

Caloundra District Netball Association

VENDOR POLICY

2026

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1. Scope

- 1.01 This policy outlines the requirements for vendors attending Caloundra District Netball Association (CDNA).
- 1.02 Any changes to this policy must be made in writing to CDNA at secretary@caloundranetball.org.au. Changes will be discussed by the Executive Committee and approval gained by CDNA Delegates before implementation.
- 1.03 This policy provides clear guidance to vendors and the CDNA Executive Committee regarding their requirements and responsibilities whilst selling products during a CDNA event.

2. Vendor Engagement

- 2.01 Any approach by a vendor to CDNA must be made to the Secretary for consideration by the CDNA Executive Committee.
- 2.02 The Secretary shall supply the 'Vendor Application Form' (see Section 4) for completion and return by the vendor.
- 2.03 Upon receipt of the required information, the Secretary will circulate the information to the Executive Committee (either via Out of Session motion or during a meeting).
- 2.04 Following the decision of the Executive Committee, the Secretary will advise the Vendor of the following:
 - (a) Whether the application has been successful or not successful
 - (b) The times and dates the Vendor has been allocated
 - (c) The location where the vendor has been located
 - (d) The name and telephone number of the appointed CDNA Carnival Convenor and/or other personnel managing the event.
 - (e) The expected stall fee or the percentage of sales to be provided to CDNA at the end of the event.
 - (f) An invoice will be raised and forwarded to the vendor for payment.
- 2.05 Should a Vendor be identified as not providing the correct 20% return to CDNA or their conduct is seen as a breach of the Netball Queensland Code of Conduct and Integrity Policy they may be requested to leave the vicinity of CDNA and not be allowed to conduct their business at CDNA in the future.

3. Percentage Of Sale / Stall Fee

- 3.1 The standard percentage of sales to CDNA for any Food/Drink Vendor will be 20% of profits taken during the allocation at the CDNA event.
- 3.2 Stall Fees for other Vendors e.g. Clothing, etc, will be \$80.00 per 3mx3m space.
- 3.3 It is recognised there may be some variation with the percentage, that being, where a charity or main sponsor has requested to attend CDNA or viability on particular days. Any such negotiation of disbursement will need to be approved by the Executive Committee prior to the event.
- 3.4 Should a State Event be conducted at CDNA, it is recognised that CDNA may be obligated to accept the conditions negotiated by Netball Queensland.

4. Vendor Application Form

CALOUNDRA DISTRICT NETBALL ASSOCIATION VENDOR APPLICATION FORM

Vendor Business Name:	
Vendor ABN:	
Type of Business:	
Vendor Address:	
Vendor Point of Contact:	
Vendor Email Address:	
Vendor Contact Number:	
Vendor Wishes to Attend: <i>Dates can be found here or see our website for further details.</i>	Junior Club & Modified Carnival Senior Club Carnival Other:
Any requested assistance required to be provided by CDNA (e.g. electricity):	
Suggested location for the Vendor to set up: <i>Location to be confirmed by CDNA Executive Committee</i>	

Please attach the following items to your application:

1. Public Liability Insurance
2. Blue Card of any employees (over the age of 18)
3. Further certificates upon request

I understand the following:

1. I must abide by the Netball Queensland Code of Conduct and Integrity Policy
2. Fee agreement:
 - (a) I must provide the total cost of sales to the CDNA Treasurer (treasurer@caloundranetball.org.au) at the conclusion of the day's trading
 - (b) I understand my stall fee invoice is due 7 days prior to the event and/or payment of 20% of sales is to be paid within 7 days of the receipt of the CDNA invoice.
3. I understand should I have any concerns during the day's trading; I will approach the control desk and speak with an Executive Committee member for assistance.

Name of Applicant:	
Signature:	
Date:	