



## FOOD STALL APPLICATION FORM

To apply, please ensure you follow these steps:

1. Thoroughly read through the *Terms and Conditions* and ensure you understand/agree prior to applying.
2. Complete all sections of form.
3. Keep a copy of your application form.
4. Post application form and all relevant information to the Festival Office, including:
  - a. Photos of your site
  - b. Full list of products to be sold
  - c. Diagram of food stall drawn to scale
  - d. Copy of your current Public Liability Insurance policy
  - e. Copy of relevant food permit/s from Sunshine Coast Regional Council (please contact Customer Service for more information 07 5475 7272)
  - f. Workers Compensation Details
  - g. Electrical Requirements Form

Please note that incomplete applications forms will not be considered.

5. Please **DO NOT** make payment until you are contacted by the Stalls Coordinator and advised that your application has been accepted.

Postal Address is: CMF Stalls Coordinator, PO Box 177, Nambour Qld 4560

Closing date for applications is **30 July 2010**.

All applicants will be notified by **21 August 2010**.

If you require assistance in completing this application form please contact the Stalls Coordinator, Pauline Skerman on 0419 778 442 or [cmfstalls@mail.com](mailto:cmfstalls@mail.com)

### FOOD STALL TERMS AND CONDITIONS

#### LOCATION

The location of stalls on the site depends on various criteria (ecological restrictions, electrical power/water requirements, size of stall, security, products offered, etc) and will be decided by the Festival Management. Your food stall site will be allocated to you prior to the event. We will endeavour to honour your requests for specific locations but can make no guarantees.

#### SET-UP TIMES

Set up will be Friday 8 October between 8.00am - 12.00pm. Vendors who show up early will be asked to wait until 8am. Vendors who show up late will not be admitted on to the site.

Pack up will be 9.30pm Sunday 10 October or at the conclusion of the event, whichever occurs last. Alternatively stallholders can pack up on Monday 11 October between 9.00am - 11.00am. Stallholders must not pack up prior to the conclusion of the event.

#### VEHICLES

All vehicles must be offsite by 12.00pm Friday 8 October. Please note there is no allocated car parking on site. There will be no deliveries during the event, only before the gates open.

## **TRADING HOURS**

All Food stalls are to be fully operative and connected to all services before trading.  
Stallholders will be expected to operate throughout the entire event.

Friday 8 October 3.00pm - 10.15pm

Saturday 9 October 11.00am - 10.15pm

Sunday 10 October 11.00am - 9.30pm

## **FOOD PRICING**

We recommend that your meals are priced between \$6 - \$12. This is based on feedback from successful vendors at previous events.

## **GOODS SOLD**

Please note you must only sell those items that you have listed in your application. Certain vendors may have exclusive rights and restrictions may apply. In particular, vendors must not sell glow products and other related items.

No water is to be sold. Council reserves the rights to all drinking water sold.

No tobacco or cigarettes to be sold.

No coffee to be sold unless written permission has been obtained.

## **CONDUCT**

Vendors must behave in a professional and courteous manner at all times and must not consume alcohol on site.

Stallholders must take direction from the Stalls Manager and security staff at all times.

## **SUBLETTING**

Vendors shall not be entitled to assign, share or sublet all or part of their site without prior written consent from the event organisers.

## **CANCELLATION**

Cancellations must be notified in writing 28 days prior to the event or the full fee will be forfeited.

## **RIGHT TO VETO**

The Event Manager retains the right to enter upon the site of any food stall at any time and remove any article, sign, picture or printed matter which, in our opinion, is either not eligible for display or is considered offensive.

## **SITE RESTRICTIONS**

No pets or livestock will be permitted on the event site.

Use of amplified music by stallholders is prohibited.

Sleeping on site is not permitted.

## **STALL PRESENTATION**

We aspire to improve the overall quality of the event every year. Visual appearance is important. We will reject any stall that we consider to be dirty or not up to standard. Camping tents are not considered suitable for use as a stall. We will not permit the use of marquees with "trade logos" other than your own. We encourage you to be imaginative and colourful in your stall presentation.

## **GARBAGE & RECYCLING**

Food Stall holders are encouraged to minimise waste and use recyclable products for serving.

Stalls must use bio-degradable cornstarch, paper or cloth carry bags (no plastic). Cutlery, plates, straws etc must be a biodegradable product (paper, wood or cornstarch) and no glass is to be used.

The event will supply bins for general waste, recyclable products and cardboard. It is your responsibility to sort and dispose of your rubbish. Please contact the Stalls Coordinator if you have any queries.

All oils must be removed from the site at the end of the event.

Sites must be left as they were found. It is your responsibility to remove ALL waste and ensure site is left clean and tidy. Bond may not be returned if site is left in an untidy manner.

Only biodegradable ecologically sound detergents and cleaning fluids will be permitted for use.

The festival has no avenue to dispose of grey water. It is the responsibility of the stallholder to remove and dispose of any grey water in an appropriate manner.

## **FIRE EXTINGUISHER**

To comply with the Fire and Rescue Service Act 1990 and the Building Fire Safety Regulation 1991, food outlets must have at least a 20B(E) Dry Chemical Powder (or equivalent) fire extinguisher. Any food vendors using a deep fryer must have a 40B(E) Dry Chemical Powder (or equivalent) fire extinguisher.

## **CLEANING FLUIDS**

Only biodegradable ecologically sound detergents and cleaning fluids will be permitted for use

## **INSURANCE**

\$10m Public liability insurance is compulsory for all stall holders. A copy of Public Liability Policy must be forwarded to Sunshine Coast Regional Council on acceptance of your stall.

It is the responsibility of the stallholder to possess adequate property damage insurance for their own property used at the festival.

## **LICENSE**

Stalls must hold a valid event food license from Sunshine Coast Regional Council. Please call Customer Service for details on 07 5475 7272.

Council officers reserve the right to inspect stall premises at any time and request presentation of all relevant documentation.

## **WORK COVER**

All stall holders must cover their workers with a policy from Work Cover Qld. A copy of your policy must be forwarded to Sunshine Coast Regional Council.

## **SECURITY**

Security guards are on site throughout the duration of the event. Stall holders may remove stock/equipment each night and it is suggested you remove valuables.

All effort is made to secure the site but no responsibility will be taken for loss or damage to any person or goods whether or not that loss, damage or injury arises from the negligence of staff or contractors employed by the Caloundra Music Festival.

## **ELECTRICITY REQUIREMENTS**

Suppliers requiring electricity will pay an additional fee which varies depending on the number of amps required.

Basic Lighting up to 6 amps \$70 + GST

10amp single phase \$130 + GST

15amp single phase \$230 + GST

3 phase connection Price by negotiation

Stallholders are required to provide the maximum consumption of ALL the electrical items and assign the appliances to individual 10-amp circuits. All electrical appliances must be in safe working order and have current test tags fitted. Equipment without a valid tag will not be connected. No generators are to be used. Stallholders must provide their own lights, leads and power boards fitted with circuit breakers. Any damage caused by electrical over-consumption/overload or misuse will attract penalties or forfeiture of bond.

## **TERMINATION**

If this agreement is breached the Sunshine Coast Regional Council reserves the right to terminate this agreement and take possession of the stall area.

Festival Management reserves the right to expel any stall holder or stall holder's staff at any time.

## **FOOD STALL STAFF ACCESS**

Stall holders staff tickets will be allocated based on stall size. Additional tickets can be purchased if required (no refunds are permitted)

6m x 6m 4 season tickets

6m x 4m 3 season tickets

3m x 4m 2 season tickets

Wristbands will be allocated by the Food Stalls Coordinator at a time to be confirmed. Wristbands must be worn at all times within the festival site and must not be removed until conclusion of the event on Sunday.

## **STALL LOCATION & FEE SCHEDULE**

The Stall Coordinator will allocate your site location dependent on a range of factors including size, power requirements and product type.

3m x 4m site \$600 + GST

6m x 4m site \$1200 + GST

6m x 6m site \$1500 + GST

Electricity fee – please see 'Electricity Requirements' above for costs.

Additionally a bond of \$100 is payable. Clean sites will have bonds returned by mail within 14 days of the event.

Please note, Council makes no guarantees as to the crowds that will be in attendance or to the profits you will make at the event. There will be no refunds given, except in the case of the event being cancelled.

## **FOOD STALL HOLDER DETAILS**

### **About Your Stall**

Stall/Trading Name .....

ABN: .....

Brief description of food sold: .....

### **Contact Details**

First name:..... Surname:.....

Postal Address:.....

Suburb/town:..... State ..... Postcode:.....

Phone: (Home)..... (Mob) .....

Email:..... Website:.....

### **Agreement**

Please sign below to confirm you have read and understood and Food Stall Terms & Conditions.

Signature: ..... Print Name:.....

### **Products**

Please provide a complete list of products and/or meals that you will be selling. Feel free to attach a menu if this is easier .....

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### **Layout**

Please draw and attach a detailed map of the layout of your stall (including dimensions and any back of house requirements).

### **Waste and Recycling**

Caloundra Music Festival encourages environmentally friendly practises that have minimal effect on the environment (please refer to Terms and Conditions for more information). As this is a strong focus of our festival, please describe your use of environmentally-friendly packaging and utensils .....

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### **Public Liability Insurance**

You must hold a current Public Liability Insurance Policy (at least \$10m cover). Please attach a copy to this application.

### **Referees**

Name	Phone Number	How do they know you?

**Please list previous events you have attended with your food stall:**

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**Electricity Requirements**

Do you require electricity? (No generators are permitted)

Yes      No

In order to assess energy requirements and provide adequate power, stall holders are required to provide a list of all equipment to be used with an accurate breakdown of consumption of all electrical items to be used. Please complete the Gillett Electrical equipment form attached. Items not listed will **not** be allowed to be connected during the event. For electricity charges, please see FEES table below.

**FEES**

Please tick which options you request below.

<b>Stall Size</b>	<b>Fee (incl GST)</b>
3m x 4m	\$660
6m x 4m	\$1320
6m x 6m	\$1650
Other _____	Price by negotiation.
<b>Electricity Requirements</b>	
Basic Lighting up to 10 amps	\$77
10 amp single phase	\$143
15 amp single phase	\$253
3 phase connection	Price by negotiation.
<b>Extra Staff Tickets</b>	
Please note you receive an allocation of staff tickets for the size of your stall, please refer to the Terms & Conditions.	
1 @ \$140	\$140
2 @ \$140	\$280
3 @ \$140	\$420
<b>Bond</b>	
Refundable when site left in a suitable condition	\$100
<b>TOTAL FEE**</b>	

**\*\*Please note you are NOT required to pay this amount until your stall is accepted. If accepted, we will confirm site fee amount and payment must be made by 4 September 2010.**

