

# FOOD STALLHOLDER PROSPECTUS

2020



**THURSDAY 2<sup>ND</sup> – SUNDAY 5<sup>TH</sup> APRIL**



Thank you for expressing an interest in joining us as one of our valued Food Stallholders.

This Prospectus details the information required for applying to run a Food Stall at the 2019 Man From Snowy River Bush Festival (the Festival).

The Festival provides sites to Food Stallholders who offer delicious meals and beverages in a professional style in a venue that is as unique and as interesting as the food and beverages they serve. We have very strict guidelines and regulations you must be prepared to adhere to. We welcome Food Stallholders that strive for excellence in every aspect of their business.

If this is you, we welcome your application with open hearts.

**Festival Contact:**

Festival Office 50 Hanson Street, Corryong VIC 3707

Email: [admin@bushfestival.com.au](mailto:admin@bushfestival.com.au)

**Future Festival Date**

2021 – 25<sup>th</sup> – 28<sup>th</sup> March (before Easter)



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### Welcome to Man From Snowy River Bush Festival

At the heart of our Festival are our Stalls, creating a warm and welcoming space where our guests choose to extend their Festival experience. Stalls are a creative expression in their own right and we love partnering with Food Stallholders that share the same desire to exceed expectations and produce food of divine quality and share an understanding that every interaction counts.

Over the years, we have found there is a direct link between the stalls aesthetic and their turnover. Stalls that provide feedback where they exceed their financial expectation were those that took a lot of pride in their stalls presentation. This is one of the aspects our stalls selection considers when assessing your application so please join us in our pursuit of unlimited creativity.

We have multiple sites that we are seeking food stallholder for in 2020. They include the MFSR Food Court (Festival Venue – Rec Reserve 4-Full Days); MFSR Re-enactment (Thowgla x 2 shows on Friday 3<sup>rd</sup>); MFSR Art Show Opening (Memorial Hall – Anzac Gardens Thursday 2<sup>nd</sup>); MFSR Bush Market Precinct (Attree Centre Friday 3<sup>rd</sup> and Saturday 4<sup>th</sup>) and MFSR Bump In and Out (Monday 30<sup>th</sup> March – Monday 6<sup>th</sup> April).

### Important Dates

Monday 26 <sup>th</sup> August 2019	Food Stall Application Open
Friday 11 <sup>th</sup> October 2019	Food Stall Applications Close
Friday 1 <sup>st</sup> November 2019	Successful Applicants will be advised electronically
Friday 8 <sup>th</sup> November 2019	Invoices and supporting documentation circulated to successful applicants
Friday 13 <sup>th</sup> December 2019	Invoices to be paid in full

### Festival Dates and Trading Hours:

The Man From Snowy River Bush Festival operates from Thursday 2<sup>nd</sup> April to Sunday 5<sup>th</sup> April 2020.

Stallholders are expected to operate for the duration of their allocated Event. Stallholders must commit to trade per our minimum required trading hours (see below). Extended trading hours may be offered before and/or after these minimum trading hours (opening/closing times) subject to demand.



Festival gates open on to the public on Thursday 2<sup>nd</sup> April at 10am and all MFSR Food Court Stallholders are expected to be up and running by this time. This is our first opportunity for our guests to have a look around, to scope our stalls they may want to visit during the Festival.

The Festival opens to the public on Thursday 2<sup>nd</sup> at 10am

The Festival closes to the public on Sunday 5<sup>th</sup> at 6pm

Minimum required trading hours –

**MFSR Food Court (Festival Venue – Rec Reserve)**

\*Must be fully set up and ready for Safety Audit Thursday 2<sup>nd</sup> April by 9.00am

DAY	TRADING HOURS – OPEN	TRADING HOURS – CLOSE
Thursday 2 <sup>nd</sup> April	10.00am	9.00pm
Friday 3 <sup>rd</sup> April	8.00am	11.00pm
Saturday 4 <sup>th</sup> April	8.00am	11.00pm
Sunday 5 <sup>th</sup> April	8.00am	4.00pm

**MFSR Reenactment (Thowgla x 2 Shows)**

\*Must be fully set up and ready for Safety Audit Friday 3<sup>rd</sup> April by 8.00am

DAY	TRADING HOURS – OPEN	TRADING HOURS – CLOSE
Friday 3 <sup>rd</sup> April (Show 1)	8.00am	
Friday 5 <sup>th</sup> April (Show 2)		6.30pm

**MFSR Art Show Opening (Memorial Hall – Anzac Gardens)**

\*Must be fully set up and ready for Safety Audit Thursday 2<sup>nd</sup> April by 4.00pm

DAY	TRADING HOURS – OPEN	TRADING HOURS – CLOSE
Thursday 2 <sup>nd</sup> April	5.00pm	9.00pm



**MFSR Bush Market Precinct (Attree Centre) – NOTE for Friday AND Saturday**

\*Must be fully set up and ready for Safety Audit Friday 3<sup>rd</sup> April by 9.30am

DAY	TRADING HOURS – OPEN	TRADING HOURS – CLOSE
Friday 3 <sup>rd</sup> April	10.00am	5.00pm
Saturday 6 <sup>th</sup> April	10.00am	5.00pm

Should the Stallholder fail to occupy the site by the date stated MFSR reserves the right to terminate the site agreement immediately by verbal or written notice.

**Bump In and Out:**

Food Stallholders stalls must be fully set-up and operational within the minimum operating times stated above. Food Stallholders will have their Safety Audit conducted prior to trade.

The MFSR Food Court (Festival Venue) will be open to Food Stallholders to arrive and commence set-up from Monday 30<sup>th</sup> March 2020. Please ensure you include your planned arrival date/time on the Application Form. All sites must be dismantled and removed from the Festival grounds by Monday 6<sup>th</sup> April. All sites are to be left in a clean condition – leave no trace.

**Sponsorship:**

A great variety of sponsorship packages are available to enhance your exposure at the Festival. Contact the Festival Office for further details.

**Food Stallholder Requirements & Selection Criteria:**

**MUST**

- Food Stallholders must have \$10 million minimum Public Liability Insurance
- Food Stallholders must agree to comply with the terms and conditions set out in this Prospectus
- Food Stallholders with a current Food Safety Supervisor Certificate
- Food Stallholders who can provide a healthy, creative, fresh and diverse menu
- Food Stallholders who are able to follow the online application process
- Food Stallholders must maintain their site, stalls and staff for the duration of the Event allocated
- Food Stallholders must bump-in on time and leave their site as they found it, clean and devoid of waste and hazards
- Food Stallholders who have successfully obtained their Statement of Trade through StreaTrader and the Towong Shire Council



- Food Stallholders must work in cooperation with the Festival, its staff, Board, contractors and other stallholders

#### **PREFERRED**

- Food Stallholders who are fun, friendly, service orientated, ethical, honest, reliable and aware of how personalities make an event
- Food Stallholders who are willing to create a striking and visually pleasing stall
- Food Stallholders who supply and use recyclable or bio-degradable packaging and food service items for customer service will be favourably looked upon
- Food Stallholders who supply their own power

#### **Insurance:**

\$10 Million Public Liability Insurance (minimum) is compulsory for all Food Stallholders.

Retail Stallholders must also hold current workers compensation insurance for all employees of the Stall and have risks cover for all property located on the site.

#### **Cancelling your Food Stall:**

Any Food Stallholder wishing to cancel their application MUST advise the Festival in writing. If you wish to cancel your Food Stall more than 60 days prior to the Festival (before 3<sup>rd</sup> February 2020), the Festival may retain 50% of the total site fee. Cancellations between 60 days and 30 days (3<sup>rd</sup> February and 4<sup>th</sup> March) will result in 75% of the total site fee being retained by the Festival. Cancellations after 4<sup>th</sup> March will not be refunded.

#### **Right to Veto:**

The Festival retains the right to enter your Food Stall anytime and remove any article, sign, picture or printed matter which, in our option is either not eligible for display or is considered offensive.

#### **Subletting:**

Food Stallholders can share part of their site with consent of the Festival (in writing) but Food Stallholders are not allowed to sublet the stall.

#### **Stall Bond - MFSR Food Court (Rec Reserve) Stallholders ONLY:**

Each Food Stall is required to pay a \$100 bond. The bond will be included in the invoice.

#### **Refund of Bond:**

You must leave your site the way you found it and be mindful of our goal to – leave no trace. This bond will be refunded if you leave your site in its initial state.

The bond will be refunded into the nominated credit card supplied on the online application. Your





site will be inspected once you leave the Festival. It is important that your site is checked thoroughly before you depart for waste, tent pegs, material etc.

LEAVE NO TRACE requires each Food Stallholder to remove all building materials and infrastructure off site and place recycling and waste materials in bins/skips provided at the end of the Festival. It is the responsibility of the Food Stallholder to ensure that the site is clear of debris and all rubbish is sorted appropriately. (NOTE – boxes and packaging are to be flattened before placing in skip bins (do not use wheelie bins for this purpose).

**Food Stall Fees (inc GST):**

<b>MFSR Food Court (Festival Venue)</b>		
<b>Stall Dimensions Frontage/Depth</b>	<b>Complimentary Tickets Provided</b>	<b>Stall Fee (Inc Waste Levy)</b>
3m x 3m	3	\$600
3m x 6m (deep)	4	\$975
6m x 3m (deep)	4	\$975
6m x 6m (deep)	4	\$1,200
9m x 3m (deep)	4	\$1,300
12m x 3m (deep)	5	\$1,425
<b>MFSR Reenactment (Friday – Thowgla – 2 shows)</b>		
3m x 3m	N/A	\$50
6m x 3m	N/A	\$50
9m x 3m	N/A	\$50
12m x 3m	N/A	\$50
<b>MFSR Art Show Opening Night (Thursday Evening – Memorial Hall – Anzac Gardens)</b>		
3m x 3m	N/A	\$50
6m x 3m	N/A	\$50



9m +	N/A	\$50
<b>MFSR Market Precinct (Friday/Saturday – Attree Centre)</b>		
3m x 3m	N/A	\$50 per day
6m x 3m	N/A	\$50 per day
9m +	N/A	\$50 per day

**NOTE** – Food Stallholders who elect to attend both the MFSR Re-enactment AND the MFSR Art Show Opening will be eligible for a \$10 discount (i.e. \$90 Stall Fee)

**Payment of Fees**

Upon being accepted by the Festival, an invoice will be generated and emailed to successful applicants via the email provide in your online application.

Successful applicants will be provided payment instructions and procedure via email.

Food Stallholders have until Friday 13<sup>th</sup> December 2019 to pay the amount in full in order to secure the site.

Your application will not be secured if payment has not been received by this date.

**Ticketing – MFSR Food Court (Rec Reserve) Stallholders ONLY:**

Complimentary Festival tickets are included for MFSR Food Stallholders and are non-transferrable. You and your entire crew have the ability to camp in the designed camping area for Food Stallholders if required. You will need to confirm with us if you require camping.

The amount of “included complimentary Festival tickets” you receive depend on your Food Stall size.

Additional Festival tickets can be purchased for additional staff working on your stall via the online application form.

**MFSR Liability:**

The Stallholder occupies the site at their own risk. MFSR is not liable to the stallholder and the Stallholder releases MFSR from any breach of contract or duty of care. The Stallholder acknowledges MFSR is not responsible for and releases and discharges MFSR from any direct, indirect or inconsequential loss or expense suffered by the Stallholder and any third party, howsoever caused from the use and occupation of the site (or the inability to use or occupy the site) including breach of statutory or common law warranties and negligence. The Stallholder agrees to indemnify MFSR, its staff, volunteers, contractors and board members from and against all liability and losses



(including costs on a full indemnity basis) which may be incurred by the Stallholder as a result of the use and occupation of the land and any resulting action or court proceedings including any claim made by a third party. Further, the Stallholder shall be responsible for and indemnifies MFSR against

- Any pollution or environmental harm caused by the Stallholder to the site or to MFSR property;
- Any costs or orders issued by any authorised statutory body in respect to the investigation, clean up or remediation in relation to the site to MFSR property by reason of the Stallholder use or occupation of the site or MFSR property.

MFSR will not be liable nor deemed to be liable to the Stallholder (and the Stallholder releases MFSR in full) due to cancellation, postponement or delay in holding MFSR as a result of strikes and/or lockouts (whether of their own employees or those of **others** and whether or not the party against whom such action is taken could have avoided the same by acceding to the demands of the employees responsible for such action), acts of God, war, fire, flood, embargo, litigation, acts of government or any agency instrumentality or political subdivision thereof or any other cause beyond the control of MFSR.

#### **Statement of Trade (SOT) SteaTrader:**

All Food Stallholders must apply for a Statement of Trade through SteaTrader. “A Statement of Trade lets the Towong Shire Council know where and when you plan to sell food/drink. This is a requirement under the Food Act 1984 (the Act) for operators who sell to the public from a temporary (e.g. market stall, tent/marquee or hall) or mobile food premises (e.g. coffee cart, ice-cream truck, food van etc) and some vending machine operators. Food Stallholders **MUST** lodge a SOT at least 5 days prior to trading to have complied with your legal obligations under the Act.” The Festival recommends that Food Stallholders apply immediately following your stalls acceptance of your Statement of Trade.

For more information please visit [https://streatrader.health.vic.gov.au/public\\_site](https://streatrader.health.vic.gov.au/public_site) or contact Towong Shire Council’s Environmental Health Officer on 02 6076 5100.

#### **Health Requirements for Food Stalls:**

Food Stallholders must ensure they comply with all relevant Health and Safety regulations and standards including –

- Storage of Food Items and Products
- Temperatures
- Transporting Food to Site
- Food Preparations Areas
- Floor
- Water Supply
- Lighting



- Hand Washing & Food Preparation Sinks
- Hot & Cold Food Storage

Every Food Stallholder will need to submit a proposed Stall Layout Plan for assessment to ensure that the site complies with the requirements of the food Act and Regulations.

All persons engaged in the preparation or sale of food shall –

- Wear clean and appropriate clothing
- Ensure they keep themselves and their work area clean
- Keep their long hair tied back
- Ensure hands are cleaned, before commencing or resuming work and after visiting a sanitary convenience, smoking, handling garbage, handkerchief or nasal tissue

**Personal Effects/Chemical Storage/Sharps Storage:**

1. Store away from food preparation areas'
2. Knives are to be stored in a lockable container when kitchen is closed

**Stall Construction:**

All tents/marqueses must be commercial / heavy duty standard. The Festival may experience changeable weather conditions including storms and high winds.

*Weights/Pegs*

Stalls are required to have adequate weights on the legs to support the structure during storms and high winds and that the corners are securely pegged. Stallholders must consult with the Grounds Manager onsite prior to pegging into the ground to ensure that underground infrastructure is not damaged. If approval is not sought prior, any costs associated with damage to services will be the responsibility of the stallholder.

Safety Tags are compulsory to be used on ALL tent/marquee/awning pegs to ensure they are easily sighted and safely removed from your site at the end of the Festival. To assist Food Stallholders to comply the Festival makes these freely available to be ordered during the online application process.

*Tables/Chairs*

The Festival supplies tables and chairs within the Food Court for your customers.

*Preferred Supplier*

The Festival uses **Barlens Event Hire** for all event infrastructure. **Marquees, tables, chairs, lighting, flooring, etc can be hired from Barlens Event Hire. Contact the Festival Office directly if you require further information.**



### **Plumbing and Waste Water within the Festival:**

The Festival is mindful of not disturbing the environment. It works hard to develop resources and techniques to safely remove our waste and effectively reuse it. With every Food Stallholder being mindful of this and applying systems within their stalls, we can work together to satisfy everyone's needs and protect our waterways. We encourage Food Stallholders to use biodegradable cleaning products that are not hazardous and are safe for the environment.

Do not dump your used water on the ground. Grey water is to be disposed of into the specified outlets provide at the Festival. Bring your own water hose(s) to connect/discard your grey water.

Portable tap water is available at various points around the Festival venue. Bring your own hoses to use specifically for this purpose.

### **Use Gas Equipment on Site:**

Any gas bottles used as part of a Food Stall must adhere to and comply with all relevant Australian Standards. Failure to do so may result in eviction.

### **Electricity and Power Requirements:**

The Festival is committed to reducing the amount of power it consumes on site during the Festival. Preference will be given to Food Stall applicants who assist us to meet this aim by providing their own power supply.

We have a critical shortage of power available to Stallholders. All Food Stallholders must advise details of their power requirements in their online application. Undeclared electrical appliances and their associated AMPS/Phases cannot be used.

Wherever possible we recommend you supply your own silent generator. (For MFSR Re-enactment stallholders this is compulsory)

Food Stallholders must supply an industrial power lead if they are connecting to our supply.

**NOTE – MFSR Food Court Stallholders – if you provide your own generator (silent) or power your own site via solar power/batteries etc for the duration of the Festival , you will receive a \$100 discount on your site fee.**

For the safety of all Food Stallholders, staff and patrons of the Festival, all electrical equipment or leads brought into the Festival by a Food Stallholder are required to have been inspected and tagged by a licensed electrical contractor which must be dated within the last 12months.



No double adaptors are to be use. Tagged power boards are accepted.

Any faults or power failures caused due to consumer underestimation of power may result in site eviction.

Tampering with generators or electrical distribution box may result in site eviction.

### **Garbage and Recycling:**

The Festival is committed to reducing the amount of waste taken off site and into landfill. Preference will be given to Food Stall applicants who assist us to meet this aim by using compostable, single use food service items or packaging.

Please ensure you separate and dispose of your rubbish if Food Stallholder designated bins/recycling station(s) located strategically throughout the Food Court. The Festival will ensure the bins are emptied daily.

Boxes MUST be flat-packed and disposed of in the skip bins provided for this purpose.

### **Stall Allocation:**

Ensure you provide all the required documentation with your online application. Applicants will not be accepted without the provision of all required documentation including your Proposed Stall Layout Plan (refer Appendix A).

Be aware that the position of sites is not guaranteed. Allocation is subject to factors such as sponsorship requirements, size of stalls, access needs etc. Any Food Stallholder who does not comply will be asked to leave and this will affect future applications to the Festival.

The Festival reserves the right to decline any Food Stallholder who does not comply with the theme, good will or code of conduct of the Festival – at their discretion.

Stall placement and overall layout of the site is at the discretion of the Festival in consultation with the Grounds Manager having consideration of your site requirements.

Once you have been allocated your stall, when setting up Food Stallholders must be mindful of not encroaching onto walkways with information boards, displays of goods for access and safety reasons. Ensure there are no trip or potential hazards.

When deciding what stall size you require ensure you include provision for all ropes and awnings to fit within your site.

**Camping:**

Camping is available to MFSR Food Court Stallholders ONLY at the Recreation Reserve. Camp sites are located immediately behind the MFSR Food Court Precinct. A site will be allocated to you following your successful application. Indicate on your application whether you require a camp site and preferred size. Power is NOT provided to camp sites.

**Dogs:**

Dogs are prohibited from the Corryong Recreation Reserve unless they are proven to be an official service dog or a competitor in the Working Cattle Dog Championships. If you intend to bring a dog you must seek written approval from the Festival in your online application. If you intend to bring a dog it may impact on the success of your application.

**Vehicle Access:**

MFSR Food Court Stallholders ONLY will receive up to two (2) vehicle passes which allow access to the Festival grounds. Ensure that these passes are affixed to the inside of your vehicle's windscreen before arrival. Once your site is set-up your vehicle must be parked at your camp site. (Some vehicles will be permitted to park behind their stall where space permits and is required).

**Speed Limit:**

The on-site speed limit is 10km/h. Do not exceed this speed limit as the site is a shared zone. Limit vehicle traffic within the grounds, especially during the Festival. All vehicular access is via the Stock Route (not main gate).

**Telephones/Internet Access:**

Corryong has access to 4G Network.

**Amplified Music in Stalls:**

The use of amplified music and loudspeakers is prohibited. We reserve the right to turn the volume down and/or turn it off. No PA spruiking permitted.

**Suggestions/Grievances/Complaints:**

Each problem or idea is handled on a case-by-case basis. Please approach the Grounds Manager first to help you solve your problem. If you want to make an official complaint/grievance or a suggestion about the Festival email [admin@bushfestival.com.au](mailto:admin@bushfestival.com.au)

**Code of Conduct:**

Under no circumstances will any parties tolerate abuse, acts of violence, threats of violence and/or aggressive behaviour.



MFSR will approach any such person/s acting in this manner and appropriate action will be taken if deemed necessary. This action may result in the party being asked to leave the site or removed from the site either by Security or the Police.

### **Safety at the Festival:**

We are serious about your safety and that of our patrons. Enclosed shoes must be worn at all times when the site is under construction and is preferred during food preparation and service.

The Festival employs security personnel who will be present throughout the grounds from Thursday 2<sup>nd</sup> April. Food Stallholders are responsible at all times for the security of their stall and possessions.

### **Big Screen Advertising:**

The opportunity to advertise on Big Screens around the Festival venue is extended to Food Stallholders at very inexpensive rates to enable all to take part. Contact the Festival Office for further details.

### **Application Checklist:**

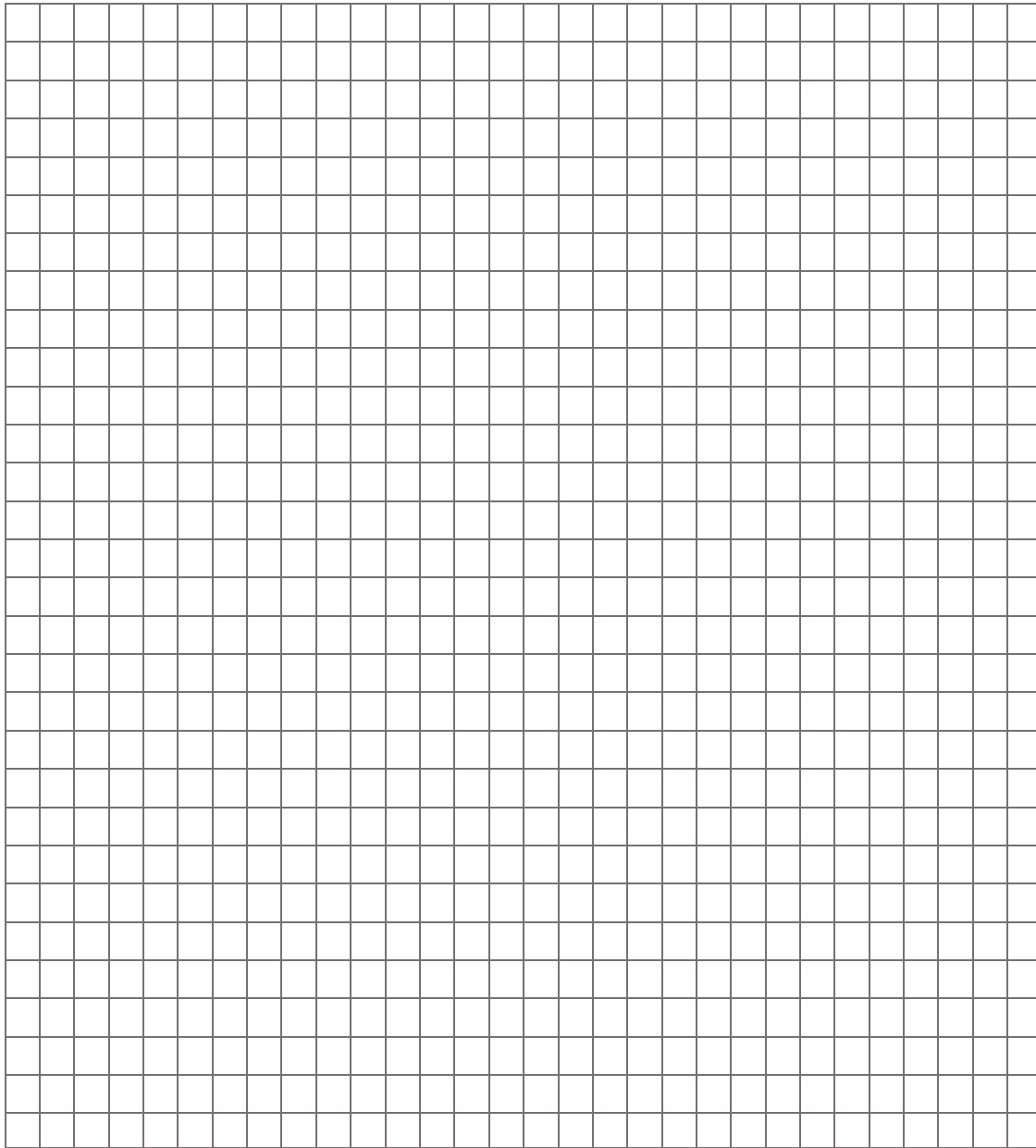
1. Read and understand the Food Stallholder Prospectus
2. Decide whether you can comply with our terms and conditions and can afford to attend
3. Compile all the required documentations ready to upload as part of the online application process
  - Digital image of your food or products
  - Digital image of your stall set-up
  - Printed, sketched and scanned your Proposed Stall Layout Plan
  - Scanned your current Public Liability Insurance Certificate
  - Scanned your current Food Safety Supervisor Certificate
4. Now fill in the application form
5. Upload all relative information
6. Press submit
7. Be patient whilst we go through all the applications

The Festival sincerely thanks you for looking though our terms and conditions as outlines in the Food Stallholder Prospectus and showing an interest in joining us in 2020.





The Man From Snowy River Bush Festival 2020  
Proposed Stall Layout Plan  
Back of Stall



Front of Stall

Please use this Stall Layout Plan Template to accurately draw your site. Be sure the measurements are correct as your stall is allocated on the basis of these plans. The graph squares measure 30 x 30(deep). It is up to you to decide the scale. Plan must include: preparation areas (survey, gas equipment, coolrooms etc); storage areas. If you have asked for a 3m x 3m stall that is what you will be given.

Stallholder Name: \_\_\_\_\_ Stall Name: \_\_\_\_\_