear access and exit paths
- follow all reasonable directions from College staff and event officials
- ensure any activity involving children is appropriately supervised.

The College may stop an activity or close a stall where there is an unacceptable safety, behavioural or child-protection concern.

10. Waste, damage and property

Stallholders must keep their site clean and remove all rubbish, stock and equipment at the conclusion of the event.

Cooking oil, grease, wastewater and chemicals must not be poured onto the ground or into stormwater drains.

Stallholders are responsible for damage caused to College property and may be charged for cleaning, waste removal or repairs.

Stallholders are responsible for the security of their cash, stock, equipment, vehicles and personal belongings.

11. Weather and cancellation

Captivate is intended to operate as an all-weather event. Stallholders must be prepared to trade in reasonable rain, wind, heat or changing weather conditions.

The College may delay, modify, suspend, postpone or cancel the event due to severe weather, emergencies, public health requirements, site damage, loss of essential services or circumstances beyond its reasonable control.

Where the College cancels the event due to extreme weather, dangerous conditions or other circumstances beyond its reasonable control, stallholder fees will be credited towards the 2027 Captivate Festival or another College event of a similar size and nature. Fees will not be refunded. Stallholder cancellations made within 30 days of the event and failure to attend will generally not be refundable.

No refund will be provided where a stall is refused entry or closed due to non-compliance with these Terms and Conditions.

12. Liability and indemnity

To the extent permitted by law, stallholders participate at their own risk and are responsible for loss, damage, injury or claims arising from their staff, equipment, products, food, services or activities.

The stallholder indemnifies the College, landowner and event organisers against claims, costs or liabilities resulting from the stallholder's breach, negligence, unlawful conduct or failure to comply with applicable laws.

This does not apply to the extent that a loss was directly caused by the negligence or unlawful conduct of the party seeking the benefit of the indemnity.

Nothing in these Terms and Conditions excludes rights that cannot legally be excluded under Australian law.

13. Declaration

By submitting an application, the applicant confirms that:

- all information provided is accurate
- they are authorised to apply on behalf of the named business or organisation
- they agree to comply with these Terms and Conditions
- they will ensure their staff, contractors and volunteers also comply
- they hold or will obtain all required insurance, licences and approvals.

Contact: cessnock@spcc.nsw.edu.au