FOOD / COFFEE VENDOR

Terms and Conditions

2026

Introduction

The Australian Kelpie Muster is held annually across the June Long Weekend and is a not-for-profit event, managed by a dedicated group of volunteers. The Australian Kelpie Muster celebrates Casterton as the Birthplace of the Kelpie and provides visitors the opportunity to embrace the Casterton community. In the last 20+ years the Casterton Kelpie Association has supported local clubs and organisations with an allocation over $165,00 back to those groups that support the annual success and growth of our unique event. The following terms and conditions are for Food Stalls hosted at the festival and Australia's Premier Working Dog Auction.

EVENT DATE

4 Day Event Friday 5 June – Monday 8 June 2026

EVENT TRADING TIMES

Saturday 9am – 4.00pm (minimum)
Sunday 9am – 4.00pm (minimum)
Stalls are encouraged to operate up to the conclusion of the program each day – helping keep the trading BUZZ alive.

KEY DATES

1 February	Applications Open
1 March	Applications Close
1 April	Confirmation date for successful applicants
14 April	Site Payment Due

STALL FEES 2026

Fees are based on a per site (3 x 3m).
A separate application is required for each day.
Site Size & Prices:

- 3 x 3 = $ 100.00 per day / $150.00 2-day pass
- 6 x 3 = $ 150.00 per day / $200.00 2-day pass
- 9 x 3 = $ 200.00 per day / $250.00 2-day pass

POWER

We are unable to provide powered sites. If a vendor negotiates power from a Casterton business, the vendor will need to inform the Casterton Kelpie Association in writing via email to stallholders@castertonkelpieassociation.com.au **7 May 2026.** Power must meet safety and OH&S regulations, inclusive of the vendor supplying their cable protectors – no cables are to be laid across footpaths and walkways.

EQUIPMENT

All site equipment (Marquees, chairs, tables etc) is the responsibility of the vendor. Vendors must only set up in their allocated site area.

PAYMENT

An Invoice will be sent once your application has been received and approved. Once your application is approved an invoice will be sent and you will be required to pay a deposit within 7 days. This deposit will secure your site and will be non-refundable under any circumstances. Without this payment your site will not be secured, and the Casterton Kelpie Association reserve the right to offer this site to another stall holder.

FULL PAYMENT WILL BE REQUIRED 14 APRIL 2026.

REFUNDS AND CANCELLATIONS

- Stallholders cancelling more than 30 days prior to the event are eligible for a 100% refund of the total amount paid.
- Stallholders cancelling more than 14 days of the event start date are eligible for a 50% refund of the total amount paid.
- Stallholders cancelling less than 7 days prior to the event start date will forfeit 100% of all payments made.
- Stallholders who do not attend and fail to notify the Association will not be eligible for a refund, or credi transfer to following year.

REFUND PROCESSING

- Approved refunds will be processed by the Association Treasurer.
- Refunds will be returned via the original payment method.
- Processing times are typically 7–14 business days.

STALL DIMENSIONS

Most sites are based on 3x3m. Physical dimensions of your vehicle including side and rear access requirements will need to be provided accurately with your application.

APPLICATION PROCESS

Applicants must provide all information and supporting documentation as requested on the application and expression of interest forms. Incomplete or late applications will not be submitted.

Application process a digital copy of the following documents:

- Public Liability Insurance valid for 5 June - 8 June 2026.
- Victorian Food Act Registration Certificate
- Notification of Intention to Trade
- Photo of site set up

SELECTION PROCESS

There is no guarantee that stall holders who have previously traded at the Festival will be accepted, or that any stall position will be available to them.

SITE ALLOCATION

Food Stalls will be allocated a location prior to the festival. Specific placement will be based on size, health and safety, availability, access, utilities and to create an overall great experience for the stall holder and the festival patrons.

Choice of site layout will be taken into consideration but cannot always be guaranteed. Please provide a detailed description and plan of your site set up.

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GENERAL RULES

- Stalls must separate recyclable material. All food vendors must dispose of waste and recycling into the appropriate recycling and waste bins supplied.
- Stall holders must not tip hot water, fat or grease onto the ground.
- All stalls must ensure that waste minimisation measures are taken in relation to food preparation and packaging.
- During pack down, all stalls must separate recyclable/ compostable material and place them into the appropriate bins. No waste to be left on the ground.
- No raffles are permitted within the festival area.
- Any promotional material may only be distributed at your site.

INSURANCE

Public Liability Insurance is compulsory for all stallholders.

All stallholders must cover their workers with a policy from Workcover Workers' Compensation and Rehabilitation Act 2003

CKA shall not provide any form of insurance cover and will not be liable for any losses or damages incurred. It is the responsibility of the stall holder to ensure they have appropriate insurance cover for their business.

BUMP IN

Food stalls will be able to Bump In from 7am on Saturday 6 June for Eukanuba Australian Kelpie Muster and Sunday 7 June 7am for the Australia's Premier Working Dog Auction.

Volunteers will be on hand to assist you in locating your site.

BUMP OUT

Please wait for all festival attendees to vacate the street before Bumping Out.

Stalls must follow the Construction Managers/Safety Officers direction regarding traffic management.

PARKING & VEHICLE ACCESS

Saturday:

- No vehicle access to Henty Street is permitted after 9.00am on Saturday.

Sunday:

- No vehicle access to Island Park is permitted after 9.00am on Sunday.
- If the Vendor is successful we will email a map of the entry point.

FOOD SAFETY

All food is to be prepared and stored in accordance with an Approved Food Safety Plan or Food Safety Events Template.

Council Environmental Health Officers will be undertaking inspections before and throughout the festival. Food stalls must provide complete cooperation with Council officers.

All food stalls must ensure that water is available for hand washing. This can be achieved by using an urn or water storage device.

REGISTRATION & STATEMENT OF TRADE

All stalls will be required to send a copy of their Victorian Food Act Registration Certificate and Notification of Intention to Trade submitted upon application. Failure to supply current and correct information the application will may not be accepted.

SUSTAINABILITY & WASTE

It is our mission to continuously improve the war on waste, stall holders must abide by any measure taken by the Association to strive for a more sustainable festival.

Victoria's Container Deposit Scheme

We are excited to implement Victoria's Container Deposit Scheme into our recycling plan.

The CDS Scheme helps to reduce litter by up to half and claim a 10-cent refund which is donated back into the community. Stalls are required to use CDS bins within their recycling process.

All drink bottles sold must be eligible to be recycled through the CDS.

ELECTRICAL, GAS & FIRE SAFETY

SAFETY INSPECTIONS

- A qualified Safety Inspector will be on site throughout the festival and inspections will be made throughout the event to ensure safe practices are being adhered.

GAS & FIRE SAFETY

- All stall holders are responsible to comply with Gas Safety regulations. For further information here: ESV CODE OF PRACTICE PUBLIC EVENT
- Please print and complete the following Energy Safe Victoria Safety Standards Checklist on page 35/37 of the Code of Practice. The ESV checklist will be required onsite during the festival.
- Catering Staff are to be instructed and competent in LP Gas safety procedures (Cylinder changeover and testing).

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ELECTRICAL, GAS & FIRE SAFETY

GAS & FIRE SAFETY cont.

- Only certified appliances are to be used. Records of maintenance and inspections are to be up to date and kept for each appliance.
- Due to the smoke from BBQ's and rotisseries, this equipment must be sited and operated appropriately to enable smoke to escape so as not to cause nuisance or pose a potential danger to the public or other stall holders.

FIRE EXTINGUISHERS

Food stalls must ensure that fire extinguishers are provided and distributed as follows:

- Stalls with deep fat fryers must have a fire extinguisher suitable for oil fires.
- Stalls with cooking facilities must have a fire blanket installed in accordance with AS2444.
- Stalls who have a switchboard on site must have a fire extinguisher suitable for electrical fires.
- All fire extinguishers must be installed between 2 and 5 metres from the risk.
- All fire extinguishers must be Tested/Tagged and within test date.

LEGAL & SAFETY REQUIREMENTS

- No alcoholic beverages may be sold by the Food Stall.
- No camping is permitted on-site in accordance with Council's Local Laws.
- All stalls must comply with the current Victorian OHS legislation.
- All stall holders must fully cooperate with Casterton Kelpie Association volunteers and authorised Council staff (including Environmental Health and Local Laws Officers), police and security at all times.
- There is to be no glass sold from food stalls during the festival.

PAYMENT SYSTEMS

We highly recommend that you have a point-of-sale system that allows an easy and simple transaction with either cash or EFTPOS. Please note there is no ATM provided by CKA however there are two ATMs in Casterton, located outside the newsagency and supermarket.

SOCIAL MEDIA

Stall holders will be sent a social media poster and social tile prior to the event. Please share on your socials channels to promote your attendance.

Stall holders are not to use the Casterton Kelpie Association branding or logo without prior written approval from the Association.

CONCLUSION

The Association's decision on the selection of successful stalls
and site allocation is final and further communications will not be entered into.
We recommend that you retain a copy of this document and bring it to the festival with you for your reference.