

Childers Festival 2020

IMPORTANT—APPLICATIONS CLOSE 28 FEBRUARY 2020

Thank you for your interest in being part of the **2020 Childers Festival**. This year's festival will be held on **Sunday 26 July from 9.00 am to 3.00 pm**. Highway traffic is diverted to allow Churchill & Crescent Streets, Childers, to be transformed into a quality food, market stall and entertainment hub.

Stall sites are restricted in size to a maximum of 6m x 3m. If you have a food van that requires a larger area, please note this on the application form, giving specific dimensions, including diagrams showing serving side etc.

This package includes important documentation you will need to complete and return to the Event Coordinator. All documents must be completed and returned for an application to be deemed valid. Incomplete forms will not be considered. If you have any questions or need assistance with your application please contact Events Unit on 1300 883 699.

Please note an expression of interest does not guarantee successful acceptance and attendance.

If you have any questions or need assistance with your expression of interest please contact the Events team on 1300 883 699.

PLEASE NOTE:

- **Expressions of Interests close on Friday, 28 February 2020.**
- The Event starts at 9.00am and will conclude at 3.00pm.
- Bump in commences from 5.30am (after highway is closed off). Bump out from 3.15pm.
- All Vehicles must be removed from event area by 7.45am.
- Approval of your application and map showing site position will be forwarded to all stallholders/vendors prior to the event;
- Site fees will be required to be paid prior to attendance at the event. Further information will be supplied in your confirmation pack.
- **Application does not guarantee successful acceptance and attendance at the event.**

EVENT STALLHOLDER – EXPRESSION OF INTEREST

APPLICATION DOES NOT GUARANTEE ATTENDANCE

SECTION A – YOUR REGISTRATION DETAILS

Business Name / Organisation / Group:			
Contact Person:			
Contact Address:			
Suburb	State	Postcode	
Email (mandatory):			
Facebook and/ or Website:			
Phone Number:	(H)	(W)	(M)
Public Liability Insurance Number ** Copy of Certificate of Currency must be attached to this application			Expiry Date / /
Is Food being handled? ** Copy of current mobile food business licence must be attached to this application	YES <input type="checkbox"/> NO <input type="checkbox"/> If YES – Please supply Temporary Food Stall File No or Health & Regulatory Services Licence No:		Expiry Date / /
Please indicate if your preference is to be located in the same site you occupied on Sunday in 2019			Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you attend other markets or festivals? If so which ones?			

Stallholder Selection and Site Allocation

The Childers Festival aims to provide the attendees with a diverse range of quality stalls, food vendors and displays. Please note that priority is not given on a first-in, first-served basis.

Selection is based on the following criteria:-

1. Quality, variety and presentation of the products and stall site – Preference will be given to stallholders who can maintain high standards in these areas.
2. Duplication of Product – The Childers Festival attracts a significant number of stall applications, and Council will endeavour to avoid duplication of products sold, wherever possible. Some stalls will not be accepted because of reasons of duplicity, or placed in areas away from stalls retailing similar products.
3. Compliance with Council, state and national regulations – Preference will be given to stallholders who can consistently exhibit that they adhere to these regulations including health and safety procedures.
4. Reduced Power restrictions – Preference will be given to stallholders or food vendors who do not require excessive power requirements.
5. Environmental Impact - Stallholders and food vendors who actively seek to reduce their environmental impact and consistently use sustainable environmental practices.
6. Local stallholders – Wherever possible, preference will be given to stallholders from the Bundaberg Regional Council region, providing they meet the requirements outlined in clauses 1 to 5 above.

Council's decision on stall selection and location of stalls is final. No correspondence will be entered into.

SECTION B – SITE REQUIREMENTS (see attached map for details of Zone Areas)

PART 1 – SITE FEE			
	Fee (inc GST)	Number required	Site Cost
BLUE ZONE – SUNDAY ONLY (CHURCHILL STREET)			
Standard Site (3m x 3m)			
Large Site (6m x 3m)			
PINK ZONE – SUNDAY ONLY (CRESCENT STREET)			
Standard Site (3m x 3m)			
Large Site (6m x 3m)			
LARGER SITE REQUIREMENTS			
Size Required (__ m x __ m) _____ Zone Reason:	POA		To be advised
SITE FEE TOTAL			
PART 2 – POWER FEE			
Size	Cost per Outlet	Number Required	Power Cost (inc GST)
**15 amp access (maximum one per site)			
Other Power (Cost TBC):			
POWER FEE TOTAL			
PART 3 – CALCULATE COST			
Site Fee Total			
Power Fee Total			
TOTAL FEE PAYABLE (inc GST)			

** Only limited 15 amp power is generally available. Those with additional requirements are requested to provide all relevant details above and contact Event Coordinator.

	Please tick this box if you will be using GAS and attach a copy of your Gas Licence Certification for any gas appliance that you will be using at the event.
	Please tick this box if you have a van/trailer set up and detail below dimensions and servery side. Please indicate if your van can connect to 3 Phase power.

SECTION C – YOUR PRODUCT

List the type of products and/or services you sell: (or attach separately)

If you are a food vendor, please tick whether your menu includes the following food choices:-

Gluten Free	Vegetarian	Vegan
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Please note: Only products and/or services that have been pre-approved by the Event Coordinator may be sold at the Festival. Any product not listed or pre-approved may be required to be removed from the Festival. False or misleading claims regarding products could result in either removal of these products from the Festival or exclusion from the Festival.

SECTION D – EQUIPMENT DECLARATION

Operators of electrical or gas equipment/leads MUST COMPLETE

DESCRIPTION	WATTS/CERT BADGE INFO (as applicable)	TEST AND TAG	
		TEST DATE	DATE DUE (if applic)
e.g. Kettle or Gas Bottle		01/06/11	01/09/12
1.			
2.			
3.			
4.			

SECTION E – INSURANCE

Public liability insurance is **compulsory** for all Stallholders. A copy of your current Certificate of Currency **must** be forwarded with your expression of interest. In certain circumstances cover may be provided by Council at a cost. Please contact Council's Events Team for more information.

SECTION F – OBLIGATIONS

SEE BELOW FOR FULL TERMS & CONDITIONS

I acknowledge that I have read, understood and fully agree to the terms and conditions detailed in this application. I also agree that:-

- I, being the applicant or authorised representative as set out above, hereby agree that the information supplied is true and correct;
- I will comply with all regulations imposed by the Bundaberg Regional Council Health & Regulatory Service Department;
- That any monies paid will be forfeited should I choose to cancel this expression of interest not less than 5 working days prior to the event; and
- Council may release details of my attendance to the media for advertising purposes only.

Print Name _____ Signature _____ Date _____

Return your completed expression of interest form by **Friday, 28 February** to:

Email: events.admin@bundaberg.qld.gov.au

Mail: Events Unit
Bundaberg Regional Council
PO Box 3130,
BUNDABERG QLD 4670

Fax: (07) 4150 5410

In Person: At any Council Service Centre in Bundaberg, Bargara, Childers or Gin Gin

CHECKLIST

- ☐ Completed Expression of Interest form
- ☐ Read the Terms and Conditions in full
- ☐ Included a copy of my Public Liability Insurance (Please refer to terms and conditions)
- ☐ Included other relevant Insurance (if applicable)
- ☐ If applicable, provided evidence of not for profit exemption from GST
- ☐ Completed the Electrical Equipment Inventory Declaration

EVENT STALLHOLDER – TERMS AND CONDITIONS

PAYMENT

- Payment is to be made once your application has been approved and you have received a confirmation pack.

SITES & BOUNDARIES

- Stallholders/Vendors shall not extend their displayed goods beyond the boundaries of their nominated site. It is not acceptable to encroach onto the walkways with racks, displayed goods, signage, awnings, etc;
- When nominating your site requirements, please take into consideration all ropes, awnings & additions. Should your set-up cover more than the area nominated on the expression of interest, you may be asked to remove part of your equipment or further fees may be charged;
- Stallholders/Vendors are responsible for the disposal of waste materials in an appropriate manner – NO WASTE IS TO BE DISCHARGED ONTO THE GROUND;
- No fats and oils are to be left on site, and any spills must be cleaned up;
- All food scraps are to be disposed of correctly (NO FOOD SCRAPS ETC ARE TO BE THROWN IN GARDEN BEDS); and
- It is the Stallholders/Vendors responsibility to remove and clean waste and remove boxes from their area.

PUBLIC LIABILITY INSURANCE

- Public liability insurance is **compulsory** for all Stallholders/Vendors. A copy of your current Certificate of Currency **must** be forwarded with your expression of interest.

CANCELLATION

- If you wish to cancel this application, you are required to contact the Event Coordinator not less than five (5) working days prior to the event. Failure to do so will result in fees paid being forfeited. All cancellations must be received in writing.
- Should Council find it necessary to cancel or postpone the event, all stallholders contracts will cease and stallholders will have their site fee refunded, less a 25% administration fee.

VAN/VEHICLE

- If your display is vehicular and/or it requires a space within the exhibition area during the Festival, it must be included within the space nominated in your application. No Stallholders/Vendors vehicle will be permitted on site without prior permission from the Coordinator.

BUMP IN / BUMP OUT

- Vehicles are not permitted onsite during Festival hours, unless approval has been granted as part of your site application;
- All vehicles can access the site for setup from 5.30am but must be removed from the site by 7.45am;
- No vehicles are permitted onto the Festival site until 3.15pm or until the Coordinator assesses that it is safe to do so;
- All sites must be vacated by 5.00pm;
- Please watch for pedestrians when entering or exiting the area;
- Please turn your hazard lights on while in the Festival area; and
- Speed must not exceed 10km/hr.

FOOD VENDORS

- All food Stallholders must, as determined by Bundaberg Regional Council Health & Regulatory Services Department, either hold an appropriate Food Licence and/or a Temporary Food Permit;
- All conditions set within these Licences/Permits must be complied with;
- A copy must be provided with your application and displayed at the Event/Festival;
- It is the responsibility of the Applicant to ensure these requirements are met;
- All food Stallholders are to be fully operative and connected to all services before trading.

ELECTRICITY SUPPLY AND REQUIREMENTS

- Applicants are required to list all equipment to be used on the attached Equipment Declaration;
- At the discretion of the Coordinator additional costs may be charged should your draw be exceptional. You will be advised of any extra costs before the Festival;
- Please be careful not to underestimate your power requirements to ensure enough power supply for everyone;
- Compliance with the following requirements is compulsory:-
 - No double adaptors are to be used (power boards are acceptable)
 - Electricians may make random compliance checks
 - Only appliances with current tested and tagged leads will be accepted.
- Site holders are required to provide their own power lead/s for connection to power.

GAS REQUIREMENTS

- All stallholders using gas appliances are to ensure that they comply with relevant Australian Standards and non-portable gas appliances must be installed by a licensed gas fitter. Please visit publications.qld.gov.au/dataset/lpg-safety-checklist-for-outdoor-events to ensure you are compliant.

MARQUEES

- Please ensure your marquee is of a professional standard that will tolerate reasonable weather conditions;
- It is the responsibility of the stallholder to ensure their marquee is securely weighted;
- The stallholder will be financially liable for any damage caused by their structure to patrons, other stallholders or Council infrastructure as a result of incorrect installation or being insufficiently anchored;
- Stallholders are required to supply their own lighting. Any lighting must be included in your Equipment Declaration;
- The Coordinator reserves the right to refuse any Stallholder who does not conform to the above requirements.

PROHIBITIONS

- Raffles and donation bins are not allowed, either on site or in the festival area.
- The dissemination of political or religious material or ideas is not permitted in the festival area.

- The Festival Coordinator reserves the right to enter upon the site of any Stallholder at any time and ask to be removed any article, sign, picture or printed matter which in their opinion is either not eligible for display or considered offensive (e.g. cap guns/crackers, illegal products etc)
- Use of amplifiers or loud speakers (or any other audio device) by Stallholders is prohibited except with prior written consent from the Coordinator;
- Stallholders are not permitted to employ, contract or programme any performer or performance without prior permission from the Coordinator.
- **No pets** or livestock will be permitted on any food or market site.

HELIUM BALLOONS

- Bundaberg Regional Council has adopted a local law prohibiting the release of helium balloons. As the gateway to the Southern Great Barrier Reef, Council is committed to protecting the environment and particularly our world renowned local Mon Repos Turtle Rookery. In an effort to minimise accidental release which could impact our local marine life and in order to set a positive example for the community, helium balloons will be banned at all Council run events. Stallholders will not be permitted to sell, or provide free of charge, helium balloons at any Council run event.

PLASTIC STRAWS

- Council is committed to protecting the environment and particularly our world renowned local Mon Repos Turtle Rookery. In an effort to minimise the impact on our local marine life and in order to set a positive example for the community, plastic straws will be banned at all Council run events. Stallholders will not be permitted to provide plastic straws at any Council run event.