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# VENDOR APPLICATION

13 January 2018

10am – 9pm



**Early bird discount rate CLOSED**

**ALL APPLICATIONS CLOSE FRIDAY 17 NOVEMBER 2017**

TasteFest on the Manning was created to promote the local suppliers and businesses to give them a chance to showcase their products to the community and visitors of the region. Being apart of TasteFest 2018 ensures that you, as a business, have the opportunity to reach out to new customers and have the potential of creating lasting business relationships, while promoting the Manning Valley as a genuine tourist destination.

Our plan is to make TasteFest a key feature event on the Manning Valley calendar for all locals, businesses and visitors to enjoy. Please ensure to thoroughly read through all Terms and Conditions BEFORE completing your application form.

### GUIDELINES

#### SOUVENIR GLASSES (Beer & Wine)

TasteFest will have custom made TasteFest beer and wine glasses available for purchase at the information booth. All brewery stalls and wine vendors are asked to ensure they are serving midsize beer so patrons can use their glasses when purchasing a drink. We ask that all stalls encourage using these glasses when provided rather than disposable cups to help save on waste.



#### FOOD PRODUCERS

Our research shows that patrons prefer to sample and graze their way through an event allowing them to experience a variety of cuisines. Vendors are required to prepare enough portions, and up to THREE meal choices, that will cater for a large crowd across the day and into the evening.

Therefore, we require Vendors to have a sizing choice ranging in sizes with **free tastings/samples (1-2 bites)**, **small portions (5-7 bites)** and, **large portions (8+ bites)** to meet the needs of our patrons.

#### ALL VENDORS

Pre-packaged containers and bottles must clearly display prices and should be marked with the quantity and weight, the grade, and the name and address of the producer.

#### WASTE MANAGEMENT

TasteFest will be working alongside MidCoast Waste Services, MidCoast Council and, JR Richards & Sons for managing waste throughout the event. Please ensure that you thoroughly read through the attached information and return the completed form (at the end of this application form).



## APPLICATION DETAILS

Please ensure that all information in this application is correct. Correct information will allow us to give you the right site size, placement and, utilities so that your TasteFest experience is hassle free and that you have a successful trading day at our event.

<b>Business Name:</b>			
<b>Contact Name:</b>			
<b>Email Address:</b>			
<b>Postal Address:</b>			
<b>Business Phone:</b>		<b>Mobile Phone:</b>	

Please use the space provided to include a brief description of your **product / service / menu** to be offered on the day. Please include an approximate price per serve along with serving sizes.

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Please list in the space below **local (Manning Valley) produce included** in your menu or products for sale.

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### STALL PLACEMENT

If possible (*No guarantees are implied or given*) I would like my stall to be near (circle preference):

Beer / Wine / Champagne / Food Vendors / Cheese etc. / similar vendors/ or \_\_\_\_\_



**SPECIAL REQUIREMENTS**

Please list all special requirements you may have, (e.g. Running water, you have your own mobile cool room which needs to be close to your site OR your stall is a food van or caravan). There is no guarantee we will accommodate these requests but we will do the best we can!

**POWER**

Powered sites are available upon request, however, there is limited power availability. We encourage Vendors with generators to bring them along, provided they are low volume.

**NOTE:** ONE TAGGED appliance per outlet. ALL extension cords and appliances MUST be tagged.

**Total Watt Usage**

<b>Total Power Usage:</b> <b>(Watts)</b>	
<b>Electrical equipment with elements:</b> <b>(e.g. deep fryers, toasters, kettles)</b>	

If you don't know this information please check out these websites for guidance:

<http://www.rapidtables.com/calc/electric/watt-volt-amp-calculator.htm>

<https://www.sa.gov.au/topics/energy-and-environment/using-saving-energy/calculate-running-costs>

<https://www.lowes.com/projects/pdfs/portable-generator-wattage-chart.pdf>



**NOTE:** Marquees are not routinely provided as part of the site fee.

I WISH TO REGISTER THE FOLLOWING:		Cost		Total Amount
		Early Bird*	Normal	
Single Site 3x3m		<b>CLOSED</b>	\$190	\$
Double Site 3x6m		<b>CLOSED</b>	\$380	\$
Power – 1x10amp Single Phase	YES / NO	\$30		\$
Additional Power – 10amp Single Phase	YES / NO	\$20 EACH	How Many?	\$
Ice**	YES / NO	\$30		\$
<b>SUB TOTAL</b>				<b>\$</b>
Manning Valley Chamber of Commerce member?	YES / NO	LESS 10% DISCOUNT		
<b>TOTAL</b>				<b>\$</b>

\***Early-bird rate** applies to applications received before **31st August 2017**.

\*\***Ice, available for your stall, all day as required.**

**NOTE:** *Three-phase power may be available at an additional cost. Please contact the Vendor Coordinator (Kyle Brown) on 0420 997 865 if this is required.*

<b>PAYMENT DETAILS</b>
<b>1. For Direct Debit</b> (please quote <u>Invoice Number/Vendor Name</u> )
<b>TASTEFEST</b>
Westpac Taree
BSB 032-587
Acc No 389380
<b>2. By Cheque</b> (please write <u>Invoice Number/Vendor Name</u> on back of cheque)
Make all cheques payable to <b>TASTEFEST</b>

**Please read and acknowledge acceptance of all Terms & Conditions on the next page.**





## VENDOR TERMS & CONDITIONS:

- 1. On the day of the event, any stalls AT RANDOM may be inspected by the Council Health Inspector. If this does happen then it will be a cost on you as a vendor and will be sent an invoice after the event.**
- 2. Wineries and breweries stall Staff MUST have current RSA cards on their person.**
- 3. Wineries and breweries MUST display appropriate signage as per usual licensing requirements.**
- 4. NO other generic products may be sold e.g. chocolate bars or packet chips.**
- 5. All organic food products must be grown in accordance with prevailing organic certification practices and certificates must be displayed at your stall.**
- 6. Stalls must be occupied by 8AM sharp.**
- 7. Vendor's vehicles are *not* allowed in Queen Elizabeth Park. All goods & equipment will be transferred in Manning Street by approved council transport and approved drivers. Vendors will be given a booked time for bump in/set up.**
- 8. ALL vehicles must be removed immediately after unloading on Saturday morning. No parking in the in Manning Street transfer zone. NO parking at the river end of Manning Street or the river end of Pulteney Street permitted – this area has been set aside for disabled parking and emergency vehicles.**
- 9. No vehicles will be permitted to return to the site prior to 9PM – NO EXCEPTIONS. The Event Coordinator reserves the right to extend this time if it is deemed unsafe for patrons exiting the event site.**
- 10. No tobacco or cigarettes are permitted to be sold.**
- 11. Vendors must behave in a professional and courteous manner and are encouraged to be inviting of patrons to their stall and be enthusiastic and engaging to patrons.**
- 12. All exhibitors are required to have a Food Safety Supervisor onsite, and all other staff members must hold a current Food Safety Certificate where applicable. It is the responsibility of the Vendor to abide by food and safety regulations pertaining to the sale of food as set out by government departments. Signage is to be firmly affixed to stands, gates and steel pickets, and must be contained within the site.**



13. All tents/marquees/structures must be **weighted or pegged**. Please be prepared for any sudden change in weather conditions as the river bank can be exposed to southerly changes and strong summer N.E winds.
14. All vendors are encouraged to **minimise waste** and use **recycled** or compostable materials as much as possible.
15. All **oils** must be removed from the site at the end of the event – do not pour oil/waste water down drains or onto the grass.
16. Your site must be left as you found it, bins are provided for public use only, please **remove ALL rubbish**. Failure to comply will result in exclusion from future **TasteFest** events.
17. Food outlets with a deep fryer must have a dry chemical powder fire extinguisher **on site**.
18. Vendors must provide their own current **tagged and tested leads and power boards with circuit breakers**.
19. All equipment, leads and set up will be inspected by the TasteFest electricians prior to the event.
20. All electrical appliances must be in safe working order and have **current tag and testing**. Each Vendor is responsible for their own portable electrical equipment.
21. The Stallholder Coordinator will allocate your **site location** and advise you of this prior to the event. **TasteFest** reserves the right to change the site location, being at the discretion of the Site Supervisor prior to or at bump in.
22. The Stallholder Coordinator has the right to enforce compliance. Vendors must take direction from the Stallholder Coordinator.
23. **All** Vendors **MUST** have current minimum \$20 million Public Liability Insurance. A Certificate of Currency must be submitted at least ONE WEEK before the event date, otherwise your registration will be revoked.
24. **Cancellations** must be notified & received in writing **14 days prior** to the event or the full fee will be forfeited.
25. **No refunds** are given or implied if the vendor cancels or the event is cancelled due to events beyond the control of the Event Coordinator (e.g. severe weather conditions). The event will continue in all weather conditions that are deemed to be safe. If the event is cancelled due to circumstances beyond TasteFest control on the day, Vendors will be able to use their paid registration for the next event.



**26.** The event will proceed in **any weather** unless it is deemed dangerous to the public.

**27.** If the event is cancelled due to circumstances beyond Tastefest control on the day, Vendors will be able to use their paid registration for the next event.

- ***I HAVE READ AND UNDERSTOOD ALL TERMS AND CONDITIONS.***
- ***I HAVE ATTACHED A COPY OF MY CURRENT PRODUCT & PUBLIC LIABILITY INSURANCE AND OTHER DOCUMENTATION AS APPLICABLE***

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

- ***I HAVE READ AND UNDERSTOOD THE FOOD AUTHORITY ACT & TEMPORARY FOOD STALL GUIDELINES.***

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Please see the vendor checklist [below](#).**





## Vendor Checklist

Please ensure you have included and completed the following requirements:

- Public Liability Insurance
- Food Safety Certificate – where applicable
- Food Safety Supervisor Certificate – where applicable (All food stalls will require a Food Safety Supervisor onsite)
- Confirm that all individuals serving alcohol will have current RSA certificates
- Detailed power usage and equipment to be used on the day
- Agreed to terms and conditions – must provide a signed copy
- Full payment of fee has been made **and** invoice/vendor name is included in bank reference field or on back of cheque.
- Waste Management Plan

**Note:** Failure to comply will result in eviction of the stall from the site and no refunds will be considered.

**Completed applications forms (please keep your copy) and other documentation (as above) can be:**

1. EMAILED to [TasteFest.TareeLions@gmail.com](mailto:TasteFest.TareeLions@gmail.com)

**OR**

2. POSTED to TasteFest on the Manning,  
Event Committee  
PO Box 55, Taree, NSW, 2430

**Note: Applications will not be considered until the relevant documentation is provided.**

**[Thank you – we look forward to working with you to make TasteFest 2018 a fantastic experience for all.](#)**



Dear stallholder,

TasteFest on the Manning is working towards becoming a more sustainable and environmentally sustainable event. In conjunction with MidCoast Waste Services, MidCoast Council, JR Richards & Sons we have developed guidelines and information to move towards improved waste management at our events. To achieve this, we need your assistance to ensure that waste is properly managed by stalls.

Vendors are a major source of waste and recycling, as a stallholder at this event it is your responsibility to dispose of your waste correctly. Bins will be provided for your use, however if you are found to be not complying with the outlined guidelines you will be asked to cease trading. There will be representatives from our waste management team monitoring the event and

**Guidelines:**

- Only use bins designated to 'back of house' activities. You are not to use the bins provided for public use.
- Dispose of your waste correctly.
  - o Recycle rigid plastic bottles, paper, cardboard, glass, foil, cans and other recyclable items in recycling bin.
  - o Soiled paper, cardboard and foil should be placed into the red waste bins.
  - o Dispose of food scraps, soft plastics other general waste in the general waste bin.
  - o DO NOT contaminate the recycling bin with waste items.
  - o DO NOT dispose dangerous items such as gas bottles in any of the bins at the event.
- Leave you area in the same conditions as it was before you arrived.
- If you are unsure, please talk to the representative present at the event.

If your stall is selling clothing or household items, and you do not intend on taking home any unsold items, please do not put these in the waste bin but donate them to charity. Please fill in the attached form and return it to the event organisers.

Yours sincerely,

