

IMPORTANT—APPLICATIONS CLOSE 11 OCTOBER 2019

Thank you for your interest in being part of the 2019 Pageant of Lights. This year's Pageant will be held on **Thursday 5 December 2019**, commencing at 5.30pm in Bourbong Street between Targo and Maryborough Streets.

The 2019 Pageant of Lights will include entertainment in two locations, in the CBD Pavilion and also in Buss Park. The entertainment will run throughout the evening.

As this event is being held on a normal working day we are endeavouring to cause minimal disruption to business owners, whilst being mindful of the time it takes to set-up your sites. Whilst we do our best to ensure your site will be vehicle free when you arrive, this does take time and your patience on the day would be appreciated.

For those who have special site requirements, we ask that you note these on your application. Whilst we cannot guarantee to meet your requests, we do try to assist wherever possible. It is our preference that you supply your own power.

This package includes important documentation you will need to complete and return to the Event Co-ordinators. Please note an expression of interests does not guarantee successful acceptance and attendance.

If you have any questions or need assistance with your application please call the Events Team on 1300 883 699.

PLEASE NOTE:

- **Registrations close Friday 11 October 2019.**
- The Event starts at 5.30pm and will conclude at 9.00pm.
- **Bump in commences from 4.00pm. For safety reasons, if stallholders arrive earlier, you will be asked to remove yourself from the area (unless by prior arrangement). No vehicles will be allowed into the event precinct from 5.00pm. Bump out from 9.15pm;**
- We will endeavour to locate all stallholders/vendors on the southern side of Bourbong Street, between Maryborough & Targo Streets. Sites will only be located in the centre parking bays and not on the footpath side;
- Vendors are asked to access the event via Targo and Barolin Streets, avoiding access via Maryborough Street.
- All stallholders/vendors are encouraged to use festive decorations;
- Approval of your application and map showing your position will be forwarded to all stallholder/vendors prior to the event; and
- **Expression of Interest does not guarantee successful acceptance and attendance at Pageant of Lights.**

APPLICATION DOES NOT GUARANTEE ATTENDANCE

SECTION A – YOUR REGISTRATION DETAILS

Business Name/Organisation/Group:			
Contact Person:			
Contact Address:			
Email (preferred):			
Website:			
Phone Number:	(H)	(W)	(M)
Public Liability Insurance Number:			
Is Food being handled? YES NO			
If YES; Temporary Food Stall File No or Health & Regulatory Services Licence No:			

Stallholder Selection and Site Allocation

The event aims to provide attendees with a diverse range of quality stalls & foods. Please note that priority is not necessarily given on a first in, first served basis.

1. Appropriateness of Stallholders – only stallholders with quality products will be considered. Products in keeping with the Christmas market theme are preferred.
2. Food Vendors – for those that are selling products for consumption at the event, preference will be given to those who use local produce/product. Please remember that there are a number of permanent cafes, etc in the event area.
3. Quality, variety and presentation – Whilst we have no restrictions on how you set up your site, a well presented site always appeals. It is asked that you give consideration to your site presentation, however simple it may be.
4. Compliance with Council, state and national regulations – preference will be given to Stallholders who can consistently exhibit that they adhere to these regulations including workplace health and safety procedures. You are required to hold the appropriate food licence related to your product.
5. Reduced power restriction – preference will be given to Stallholders who do not have additional power requirements.
6. Environmental impact – Stallholders who actively seek to reduce their environmental impact and consistently use sustainable environmental practices.

SECTION B – SITE REQUIREMENTS

Site fees are listed below; please indicate your preferred site size. **Payment will be required upon receipt of confirmation pack.**

PART 1 – SITE FEE			
	Fee (inc GST)	Number required	Site Cost
NOT FOR PROFIT/COMMUNITY GROUP			
Standard Site (3m x 3m)			
Large Site (6m x 3m)			
STANDARD SITE			
Standard Site (3m x 3m)			
LARGE SITE			
Large Site (6m x 3m)			
LARGER SITE REQUIREMENTS			
Size Required (___m x ___m)	POA		
Reason:			
<i>Please specify serving side</i>			
SITE FEE TOTAL			
PART 2 – POWER FEE			
	Cost per Outlet	Number Required	Power Cost (inc GST)
**10 amp access			
**15 amp access			
POWER FEE TOTAL			
PART 3 – CALCULATE COST			
Site Fee Total			
Power Fee Total			
TOTAL FEE PAYABLE (inc GST)			

** Only limited 10 or 15 amp power is generally available. Those with additional requirements are requested to provide all relevant details below and contact Event Coordinator.

Other (please list details):-

SECTION C – YOUR PRODUCT

List the type of product/s you sell: (or attach separately)

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 applicable)
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 Community 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 expression of interest. 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;
- 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 less than five (5) working days prior to the event date; and
- Council may release details of my attendance to the media for advertising purposes only.

Print Name _____ Signature _____ Date / /2019

Return your completed expression of interest form by **Friday 11 October** 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 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

TERMS & 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**;
- All fats and oils are not 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. A copy of your current Certificate of Currency **must** be forwarded with your expression of interest.
- If you do not have insurance, please contact Community Events on 1300 883 699 to discuss further.

CANCELLATION

- If you wish to cancel this application, you are required to contact the Event Co-ordinators not less than five (5) working days prior to the Event. Failure to do so will result in fees paid being forfeited.

VAN/VEHICLE

- If your display is vehicular and/or it requires a space within the exhibition area during the event/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 Event Co-ordinators.

BUMP IN / BUMP OUT

- Vehicles are not permitted onsite during Event/Festival hours, unless approval has been granted as part of your site application;
- All vehicles can access the site for setup, and must be removed from the site at least 30mins prior to the nominated starting time;
- No vehicles are permitted onto the Event/Festival site until 15mins after the close of the event or until the Event Co-ordinators assess that it is safe to do so;
- Please watch for pedestrians when entering or exiting the area;
- Please turn your hazard lights on while in the Event/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; and
- All food Stallholders are to be fully operative and connected to all services before trading.
- Food Stallholder details will be provided to Council's Health & Regulatory Services Department to ensure compliance.

ELECTRICITY SUPPLY AND REQUIREMENTS

- All **electrical equipment** used at Council run Events/Festivals must conform to the relevant sections of the Electrical Safety Regulation 2002
- Stallholders are required to provide their own power lead/s for connection to power (recommend 20m length).
- All electrical cables that cross pathways or lawn areas must either be covered by cable covers, safely secured or alternatively flown a minimum of 2.4m above the ground. No cables are to be attached to trees and/or other structure that are not part of your site without prior approval.
- Every piece of equipment you intend to use **MUST** be listed and the following information is mandatory:
 - Test and Tag: All equipment must also have a current electrical tag. The information must be up to date and includes the following: Tag Number, Test Date, and Test Due Date. See example to the right.
 - Watts/Amps: On every piece of equipment a compliance plate will be visible, on this plate information about the wattage or amperage will be found eg: 50Hz 700w. Every appliance will have a compliance tag. Please put these details below, this helps us plan for power draw over the site, helping eliminate power outages throughout the event.
 - Under the Fire Safety Regulations of 2008, where a stall uses a gas or electrical appliance to cook or heat food, it is required to have a fire extinguisher for that class of fire and where a stall uses oils or fats; it is required to have a fire blanket. The extinguishers and fire blankets must have an inspection tag attached showing the last test (every six months) and a sign showing the location of the equipment within the site.

License Number	
Model Number	Serial No
TEST DATE 1/8/08	NEXT TEST 1/8/08
◀ PLACE LEAD HERE ▶	
CAUTION	
Warning statement here	
TAG NUMBER 008230	
APPLIANCE TEST TAG	
Heller 230-240V - 50Hz 0016775	Model: KX11 2200-2400W Cat TK-113 Made In China CE N7
DO NOT IMMERSIVE IN ANY LIQUID	

GAS REQUIREMENTS

- All stallholders using gas appliances are to ensure that they comply with relevant Australian Standards and non-portable gas appliances. Please visit publications.qld.gov.au/dataset/lpg-safety-checklist-for-outdoor-events to ensure you are compliant.
- All **gas equipment** must comply with relevant Australian Standards and non-portable gas appliances must be installed by a licensed gas fitter.
- You are required to ensure that all gas appliances have been approved, and display a certification badge.
- The test date is required to be not more than 10 years prior on LP Gas cylinders.

MARQUEES

- Please ensure your marquee is of a professional standard that will tolerate reasonable weather conditions;
- 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;
- It is the responsibility of the stallholder to ensure their marquee is securely weighted;
- Stallholders are required to supply their own lighting. Any lighting must be included in your Declaration;
- The Event Co-ordinator/s reserves the right to refuse any Stallholder who do not conform to the above requirements.

OFFENSIVE GOODS

- The Co-ordinators of the Event/Festival reserve 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 our opinion is either not eligible for display or considered offensive (eg cap guns/crackers, illegal products etc)

USE OF AMPLIFIERS OR LOUD SPEAKERS

- Use of amplifiers or loud speakers (or any other audio device) by Stallholders is prohibited except with prior written consent from the Event Coordinators; and
- Stallholders are not permitted to employ, contract or programme any performer or performance without prior permission from the Event Coordinators.

PETS & LIVESTOCK

- No pets or livestock will be permitted at any 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.