



# FOOD VENDOR

## Application 2018

*"The best of the Midcoast in one location"*

John Wright Park, Tuncurry Sat 3<sup>rd</sup> November 2018 between 12pm to 8pm

For full event details please visit: [www.lakesidefestival.com.au](http://www.lakesidefestival.com.au)

The Lakeside Festival embraces the "100 mile concept". Preference will be given to vendors within the 100-mile zone of Forster-Tuncurry, and those who use and promote local ingredients or produce dishes unique to our region. Due to the limited number of sites available applications will be considered based on the following criteria:

- Uniqueness from other applications
- Interest of menu for patrons
- Locally sourced ingredients and environmentally friendly packaging
- Ability to meet self-sufficiency requirements - i.e.: no electricity needed
- Site size and power requirements

Please read the Terms & Conditions before completing the form (retain a copy for your records)

To apply for a food stall at the Lakeside Festival 2018 you must meet all legal and statutory requirements as specified by the NSW Food Authority and MidCoast Council. Food standards & requirements for NSW are available at:

<http://www.foodauthority.nsw.gov.au/retail/markets-and-temporary-events>

You **MUST** complete the "Notification to Council for temporary food stall form" and attach it to this application. Any fees from council will be in line with an inspection deemed necessary by the Food Inspector. This will be based on new business, most recent or last inspection. Please attach any relevant paperwork to support your application. If an inspection is conducted the fees are. **Temporary Food Stall (High Risk) - \$70 | Temporary Food Stall (Low Risk) - \$50**

<input type="checkbox"/>	<b>Tick to confirm you have a <u>current</u> Food Handler's Licence *</b>	<b>Please attach a copy your licence.</b> Applications will <u>not</u> be considered if you do not have a licence and completed a Notification to Council Temporary Food Stall form.
<input type="checkbox"/>	<b>Tick to confirm you have <u>current</u> Public Liability Insurance *</b>	<b>Please attach a copy of your insurance.</b> Applications will <u>not</u> be considered without insurance

### Food Stall Trading Hours: Sat 3<sup>rd</sup> Nov 2018

Access to the site is available from 6am. Food vendors must be ready to commence trade at 12:00pm and close at 8pm

**Parking for Stallholders:** Stallholder parking within the festival grounds will be available.

Vehicles will not be allowed to drive in and out during the festival due to safety concerns. Vehicle movements will be strictly monitored by the Site Manager.

**Safety:** Stallholders are required to provide appropriate weights to hold structures firmly in place in the event of windy conditions. The festival site can be subject to strong winds. SAFETY IS EVERYONE'S RESPONSIBILITY!

**Expected Attendance:** We are expecting over 2000 people at the Lakeside Festival this year

**Marketing and advertising:** Event organisers will be advertising the festival heavily through radio, print and social media. We encourage you to advertise your stall and your participation at the festival through your own channels. Lakeside Festival flyers can be available for you to distribute in the period leading up to event day.

**Applications Close:** Applications close 31<sup>st</sup> August 2018. Successful applicants will be notified in September 2018.

### **More Information:**

**Website:** [www.lakesidefestival.com.au](http://www.lakesidefestival.com.au)

**Facebook:** [www.facebook.com/lakesidefestivalNSW](https://www.facebook.com/lakesidefestivalNSW)

**Food Coordinators:** Steph Johansson 0402 431 450

Kerry O'Brien 0405 152 340

**Email:** [food@lakesidefestival.com.au](mailto:food@lakesidefestival.com.au)

Fields marked with \* are required

<b>Business Name *</b>				
<b>Your Full Name *</b>				
<b>Email *</b>				
<b>Mobile *</b> Provide at least two contacts that will be onsite at the event				
<b>Postal Address *</b>				
<b>Website/ Facebook</b>				
<b>ABN (if applicable)</b>				
<b>Vendor Description *</b> A brief description of your food and/or drink options. This will be used in promotions if your application is successful				
<b>Describe your setup*</b> Gazebo, van or caravan, etc. Dimensions <b>must</b> be included				
<b>Packaging *</b> Describe what packaging will be used? Is it recyclable? Is it biodegradable? <b>Important Note:</b> No Styrofoam, plastic cutlery or plastic straws will be allowed at the festival				
<b>Menu &amp; Pricing *</b>	<b>Please attach a copy of your menu &amp; pricing</b> , any special offers or discounts to promote at the event			
<b>Photos *</b>	<b>Please attach up to 4 photos</b> , including stall frontage and food photo to be used in promotion			
<b>Do you require POWER?*</b> If YES, please list your electrical equipment* Please note we do not allow generators for noise reasons.				
<b>Do you require WATER?*</b> If YES, describe your water requirements * Do you need to be connected via hose directly to a tap?				
<b>SITE DETAILS</b> Please select a size option.	<b>Size</b> This option must fully contain all aspects of your stall setup	<b>Cost</b>	<b>Number Required</b>	<b>Total Cost</b>
<b>Standard Site *</b>	3m x 5m	\$100		
<b>Double Site *</b>	6m x 10m	\$150		
<b>Electricity 10amp *</b>	10 Amp	\$20/outlet		
<b>Electricity 15amp *</b>	15 Amp	\$20/outlet		
<b>Water *</b>	Extremely limited	\$20 per site		
<b>Site fee payments will be invoiced upon notification of acceptance of your application and must be paid prior to the event.</b>				



### Health, Risk & Safety \*

Are there any safety risks to the public, yourself or possible damage to the venue from your stall that we should be aware of? How are you going to address those hazards? Please attach any relevant paperwork.

- You will be allotted a measured site based on the information you provide in this application. If you require a larger site or have special requirements, please speak to the food coordinator prior to filling out an application.
- You must setup within your site on the day. Please do not intentionally obstruct or interfere with other vendors or displays around you. Questions or grievances may be directed to the Site manager on the day.

### Terms and conditions

- All prospective food vendors must complete above form
- All applicants must provide a copy of their Public Liability Insurance Certificate of Currency
- All applicants must provide a copy of their current Food Handlers license
- The Lakeside Festival Committee reserves the right to refuse any application
- All sites in this section of the festival must come under the category of food vendors
- Vendors must trade from 12pm to 8pm
- The conditions of entry for the event apply to both patrons and vendors and you will be supplied with a full list of site rules when notified of acceptance to display
- Pegs are NOT allowed. Water or other weights must be used to secure gazebos, umbrellas, etc. Please take all precautions as this can be a windy site as we are on the waterfront.**

#### During the event, participants must ensure that:

- No obstructions are to be placed in access or exit areas
- All waste must be removed from your site after event close
- Use of Council garbage bins on site is not permitted
- The Lakeside Festival Inc is not responsible for any damage, injury, loss or theft as a result, either by direct or indirect participation in the Lakeside festival.**

Print and email or post this application along with all required attachments to:

Email: [food@lakesidefestival.com.au](mailto:food@lakesidefestival.com.au)

Post: Lakeside Festival Inc.  
PO BOX 4220  
Forster NSW 2428

Office use	
Received	
Insurance	
Accepted	

### Statement of indemnity

I \_\_\_\_\_  
(Insert name)

of

\_\_\_\_\_  
(Insert business name or address)

Hereby agree to indemnify and keep indemnified the MidCoast Council, its servants, agents, and Lakeside Festival Incorporated from and against all actions, claims, charges, expenses whatsoever, which may have brought or made against them arising out of or in connection with the activity, except to the extent that MidCoast Council, its servants, agents and Lakeside Festival Incorporated contributed to the loss or liability.

I understand that there are no refunds for cancellation after payment has been received.

Signed \_\_\_\_\_

Dated \_\_\_\_/\_\_\_\_/\_\_\_\_

### Check List

Please ensure the following is attached to your application prior to sending and all fields are filled in marked with an Asterix \*.

- Attached up to 4 photo's
- Attached Public Liability Certificate of Currency
- Attached Food Handler's Licence
- Attached Menu + Prices
- Attached Notification to Council Temp Food Stall Form