



Stallholder Application Form

Ocean Festival – Whale Parade & Concert 2018
Saturday 18th August 2018 (2pm-8:30pm)
Seafront Oval, Hervey Bay QLD

Applications close Friday 10th July 2018

Event Information

Fraser Coast Tourism and Events are proud to present the 2018 Hervey Bay Ocean Festival Whale Parade & Concert.

We are seeking products that are unique quality home-grown and/or hand-made items. We are aiming for a diverse variety of products that provide an alternative experience for our visitors.

If your product fits the brief above and the selection criteria, please complete this application form and send it to Fraser Coast Tourism & Events:

By Post: PO Box 488, Hervey Bay, Qld, 4655

By Fax: (07) 4196 9699

By Email: events@fcte.com.au

In Person: Visitor Information Centres

City Hall, Kent Street, MARYBOROUGH QLD 4560 OR

227 Maryborough Hervey Bay Road, HERVEY BAY QLD 4655



Applicant Details

First Name(s)	Last Name
<input type="text"/>	<input type="text"/>

Business Name	ABN
<input type="text"/>	<input type="text"/>

Postal Address	Suburb	Postcode	State
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Phone	Mobile No.	Fax
<input type="text"/>	<input type="text"/>	<input type="text"/>

Email Address
<input type="text"/>

Selection Criteria & Products

The approval process for stallholder selection will be based on the below criteria and those who can meet the brief and criteria will be given preference. Please provide details to demonstrate how you meet this criteria.

Regional focus & quality products

The events focus is to provide interesting and varied stalls including food & beverages as well as quality arts, crafts and other goods for both locals and visitors to our region. Preference to regional stallholders, community groups, non-profit organisations and schools who support our community. Please provide details on how your product identifies with the following key criteria.

Demonstrate direct economic benefit to the Fraser Coast

i.e. Use of staff who reside within the Fraser Coast; your business/group is located within the Fraser Coast; the equipment you will utilise comes from a vendor within the Fraser Coast, etc.



Appropriateness of product to the event to enhance the unique experience of the consumer
i.e. Regional produce or food options, unique quality home-grown and/or hand-made items.

Details of product/service

Please provide an exact listing of products or services to be sold or displayed from your stall. Only products listed below will be permitted to be sold from your stall.

Note: If you have the rights to distribute a licensed product, please attach proof of distribution rights and the area you cover to this application.

Fraser Coast Tourism & Events cannot guarantee product/service exclusivity to any stallholder, but will endeavour to provide a variety of vendors to suit the demographic of the event. The number of stall sites may be limited according to the specific requirements and restrictions of the event location. Sites will not be offered to stall holders who have an outstanding payment or unresolved issues regarding previous Fraser Coast Regional Council or Fraser Coast Tourism & Events.

Volunteer/Staff Meal Provision

FOOD VENDORS ONLY

Fraser Coast Tourism & Events is implementing a practice in which the goal is to show appreciation to the event volunteers/staff who offer their time and effort to ensure the successful bump-in and running of the event. As part of this new initiative in 2018, we ask that each stallholder offer **two free of charge (FOC) meals** to a volunteer/staff on the day of the event.

How this will work:

- We will print two FOC meal tickets specifically addressed to your stall.
- Each volunteer/staff will be issued with one meal ticket that they can use with the stallholder printed on the ticket.
- There will be a **maximum of two FOC meal tickets per stallholder.**
- Volunteer/staff will present this ticket to the stallholder and receive one FOC meal during the event.
- Please note that you may not be presented with any meal tickets during the event.

Please tick to confirm that you understand this requirement and are willing to provide a maximum of two FOC meals to an event volunteer/staff during the event.

YES



Environmentally Sustainable Practices

Fraser Coast Tourism & Events is committed to reducing the environmental footprint at our events and aims to lead the way in reducing waste, implementing eco-friendly practices and engaging with contractors and stallholders that are similarly focused. With the cooperation of stallholders, staff, partners, volunteers and patrons, the Mary Poppins Festival will become a leading waste-accountable event.

As part of this, it will be a requirement of all stallholders to implement sustainable packaging and foodservice disposable solutions within their business at this event. We are aiming for waste minimization by requiring that only reusable or recyclable packaging is used and that stallholders reduce packaging where possible.

Stallholders must ensure:

- The use of reusable or recyclable packaging and cutlery including cups, plates, bowls, straws instead of disposable products were possible.
- To minimize the use of packaging with your products for example - not using plastic straws or plastic bags, not offering lids for drinks, offering bulk condiments (no single serve sugar or sauce sachets) etc.

Helpful online tools:

www.biopak.com.au www.environmentalenterprises.com.au www.greenmarkpack.com.au

Health Licence

This section is to be completed by food vendors only. **A copy of your health licence must be supplied with this application and displayed on site at the event.**

If you are supplying food: is food pre-prepared?

YES

NO

Is food cooked on-site?

YES

NO

Is food served?

YES

NO

Please provide your current Fraser Coast Regional Council Food Hygiene Licence number:

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- To comply with the Fire and Rescue Service Act 1990 and the Building Fire Safety Regulation 1991, food outlets must have at least one 20B (E) Dry Chemical Powder (or equivalent) fire extinguisher.
 - All applications must comply with current food and safety regulations.
 - For further information please contact Fraser Coast Regional Council's Health Regulation & Compliance Officer on 1300 794 929.

Site Details

- The standard site size is **3 metres x 3 metres** (please tick the appropriate box below to show what size site you require).
- Site parameter must contain the length of your vehicle/chassis if you have a van or trailer.
- Stallholders must supply own equipment: marquees, tables and chairs etc. as they are not available for hire.
- The use of tent pegs in the park are prohibited; marquees must be tied down using weights.

Site details The site parameter must contain the length of your vehicle/chassis if you have a van or trailer.

Site (3m x 3m) \$85 per site (incl. GST) YES

Site (6m x 3m) \$170 per site (incl. GST) YES

Power

- 3 phase power is no longer available for use by stallholders.
- All electrical leads and equipment used during the event must display a current inspection tag and power boards must have safety cut-out switches.
- All stalls must provide their own lighting for night-time events.
- If all of these conditions are not met, stallholders may be excluded from the event.

Power (15amp) \$30 (incl. GST) Includes 2 x 15amp outlets per \$30 charge.

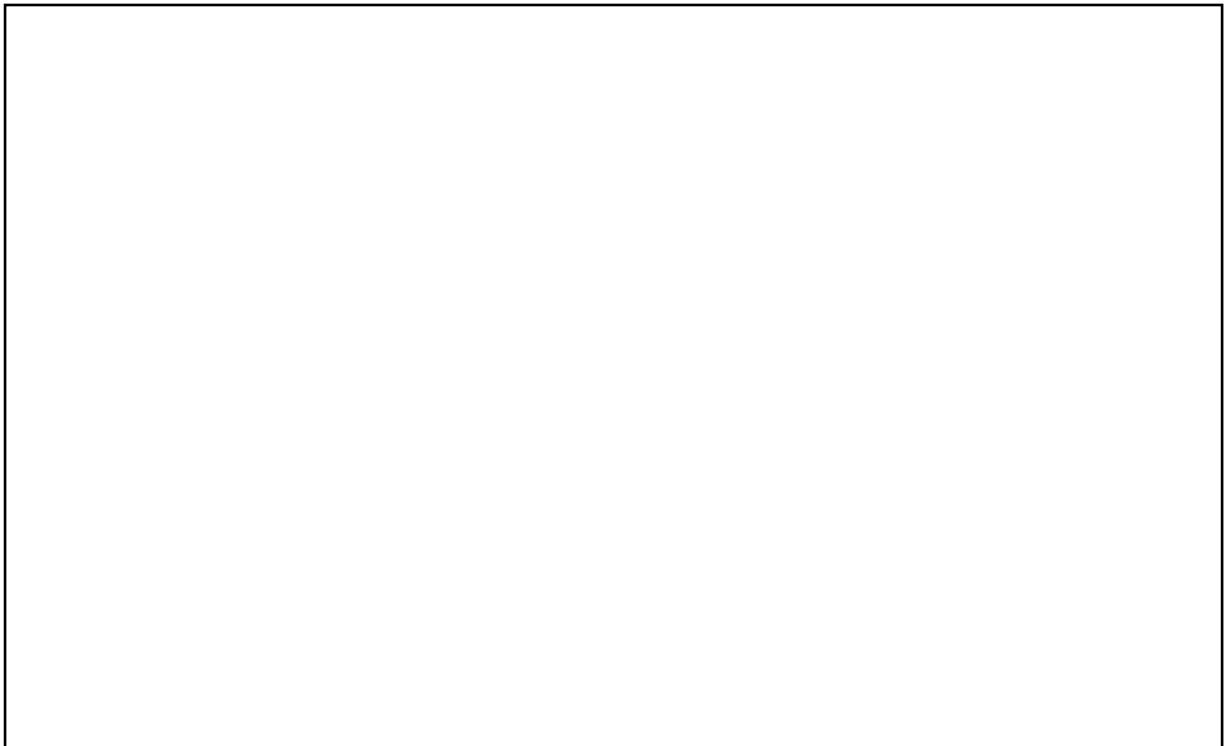
Is power required? YES NO (please tick)

Number of outlets required:

Description of items requiring power:
e.g. fridge, lights, blender etc.

Site Plan

Please include details of the infrastructure you propose to install on your site(s) in the space provided below. Draw your site and indicate dimensions of van / stall frontage, position you will be serving from e.g. back / side of van / stall, shades, shelters, marquees, trestle tables, chairs and required access point to power when set up.



Parking

Parking is **NOT** permitted within the event precinct. Parking is available to stallholders outside the event precinct.



Insurance

Stallholders must provide proof of a Public Liability Insurance Policy for an amount of not less than \$10,000,000 and note the interests of Fraser Coast Tourism & Events whilst conducting their activities on land controlled or the responsibility of Fraser Coast Tourism & Events. Evidence of this insurance must be provided on request to the appropriate event coordinator in the form of a Certificate of Currency or Schedule of Insurance and this may be reviewed by Fraser Coast Tourism & Events appointed insurance broker regarding the adequacy of such insurance.

Please attach a copy of your Certificate of Currency with this form.

Insurance Company Name:

Policy Number:

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Expiry Date:

Amount Insured:

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Declaration

All sections of this application form must be completed in full and all necessary information must be supplied for your application to be considered.

In making this application,

- I wish to apply for a stall site at the Ocean Festival Whale Parade & Concert 2018.
- I acknowledge that submission of this application does not guarantee a confirmed site into the event.
- I confirm that the information contained in this application form is correct.
- I understand that stall sites are limited and applications will be notified by email or phone on the status of their application within 25 working days of the event.
- I understand that I will not send any cash or cheques along with this application to ensure site approval.

If this application is accepted,

- I acknowledge that I must abide by the terms and conditions relating to the event, which will be fully notified to me upon offer of a stall site.
- I agree to pay the site fee advised in full by the due date or no site will be reserved for me.
- I agree to supply two FOC meals during the event to an event volunteer/staff.
- Site fee payments are non-refundable.

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Applicant's Name Signature

Date

Before submitting please ensure you have attached a copy of your Health Licence (food vendors) and your Certificate of Currency.