



Food Vendor Application Form 2019

10am – 7pm - Saturday 1 June 2019
10am – 4pm Sunday 2 June 2019

The **Pinjarra Festival** invites food stall vendors to apply for the upcoming 2019 festival to be held 1st & 2nd June 2019 at the Edenvale Homestead, Pinjarra WA.

2019’s festival will also host the inaugural **Celebrate WA Day Concert** at the same venue from 4pm on 1st June 2019, closing time to be approximately 7-8pm, to be confirmed. It is essential food vendors operate for both these events.

Vendor selections will be determined by a panel, successful food stall operators will be contacted via email by Wednesday 20th February 2019. Non-successful vendors will be notified by Wednesday 6th March 2019. If you have not received an email by this date, please contact the Events Officer. Non-acceptance is not necessarily a reflection on your quality and the panel’s decision is final.

The festival aims to provide a broad range of options for our patrons including a mix of main meals, desserts, ice cream, hot & cold drinks. Applications are assessed by the following criteria; however not restricted to the following;

- Vendors based in the Shire of Murray and/ or Peel region
- Variety of appealing menus - including vegetarian, vegan, gluten free options
- Member of WASCA – Western Australia School Canteen Association
- Quality and presentation
- Providing new food and drink options each year
- Recyclable/ compostable food service products
- Experience, efficiency and professionalism of food stall operators

Applicant Details	
Business Name	
Stallholder Name	
Address	
Postal Address (if different from above)	
Phone (mobile preferred)	
Social media handle or link	
Please Note: All correspondence in relation to this application including notification, invoices, final confirmation and site plans will be provided via email.	
Email	
Brief description of the food available for sale at your stall and prices – please attach menu to this application.	

Stall Details				
Actual site space required: <i>Overall footprint - must include tow hitches, steps and door openings.</i>	frontage _____m	depth _____m	height _____m	
Did you participate in the 2017 or 2018 Pinjarra Festival?	Yes		No	
Are you happy to accept vouchers from volunteers <i>See section 10 in the Terms and Conditions</i>	Yes		No	
Do you use recyclable or compostable packaging/ serving ware?	Recyclable		Compostable	
Insurance				
Name of Insurer				
Policy Number	Expiry Date			
Not for Profit Status - In order to receive the Not for Profit rate you must provide details of your Incorporation Status. Failure to do so will see you charged at the commercial rate.				
Certificate of Incorporation Number				
OR Certificate of Incorporation Attached?	Yes		No	
Power Requirements				
Will power be required during the Festival	Yes		No	
Will power be required overnight?	Yes		No	
Do you currently utilise your own silenced generator? <i>You will be advised if this becomes necessary</i>	Yes		No	
Will gas be utilised?	Yes		No	
If yes, provide details:				
Electrical items to be used (please list)				
Vehicle Number Plate <i>Please note: vehicles will need to be moved off site prior to road closures</i>				
Amperage Required (e.g. 1 x 10Amp, 2 x 15 Amps)				
Kilowatts used (e.g. draws 1900kW continuously)				
Would you provide gift vouchers for promotional purposes (ie. Facebook giveaways – to be used at the event only)	Yes		No	
Further details; please tell us any further information regarding your application.				

Bump in Times – please tick your preferred bump-in time

Friday 12pm to 4pm

Saturday 6am to 8am

Schedule of Fees and Charges 2017/18

Site Fee Commercial Food Operator per weekend (4m x 4m space)	\$253.00
Site Fee Commercial Food Operator per weekend (8m x 4m space)	\$362.00
Site Fee Commercial Food Operator per weekend (12m x 4m space)	\$451.00
<i>Discount for 'minor' food providers e.g. coffee, ice-cream etc. (25% discount off Commercial food provider fee) Site Fee Not for Profit Food Provider per weekend (30% discount of Commercial food provider fee)</i>	
Power per weekend (4m x 4m space)	\$50.00
Power per weekend (8m x 4m space)	\$75.00
Power per weekend (12m x 4m space)	\$100.00
Temporary Food Permit <i>Required for stalls selling ANY food or beverage items, not applicable for not-for-profit vendors</i>	\$50.00
Total costs to be invoiced – total of site fee + power fee + temporary food permit, if applicable	\$

I have read the Terms & Conditions as outlined below

Menu attached to application

Price list attached to application

Photo of food van/ food stall set up

Copy of insurance, public liability

Copy Food Act Registration Certificate

Link to Facebook or Instagram page

I agree that the information above is true and correct. I have read, understood and agree to abide by the Terms and Conditions. Any breach may result in the revocation of the approval and require me to vacate the event. The Shire of Murray is indemnified from any claim whatsoever arising from my attendance at the Pinjarra Festival.

Name of Stallholder			
Signature		Date	

Email your completed application to mailbag@murray.wa.gov.au

Vendor Terms & Conditions

1. Stall and Trading Conditions

- Market stalls are offered in 4m x 4m sizes, (e.g. 1 stall = 4m x 4m, 2 stalls = 4m x 8m). ***It is essential that stallholders accurately assess the space required. Failure to advise correct size could result in the stallholder not being allowed to trade at the festival***
- For those who are not in market stalls, the area requested must include the total length, height and width of your vehicle or marquee (when fully erected) and any additional apparatus required e.g. tow bars, other display items etc.
- No additional space will be available at the event
- Stallholders found to be using more than the approved area will be asked to remove all or part of their stall to comply
- Stallholders must arrive to set up in the allocated time advised by the Shire of Murray. If you do not arrive to setup in the allocated time, the Shire of Murray may deny access to the event. If you do not arrive to set up in the allocated time and are denied setup on the day, no refunds will be given
- All stalls that require electrical and environmental health inspection must be set up no later than **8.00am** each day
- Stallholders must trade for the full duration of the event and the Celebrate WA Day Concert
- Operators must be present both days (unless prior arrangements have been made with Shire of Murray officials)
- The stall area must be kept clean and tidy and safe (hazard free) – please pay particular attention to tripping and slipping hazards
- The cost of all food, drinks and products must be clearly displayed
- You must not unreasonably interfere with or disturb/annoy other stallholders or visitors at the event
- All stock should be removed at the end of each day (stock remaining at the site remains the responsibility of the stallholder)
- The approval is not transferable to any other person and stallholders are not permitted to share, sublease or assign a site to another stallholder or third party
- Any damage caused by a stallholder to the site or elsewhere shall be made good, by, and at the expense of the stallholder
- Pinjarra Festival is well promoted via various media channels, however we cannot take any responsibility for the level of sales that a food vendor may achieve
- We welcome your business display Pinjarra Festival posters at other events, share our social media pages and tag us in yours.

2. Fees

- Please do not pay any fees when submitting your application form
- If your application is successful a copy of the Temporary Food Permit application and your invoice will be forwarded with the confirmation of your successful application
- Payment must be received **no later than Friday 10 May 2019** - failure to pay your invoice in the timeframe will automatically result in your stall site being offered to someone on the wait list

3. Products for sale

- Food products not listed on the stallholder application form will not be accepted for sale at the event
- Sale prices for listed items must be in accordance with the stallholder application form

4. Structures, Equipment and Vehicles

- The Pinjarra Festival is outdoors and therefore your own food van and/ or marquee is essential, with **no ground pegs permitted**. Sandbags or water containers only to be used. Please note water is unavailable at Edenvale to fill marquee weights
- Tables, chairs, marquees etc. for the stall are to be provided by the food vendor
- Under no circumstances are vehicles permitted on the grassed areas of Edenvale Homestead
- Under no circumstances can vehicles be moved within the festival grounds or road closures during trading times of the festival
- Food vendors and Stallholders are not permitted to park in or behind the marquees during the festival, only during set up and pull down
- If the Event Coordinator determines your structure or display to be unsafe in any way it must be rectified immediately with all costs borne by the stallholder, or the Event Coordinator has the right to request the stallholder to leave

5. Electrical and Gas Compliance

- Electrical compliance inspections by a certificated electrician will be carried out prior to commencement and during the Festival. Any stallholders requiring safety tagging will incur a fee by the electrician payable at the time of assessment
- Stallholders must supply their own power leads. No additional power leads will be available at the event. For food operators with specialist power needs please highlight this on the application form for special consideration
- All electrical appliances, equipment and leads **must** be tagged by a certified electrician and tags must be in date.
- In date safety tags must be attached before connecting to the power supply and the safety tag must remain on the appliance at all times. You must not connect yourself to power
- 10 and 15 amp outlets may be available upon request and will be charged. The fees are detailed on the application form. You may not overload your line with power boards or adapters beyond the 15-amp service limit. If you ignore this rule and overload the circuit to the detriment of other stallholders, you will be disconnected without further notice
- An electrician will be onsite to ensure the electrical compliance of all stallholders. Please note any work required by the electrician to tag your equipment will be charged to you directly
- All food stallholders are required to bring a 15 amp power lead up to 25 metres
- Petrol or diesel generators are strictly prohibited and will not be permitted on site
- No electrical leads are to be left on the ground
- All electrical cords and cables must be secured/covered or placed overhead so as not to create a hazard
- All gas and LPG bottles are to be in date and inspected

- All gas installations and other gas work must be performed by a licensed gas fitter. Gas fitters must be able to produce a valid licence on request and provide you with a gas certificate of compliance after the completion of any gas work
- Additional electrical compliance forms will be sent out to successful stallholders prior to the event - these must be completed and provided to the electrician at his request
- Stallholders that do not comply may not be approved for future events within the Shire of Murray

6. Food stallholders and water provision

- Food stallholders, vendors and operators who are successful, must complete a Temporary Stall Permit this will be emailed with your confirmation email
- All food stallholders, vendors and operators must supply a copy of the *Food Act Registration Certificate* from their Local Government
- All food stallholders, vendors and operators will be required to comply with the *Environmental Health Requirements for Temporary Food Premises and the Food Act 2008* and the Food Safety Standards at the event
- All food stallholders, vendors and operators will be responsible for providing their own van and all requirements necessary for operation including water
- Food stallholders have the option to provide their own silenced generator for power consumption (if it is in-built into the van)
- No water supply is available at the event for any stallholder, food or amusement operator

7. Legislative requirements

- Stallholders will comply in all respects with requirements of all Government, Local Authority and Statutory Bodies during the event
- Stallholders will comply with the relevant laws relating to the products/services sold or displayed at your stall
- Stallholders selling licensed products (i.e. those that require a royalty to be paid to the licensee of the character/product) must have the appropriate license to sell the products in WA, as provided by the wholesaler/distributor

8. Photography

- Any photographs or images taken of your stall and/or staff at the event will remain the property of the Shire of Murray and the Shire reserves the right to use these images for future promotion of the event

9. Cancellations / refunds

- Applications may be withdrawn prior to **Monday 8 April 2019**.
- Cancellation after this date will result in no refund being provided
- The Shire of Murray will not refund any stallholder application fee as a result of:
 1. The stallholder failing to appear at the event
 2. Non-compliance with the information and conditions of the event
 3. The event being cancelled due to inclement weather or factors beyond the Shire of Murray's control
- There will be no refund available for cancellation relating to the \$50 fee for the Temporary Stall Permit as this is a processing fee

- Any stallholder failing to pay their invoice by the due date or prior to the event may be denied access to their site

10. Volunteers

- Our volunteers are issued vouchers for use for food and beverages over the festival weekend
- Vouchers may be redeemed after the festival by collating them and sending them with an invoice to the Shire of Murray, no later than 14 days after the event
- Please mark clearly on the back of each voucher purchase price

11. Insurance

- Food Operators **must** have their own public liability insurance for an amount not less than \$10,000,000 (ten million dollars) for any one event; covering against any occurrence attributable to the activities of any persons for whom they are directly responsible for injury to any third party
- ***Details of Certificate of Currency must be included with the application. Applications will not be accepted without details included***
- It is the responsibility of each market stallholder to ensure they hold the appropriate insurances to cover themselves, their staff and their goods on the day and under no circumstances will the Shire of Murray be held liable for any harm, loss or damage suffered. The Shire of Murray specifically disclaims any responsibility for any harm, loss or damage that may occur to exhibitor's goods, staff or displays

12. Rubbish disposal

- Bins will be provided by the Shire of Murray for waste disposal. It is the stallholder's responsibility to dispose of or remove any rubbish and ensure that the stall area is kept clean and tidy
- **Large boxes and packaging are not to be disposed of on site.** Stallholders are responsible for removing these items

13. Accidents, incidents and risk

- The stallholder must take full responsibility at **all times** for their food van, market stall, goods and equipment and allocated area. The Shire will not be liable for any theft, damage or loss of cash, personal effects, merchandise or any other goods
- The stallholder must make all efforts to eliminate hazards that might injure/harm you or visitors to your stall
- It is the responsibility of each stallholder to promptly report to the onsite Event Officer any incidents including:
 1. Anti-social behaviour
 2. Lost children
 3. Property damage
 4. Illness, accident or injury (to yourself or to patrons)
 5. Any other issue raising concern for health, safety and security of stallholders or the public

14. General

- Acceptance of stallholder applications and allocation of sites and performances will be at the final and absolute discretion of the Shire of Murray
- The Shire will aim to limit duplication of products or services and therefore may choose not to accept stallholders or participant on this basis
- When assessing stallholder applications, preference will be given to Shire of Murray residing applicants where possible, and suppliers who offer a variety of items that provide an element of difference, promote local produce, products or are produced locally
- Sponsors will be engaged and no products or actions will be allowable that oppose the sponsor's product or their image
- Stallholder positions will be determined by the Shire of Murray organisers, taking into account appropriate groupings of stallholders and other relevant requirements
- Please note no smoking is permitted as this is a Smoke Free Event and consumption of alcohol will be in designated or licensed areas only
- **Failure to comply with any of these requirements may result in the stallholder being asked to leave the festival and the Shire of Murray not accepting any future applications**

Please note that by completing an application you are entering into a contract with the Shire of Murray should you be successful. *I have read and understood the terms and conditions provided and the compliance required by successful stallholders at the 2019 Shire of Murray Pinjarra Festival. Any breach may result in the revocation of the approval and require me to vacate the event.*