



## Food Stalls Full Terms and Conditions 2024.

**8<sup>th</sup> - 11<sup>th</sup> March 2024**

***All Stall holders and workers must follow and comply with the government guidelines that are in place at the time of the event.***

The Port Fairy Folk Festival is a 4-day festival that has been running since 1977 and is a not-for-profit event, managed by a dedicated group of volunteers and a small team of paid staff. The Festival is a celebration of music, culture and community.

Since its inception it has generated surplus income which has been invested into the community of Port Fairy and the surrounding region. In the last 20 years the Festival Committee has allocated \$3.5 million to local clubs and organisations by way of grants and \$2.3 million to other organisations for gate keeping, bar operations, marquee erection and venue hire.

The following terms and conditions are for Food Stalls **within the Festival Arena**.

## Application Process

1. Applicants must provide all information and supporting documentation as requested on the application and expression of interest forms.
2. Incomplete or late applications will not be considered. However, in some unique circumstances the PFFF Committee may make exceptions.
3. All applicants must read and agree to the relevant application information and terms and conditions.

### 4. Key Dates

June	1 <sup>st</sup> Round Offers
Early July	Applications Open
August	Applications Close- Including supporting material
August 2023	Confirmation date for successful applicants
August 2023	<b>NON REFUNDABLE</b> Payment of \$1000 to secure & to reserve your Stall's position
15 <sup>th</sup> January 2024	Final Payment
1 <sup>st</sup> March 2024	Pre-Festival online induction completed
Thursday 7 <sup>th</sup> March 2024	Pre- Festival Site registration and set-up 8am – 5pm
Friday 8 <sup>th</sup> March 2024	Mandatory Inspections by Council, CFA, essential services and PFFF Safety Inspector
Friday 8 <sup>th</sup> – Monday 11 <sup>th</sup> March 2024	Port Fairy Folk Festival 2024



## Assistance

For Assistance or further queries, please contact the PFF Operations Manager or Assistant.

### Kay Bant

Operations Manager

[operations@portfairyfolkfestival.com](mailto:operations@portfairyfolkfestival.com)

Ph: 03 5568 2227

### Anna Wagg

Administration Assistant

[admin@portfairyfolkfestival.com](mailto:admin@portfairyfolkfestival.com)

## Selection Process

1. The Port Fairy Folk Festival Committee select stalls based on the following criteria:
  - Originality, quality, and authenticity of the product/s
  - Overall appearance/display of the stall
  - Local businesses and/or use of local produce
  - Suitability of menu and pricing
  - Experience at other large festivals and events
  - Use of sustainable products and or-recycled/reclaimed materials.
  - Suitability to site and power availability
  - Charitable or not for profit enterprises
2. The Committee's decision on the selection of successful stalls and site allocation is final and further communications will not be entered into.
3. **There is no guarantee that stall holders who have previously traded at the Port Fairy Folk Festival will be accepted, or that any particular stall position will be available to them.**

## Trading hours

The times listed below are the minimum required trading hours, however stalls are encouraged to operate up to the conclusion of the program each night (approx. 12.30am).

<i>Day</i>	<i>Open</i>	<i>Close</i>
Friday	4pm	12am
Saturday	8am	12am
Sunday	8am	12am
Monday	8am	1pm



Stall holders must vacate the arena within 30 mins of the festival close every night, as directed by the security staff.

Supplier deliveries and restocking to the Food Stall site is available during the hours of 6am – 7.30am each day. There will be no vehicle access after 7.30am. (See **Deliveries** for more information)

## Safety Inspections

A qualified Safety Inspector will be on site throughout the festival.

A Gas, Fire and Electrical Safety Check will be undertaken by the Safety Inspector before trading can commence.

**Pricing and Inclusions – choice of site layout will be taken into consideration but cannot always be guaranteed.**

**Event Supplied Site and Tent (6mx6m tent) \$2900.00 +GST.**

Inclusive of a light, up to 6 tickets and a Security Bond (\$300.00 all sites).

**Own Supplied Van/Truck/Trailer on site (6mx6m) \$2700.00 +GST**

Inclusive of up to 6 tickets and a Security Bond (\$300.00 all sites).

## Extras

### POWER

\$100 per 15amp outlet, Maximum 4 outlets

Coffee Vendors may request a limit of 2 extra outlets per site. Maximum 6 outlets. This will only be considered if available.

### REMOTE COOL ROOM POWER

\$100 for Remote Cool Room power **if needed**.

### TICKETS

If you need more tickets than your allocated complimentary tickets these will be sold at our subscriber price of \$295, this can be pre-arranged through the office

[admin@portfairyfolkfestival.com](mailto:admin@portfairyfolkfestival.com)

## Deposit

An Invoice will be sent once your application has been received and approved.

You will be required to pay a \$1000.00 +GST deposit. This deposit will secure your site and will be non-refundable under any circumstances. Without this deposit your site will not be secured and the Port Fairy Folk Festival reserve the right to offer this site to another stall holder. Final payment will be required 15<sup>th</sup> January 2024.



## Bond

All site costs are inclusive of a \$300 security bond which will be fully refundable after the festival if there has been no damage to your site.

## Stall Dimensions

### ○ FOOD TRUCKS

Most sites are based on 6x6m for food trucks with an allocated space for cool rooms either behind the stall or in a designated cool room storage area. Physical dimensions of your vehicle including side and rear access requirements will need to be provided with your application.

### ○ PFFF SUPPLIED TENT STALLS

The 6x6m tent stalls will be allocated space for cool rooms either behind the stall, next to the stall or in a designated cool room storage area. This will be dependent on where you are situated in the arena and what space there is.

**There are wash up areas available for use by food stalls.**

**Food Stalls can only sell products within their designated site.**

**Site boundaries must be observed. All goods, equipment and supplies are to be contained to this area.**

## Tickets

1. All arena stallholders will receive complimentary tickets based on their site. Each person/staff member who works at the stall for any part of the Festival will require a ticket. If you require more tickets than your allocated complimentary tickets, these tickets will be priced at the *subscriber* ticket discount rate.
2. If organised prior with the Ticketing and Operations Manager, there is an option for staff changeover of tickets available, conditions apply.

## Menu

Food Stalls will be required to ensure goods being sold match the menu that was submitted and approved upon application.

## Site Allocation

Food Stalls will be allocated a location prior to the festival. Specific placement will be based on size, health, and safety, availability, access, utilities and to create an overall great experience for the stall holder and the festival patrons.



## **Inductions & Construction Site Safety**

1. Stall holders and staff who are onsite prior to 4pm Friday and after 2pm Monday of the Festival will be required to complete an online safety induction prior to accessing the festival site, as the arena is a construction site. A link to the online induction will be provided to successful stall holders.
2. After the induction has been successfully completed, stall holders will receive an email with an induction QR CODE. Stall holders must have the QR CODE on hand to be checked at the gate before entering the site prior to 4pm Friday and after 2pm Monday.
3. During Construction staff MUST wear a Fluro safety shirt/vest and fully closed shoes (PFFF does not provide safety vests).

## **Stall Set up & Pack down, Vehicle Access & Parking**

1. Site access for food stalls will be given from 10am on Thursday. Stall holders will not be given access to the site prior to this time.
2. On arrival at the arena, stall holders must produce their induction QR CODE to gain access to the arena to set up. Enter via corner of Atkinson and Victoria Streets.
3. On the Friday of the Festival all vehicles must be unloaded, cleared from the arena and parked in the designated parking area by 3.00pm.
4. One (1) temporary parking pass will be given to each arena stall holder. This pass must be displayed in the window of the vehicle to allow access to the arena prior to 7.30am each day. Vehicles are only allowed on-site for the purpose of loading and unloading goods and must be removed prior to the opening of the Festival arena daily at 7.30am. Please ensure that you have the details of your vehicle/s registration numbers available upon issue of your passes.
5. No vehicle access is permitted after 7.30am on Saturday, Sunday and Monday (Prior to the festival close) of the Festival unless in accordance with the requirements listed under Deliveries.
6. No permanent or long-term parking is permitted within the Festival arena.
7. There is a designated parking area for stall holders within the Russell Clarke Reserve (Cnr James and Campbell St), access via James Street. You must have a Food Stall Parking Pass to enter this area.
8. Do not park your vehicle/s within the boundary of the street closures. This includes Sackville Street and part of Campbell St which is a designated disabled parking area. Penalties will be



imposed by Local Laws Officers. A map of the area will be provided to successful stall holders.

9. Children under the age of 18 are not permitted to enter the arena during construction (prior to 4pm Friday and after 2pm Monday) unless approved by the PFFF Committee. Children who are permitted into the arena during construction must be always under adult supervision and must stay within the confines of the stall.
10. All stalls in the Arena must have completed pack down and vacated the arena by 5pm on Monday, unless with the prior approval of the Construction Manager. They must also follow the construction managers direction for all things regarding traffic management of Bump Out.
11. Stall holders are not to use the Port Fairy Folk Festival branding or logo without prior written approval from the PFFF Committee.
12. The Port Fairy Folk Festival Committee have overall control of signage material for products sold or on display in all areas. Please note that any signage, material, or products may be refused inclusion entirely at the discretion of the PFFF Committee.
13. All stalls must be left in a clean and tidy manner with all waste and recycling being removed when leaving the Festival. If this is not adhered to it may result in loss of bond.

## **Deliveries**

1. Deliveries need to enter via the Corner of Atkinson and Victoria Street gate.
2. Deliveries before 7.30am during the Festival can deliver to the stall. Please note, stall holders are required to provide suppliers with their stall name and site number to ensure that gate staff can direct deliveries to the correct site.
3. Deliveries after 8am can be made to the designated delivery area which will be available at all times. All vehicles must have the appropriate temporary parking permit/sticker for deliveries, and the vehicle must be removed immediately after the delivery is completed. A map will be provided to successful stall holders.

## **Electricity**

1. 15-amp outlets are available for food stalls, maximum of 4 x 15-amp outlets for food stalls and up to 6 maximum for coffee stalls (if available). Please indicate how much power will be required on application.
2. Power may not be available until 10am on Friday. There is no guarantee of power after 2pm on Monday.



3. If an electrical fault occurs at your site, you may be left without power until a duty electrician is available to restore your power. Please note that Festival stages will receive priority for electrical maintenance.
4. All stall holders using additional lighting must use LED lighting as this will drastically reduce the draw on power supply, and lessen the chances of disruption and blackouts, resulting in a better and more reliable power supply to all stall holders.
5. Stall holder **must not access** additional power that has not been allocated to the site.

## Electrical, Gas and Fire Safety Inspections

A qualified Safety Inspector will be on site throughout the festival.

A Gas, Fire and Electrical Safety Check will be undertaken by the Safety Inspector before trading can commence.

Please use the following **Energy Safe Victoria Safety Standards Checklist** and the criteria listed in the following Fire, Gas and Electricity Safety information provided.

[Gas-safety-at-public-events brochure.pdf \(esv.vic.gov.au\)](https://www.esv.vic.gov.au/gas-safety-at-public-events-brochure.pdf)

Inspections will be made throughout the event to ensure safe practices are being adhered. **Copies of the ESV checklist will be required to be retained onsite during the festival.**

## Electrical Safety

1. All power leads must be approved and tagged by a qualified electrician prior to setting up stalls. No power will be supplied to your site without approved and tagged power leads. Faulty equipment can shut down the system for a period of time, affecting trading for all.
2. Main power leads from the electrical distribution box must be weatherproof to lessen the chance of short circuits occurring and subsequent power outages due to rain and moisture entered lead connections. Stall holders must provide their own power lead covers/safety box.

## Gas and Fire Safety

1. All stall holders are responsible for ensuring they comply with Gas Safety regulations. For further information and a Gas Safety Checklist visit the following website

<https://www.esv.vic.gov.au/>

[https://esv.vic.gov.au/wp-content/uploads/LPGasAtPublicEvents\\_Oct2020\\_web.pdf](https://esv.vic.gov.au/wp-content/uploads/LPGasAtPublicEvents_Oct2020_web.pdf)

2. The stall holder will supply a map/plan of the catering facility including:

- the types and numbers of catering equipment



- the positioning, arrangements and of the equipment
  - gas supply
  - Measurements of safe spacing of burners and other gas appliances from venue walls.
  - Placement of Fire Blankets and Extinguishers
3. Catering Staff are to be instructed and competent in LP Gas safety procedures (Cylinder changeover and testing).
  4. **Only certified appliances are to be used.** If appliances are owned by the catering vendor, records of maintenance and inspection are to be up to date and kept for each appliance.
  5. Where a gas appliance is being used on top of, or near to tables and benches, tables and benches must be non-flammable/fire resistant (**no wooden bench tops**).
  6. Food stalls must gain approval from the PFFF Committee to use BBQs and rotisseries. Due to the smoke from BBQ's and rotisseries, this equipment must be sited and operated appropriately to enable smoke to escape so as not to cause nuisance or pose a potential danger to the public or other stall holders.

All stall holders intending to use gas cooking appliances will be required to apply to the CFA to cook food in the open air on a day of total fire ban. Please note that if you do not have this permit on a day of total fire ban you will not be able to operate any gas appliance. The online application process is much faster and allows you to track the progress of your application. Please note that permit processing can take up to 10 working days. A link to the permit application is supplied below.

Fire Permits Victoria <https://firepermits.vic.gov.au/>

Food stalls must ensure that fire extinguishers are provided and distributed as follows:

- Stalls with deep fat fryers must have a fire extinguisher suitable for oil fires.
- Stalls with cooking facilities must have a fire blanket installed in accordance with AS 2444.
- Stalls who have a switchboard on site must have a fire extinguisher suitable for electrical fires.
- All fire extinguishers must be installed between 2 and 5 metres from the risk.
- All fire extinguishers must be Tested and Tagged and within test date.

## Food Act Permit Requirements

1. All stalls will be required to send a **Victorian Food Act Registration Certificate** and **Notification of Intention to Trade** through to the Moyne Shire <https://www.moyne.vic.gov.au/>
2. All food is to be prepared and stored in accordance with an Approved Food Safety Plan or Food Safety Events Template.





3. Council Environmental Health Officers will be undertaking inspections throughout the festival. Food stalls must provide complete cooperation with Council officers.
4. All food stalls must ensure that water is available for hand washing as per previous direction from Moyne Shire Council's Environmental Health Officer. This can be achieved by using an urn or water storage device.
5. There are wash up areas available for use by food stalls. A map showing the location of these wash up areas will be provided.

## Sustainability and Waste

**It is our mission to continuously improve the war on waste, stall holders must abide by any measure taken by the PFFF between time of contact and festival to strive for a more sustainable festival.**

1. Stalls holders must not provide plastic bags to customers. Reusable bags made of natural material such as jute, cotton, or paper bags may be used. **Port Fairy is a plastic bag free town.**
2. Vendors must separate recyclable material. This includes food/organic material, cardboard, paper and glass/plastic/metal/carton containers. All food vendors must dispose of waste and recycling into the appropriate recycling and waste bins supplied by PFFF.
3. All vendors agree to comply with spot checks and audits of waste and recycling bins conducted by PFFF.
4. Stall holders must not tip hot water, fat or grease onto the ground under any circumstances.
5. Food stalls must arrange for their own reuse/collection of cooking oil. PFFF bins must not be used for disposal of any cooking oil.
6. Stalls must not fill organic recycling wheelie bins more than 50% of its capacity, as the bins are very heavy and difficult to move and empty when filled more than this.
7. All stalls must ensure that waste minimisation measures are taken in relation to food preparation and packaging.
8. All food stalls are to use compostable packaging for serving of food and drinks (not including cans/cartons/plastic bottles of drink etc), including utensils. Packaging must be supplied by an approved supplier. Here is a link to our preferred packaging companies.



<https://byars.com.au/>

<https://www.biopak.com/au/>

9. During pack down, all stalls must separate recyclable/compostable material and place them into the appropriate bins. No waste to be left on the ground.
10. Stalls will assist in litter control.

## **Food & Drink Voucher System**

1. A 'Food for Thought' voucher system operates within the arena. The Festival Committee issues vouchers to Festival Committee members, Staff and volunteers which can be used for meals/drinks.
2. One food voucher must not exceed \$25 in value and coffee \$10.
3. When a voucher is presented at food stalls, the cost of the purchase whether it is the full amount, or a partial amount must be written on the voucher. Then the signature of the PFFF Committee member or staff/volunteer must be written on the voucher as proof of purchase.
4. Vouchers not meeting these requirements will not be honoured by PFFF.
5. After the Festival, vouchers must be returned to the Festival Office with an invoice for reimbursement. Stalls must provide bank account details in their application form to allow for an electronic transfer of these funds.

## **Insurance**

1. All stall holders must have a minimum of \$20 million public liability cover and a certificate of currency must be provided in your application. Other insurance cover, including fire, theft, damage etc, is entirely at the stall holders' discretion.
2. All stall holders must cover their workers with Work Cover Insurance policy in accordance with Work Cover requirements.
3. PFFF shall not provide any form of insurance cover and will not be liable for any losses or damages incurred. It is the responsibility of the stall holder to ensure they have appropriate insurance cover for their business.



## **Legal and Safety**

1. No alcoholic beverages may be sold by the Food Stall. Alcoholic drinks can be purchased from several licensed bars throughout the site.
2. No camping is permitted on-site in accordance with Council's Local Laws.
3. All stalls must comply with the current Victorian OHS legislation.
4. All stall holders must fully cooperate with Folk Festival organisers, authorised Council staff (including Environmental Health and Local Laws Officers), police and security at all times.
5. Traders are not permitted to provide tables, chairs, or free-standing advertising signs unless prior approval is obtained from the Food Stall Coordinator.
6. The Arena is a smoke-free zone. All stallholders, patrons etc must smoke in the designated smoking areas provided within the Arena, and use the bins provided for their cigarette butts.
6. There is to be no glass sold from food stalls during the festival.

## **Accommodation**

There is no camping on the festival site. You will need to organise your own accommodation. Please visit our website for accommodation suggestions. <https://portfairyfolkfestival.com/>

## **Our decision is final.**

The Port Fairy Folk Festival Committee's decision is final. No further negotiation will be entered into.

**We recommend that you retain a copy of this document and bring it to the festival with you for your reference.**