

Event Stallholder Expression of Interest

Taste Bundaberg Farmers Market

Saturday 20 June, 7am-11am

Alexandra Park (West), Bundaberg

IMPORTANT—APPLICATIONS CLOSE 24 APRIL 2020

Thank you for your interest in being a part of **2020 Taste Bundaberg Farmers Market**.

About

The Taste Bundaberg Festival is a chance for our café owners, producers, restaurateurs and residents to come together and unleash their inner locavore. With an appetite for the region's produce and culinary talents growing, Taste Bundaberg Festival is a coming together of our passionate culinary community. Held over ten tasty days, it's a showcase of authentic Bundabergian food and drink experiences - from the farmer, distiller, brewer, grazier and fisherman; to the restaurateur, food stall, café and caterer; through to the table.

The Event

The Farmers Market provides an opportunity for a diverse range of stallholders to showcase the enticing assortment of fruit, vegetables and products available in our region. Where else can you visit a market and buy direct from the farmer?

For those with special site requirements (**including keeping a vehicle/storage on site**), 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 also really important to include your exact power needs.

Please note: we have a specific selection criteria for this event. Please refer to the Stallholder Selection and Site Allocation for more information.

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

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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 products relevant to the event will be considered. All stallholders will be required to use, sell or produce products that are local to the Bundaberg, North Burnett, South Burnett & Fraser Coast regions and/or meet an event need. **No resellers/seconds please!**
2. Food Vendors – this is a dedicated farmers market and our requirement for products for consumption is limited. Food vendors will be by invitation only.
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. Power & size restriction – preference will be given to Stallholders who either have no or minimal power requirements and those with a smaller footprint.
6. Environmental impact – Stallholders who actively seek to reduce their environmental impact and consistently use sustainable environmental practices. Note: Plastic straws are prohibited at Council events.

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SECTION B – SITE REQUIREMENTS

Site fees are listed below; please indicate your preferred site size. **If your display is vehicular and/or requires a space within the exhibition area during the event/festival, it must be included in your application.** 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) _____ Zone	POA		To be advised
Reason: _____			
<i>Please specify serving side</i>			
SITE FEE TOTAL			
PART 2 – POWER FEE			
Size	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 Coordinators.

Infrastructure Details (please detail site plan, vehicle serving side etc.):

SECTION C – YOUR PRODUCT

List the type of product/s you sell: (or attach separately). For food vendors your products must be predominantly made up of local ingredients.

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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. If you are a farmer and already have insurance for your business – you should be able to get an extension to attend the market for one day at little to no cost.

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;
- I will comply with all regulations imposed by the Bundaberg Regional Council Health & Regulatory Service Department;
- 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 / /20

Return your completed expression of interest to:

Mail: Taste Bundaberg Farmers Market Coordinator
PO Box 3130,
BUNDABERG QLD 4670

Fax: (07) 4150 5410

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

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 copy of Public Liability Insurance (Certificate of Currency)
- Included other relevant Insurance (if applicable)
- If applicable, provided evidence of not for profit exemption from GST
- Completed Electrical Equipment Inventory Declaration

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PAYMENT

TERMS & CONDITIONS

- Payment is to be made once your expression of interest 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 adjoining sites or walkways;
- 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 form, you may be asked to remove part of your equipment or further fees may be charged;
- If you need to keep a service vehicle on site, please note this in your application. Vehicle movement within the site during the event is not permitted;
- 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 Stallholder's/Vendor's 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 are a farmer and already have insurance for your business – you should be able to get an extension to attend the market for one day at little to no cost.

CANCELLATION

- If you wish to cancel this expression of interest, you are required to contact the Event Coordinators 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 requires a space within the exhibition area during the event/festival, it must be included in your application. No Stallholders' /Vendors' vehicle will be permitted on site without prior approval from the Event Coordinator.**

BUMP IN / BUMP OUT

- Vehicles are not permitted onsite during Event/Festival hours, unless approval has been granted as part of your expression of interest;
- All vehicles can access the site for setup, and must be removed from the site at least 30mins prior to the nominated starting time (unless otherwise agreed by the Event Co-ordinator);
- Stallholder parking will be provided close to the site;
- No vehicles are permitted onto the Event/Festival site until 15mins after the close of the event or until the Event Coordinators assess that it is safe to do so; and
- Please watch for pedestrians, turn on your hazard lights, and speed must not exceed 10km/hr when entering or exiting the area.

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 e.g.: 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.
- 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 tagged and tested leads will be accepted. Electrical leads that do not carry current testing tag will be confiscated and returned at the end of the festival.
- At the discretion of the Event Coordinator/s, additional costs may be charged should your draw be exceptional. You will be advised of any extra costs before the Festival/Event;
- **Please be careful not to underestimate your power requirements to ensure enough power supply for everyone;**



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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 Coordinators reserve the right to refuse any Stallholder who does not conform to the above requirements.

FOOD/MARKET STALLHOLDERS

- Market Stallholders are required to use, sell or produce products that are local to the Bundaberg, North Burnett, South Burnett & Fraser Coast regions and/or meet an event need. **No resellers/seconds please.**
- If you sell food for consumption your products must be predominantly made up of local ingredients i.e. Coffee using local milk or coffee beans, bacon & egg rolls using local bacon/local eggs;
- For this festival food, vendors are asked to limit their menu to no more than 3 items.

ALL STALLHOLDERS

- 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 expression of interest 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.

OFFENSIVE GOODS

- The Event Coordinator Event/Festival 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 our opinion is either not eligible for display or considered offensive

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 program any performer or performance without prior permission from the Event Coordinators.

PETS & LIVESTOCK

- No pets or livestock will be permitted on 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.