



## BECOME A FOOD VENDOR AT AUSTRALIA'S FAVOURITE EVENT

The Ballarat Begonia Festival is one of the largest and most popular regional events. The three-day festival is held over the Victorian Labour Day long weekend in March within the picturesque Ballarat Botanical Gardens. This award-winning festival (*2014 Best Regional Event in Victoria* and *2014 Australia's Favourite Event*) attracts over 60,000 patrons annually.

The 2018 Begonia Festival will be held on Saturday 10, Sunday 11 and Monday 12 March from 10:00am to 5:00pm daily. A diverse range of food vendor and food truck offerings are required. All food vendors must trade for the three consecutive days and remain open for business from 10:00am until 5:00pm daily (festival operating hours). Food vendor **site fees** are **\$550 incl. GST** and must be paid in full four weeks prior to the festival.

The largest market segments who attend the festival are 31-50-year-old couples and family groups of four. This encompasses horticultural enthusiasts, new home owners, and family fun seekers. The City of Ballarat conducts an extensive marketing campaign to promote the festival that focuses on the Ballarat region, large sections of regional Victoria, extension into Melbourne, as well as interstate to Adelaide.

If you are interested in trading at the festival, please email your completed application form and associated paperwork to [events@ballarat.vic.gov.au](mailto:events@ballarat.vic.gov.au) by no later than Friday, 3 November 2017. Should your application be successful you will be notified via email and sent an invoice for your site fee.

### Key dates and times

- Food vendor application due, including power requirements and electrical usage, images of food set-up and a current copy of your public liability insurance: Friday, 3 November 2017
- Site fees due: Friday, 9 February 2018
- Festival bump-in for food vendors: Friday, 9 March 2018 (from 8:00am)
- Begonia Festival: 10-12 March 2018 (10:00am to 5:00pm daily)
- Restocking of site during Begonia Festival: 8:00am to 9:00am, 10-12 March 2018
- Festival bump-out: from 6:00pm on Monday, 12 March 2018
- Festival bump-out continued: Tuesday, 13 March 2018 from 8:00am to 5:00pm

## 2018 BEGONIA FESTIVAL FOOD VENDOR APPLICATION

**Business/trading name:** \_\_\_\_\_

**Contact name:** \_\_\_\_\_

**Postal address:** \_\_\_\_\_

**Contact number:** \_\_\_\_\_

**ABN:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Website:** \_\_\_\_\_

Is your set-up a: Food truck   
 Food van   
 Food cart   
 Marquee  NOTE: All marquees must be weighted (pegging prohibited)  
 Other  Please specify \_\_\_\_\_

**Please attach separately:**

- Images of your site set-up.
- A current copy of your public liability insurance (\$20million minimum).
- Certificate of registration.

*NOTE: without attaching the above your application will not be considered.*

**Vehicle number plate/s:**

**Vehicle type/s and colour:**

**Height of vehicle:**

**Vendor footprint:** In meters, what is the total size of your set-up/footprint? \_\_\_\_\_ m x \_\_\_\_\_ m

**Power:** Do you require access to power? YES  NO

If YES, please list **ALL electrical equipment** you will utilise and **the associated amps.**

1)	5)
2)	6)
3)	7)
4)	8)

**PLEASE NOTE**

- *ALL electrical equipment must have current testing and tagging prior to the festival.*
- *There is NO access to water at the festival. All water must be brought onto site and removed offsite accordingly.*

I accept that if I am successful I will pay the full site fee of \$550 incl. GST, provide all documentation and insurances to the City of Ballarat and complete the City of Ballarat’s compulsory online contractor induction **by no later than Friday, 9 February 2018.**

Please list your menu and prices of items for sale at the 2018 Begonia Festival:

Food/Beverage	Price
	\$
	\$
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**I have read and agree to the food vendor terms and conditions attached:**

.....  
Signature of authorised person  
(Commercial food vendor)

.....  
Signature of authorised person  
(City of Ballarat representative)

.....  
Position held

.....  
Position held

.....  
Name in block letters

.....  
Name in block letters

.....  
Date

.....  
Date

## 2018 Begonia Festival Food Vendor Terms and Conditions

### FOOD VENDOR SITES

The festival is seeking food vendors that offer high quality and affordable family friendly food. Vendors must also take pride in the presentation of their site.

Whilst the festival can provide power, vendors are required to provide ALL equipment and infrastructure including signage, lighting, fridges and cool-rooms, power leads and power boards. Equipment must be suitable for outdoor use and have current testing-and-tagging by a certified electrician.

It is essential that vendors meet the regulations and requirements of the *Occupational Health & Safety Act 2004* and the *Food Act 1984*. Vendors must have a valid WorkCover insurance policy and provide a current copy of their public liability insurance to the minimum value of \$20million. Vendors and their staff must also complete the City of Ballarat's compulsory online contractor induction prior to the festival.

### SITE FEE

A \$550 incl. GST site fee will be charged to trade at the festival. Vendors will be emailed an invoice for this fee if their application is successful. The site fee must be paid in full by no later than Friday, 9 February 2018.

NOTE: Should the festival fall on a day that is declared to be a 'code red catastrophic' fire danger, the festival will be cancelled and site fees for the cancelled day/s will be refunded. No refunds will otherwise be provided.

### QUALITY/STANDARD OF VENDOR SITE

A high-level of both personal and site presentation is expected of all vendors. The City of Ballarat reserves the right to prohibit any vendor from trade should the quality of their site be deemed unsatisfactory. Vendors may be given an opportunity to rectify their site in negotiation with the City of Ballarat.

### TRADING HOURS

The festival is open to the public from 10:00am to 5:00pm on Saturday 10, Sunday 11 and Monday 12, March 2018. Vendors must be fully operational and open for trade throughout the festival times.

### VEHICLE PERMITS

To ensure safety and security at the festival, all vendors requiring vehicle access to the festival site are required to complete a *Vehicle Permit Form* for approval prior to the festival. The *Vehicle Permit Form* requests information regarding the food vendor, driver, mobile phone number, time of arrival and vehicle details (make, model, and number plate). Once a *Vehicle Permit Form* has been reviewed and approved, a vehicle permit will then be issued and must be displayed on the dashboard of the approved vehicle.

Please note that vendors will be required to submit a *Vehicle Permit Form* on the behalf of any third-party provider/s (eg. courier/delivery driver) requiring vehicle access to site to deliver items/supplies. Vehicle permit forms will be emailed to all successful vendors and must be completed for any vehicle requiring access to site.

### DRIP TRAYS

Vendors are required to place a drip tray underneath any vehicle/s that have been approved to remain onsite for the duration of the festival (eg. food truck).

### BUMP-IN / BUMP-OUT & DELIVERY TIMES

Food vendors will have access to the festival site on the following dates and times:

#### **Bump-in / set-up / delivery vehicles**

Friday, 10 March 2017 – 8:00am to 5:00pm

Vendor access to site will be provided from 8:00am to 5:00pm on Friday, 9 March 2018. Third-party providers (eg. couriers) can also deliver items to vendors at these times. Please ensure you are onsite to receive all deliveries from your third-party provider/s as festival staff will not be responsible for the safety or storage of your items.

### **Festival period - delivery and access times**

Saturday 10, Sunday 11 & Monday 12 March 2018 – 8:00am to 9:00pm.

Access to re-stock your site during the festival will only be granted from 8:00am until 9:00am each morning. Please note that earlier access may be arranged upon prior written approval. All non-essential vehicles must be relocated offsite by no later than 9:00am during the festival period. Please note vehicle movements are prohibited after 9:00am.

### **Bump-out / pack-up / delivery vehicles**

Monday, 12 March 2018 – from 6:00pm

Vendors may commence bump-out from 6:00pm on Monday 12 March, if it is safe to do so and departure has been approved by festival staff.

Tuesday, 13 March 2018 – 8:00am to 5:00pm

The festival site will re-open for bump-out from 8:00am to 5:00pm on Tuesday 13 March. Please note that earlier access may be arranged upon prior written approval.

### **THIRD PARTY PROVIDERS**

Please notify all third-party providers of the specified bump-in and bump-out dates and times, and the 8:00am to 9:00am delivery period each morning of the festival. Please ensure third-party providers have completed a *Vehicle Permit Form* prior to access and that festival staff are contacted upon arrival.

### **VEHICLE SCHEDULE**

A vendor vehicle schedule for bump-in, bump-out and delivery will be developed to provide clear direction and instruction to vendors. This schedule will minimise traffic congestion and increase the safety throughout the festival site. It is therefore imperative that food vendors arrive and depart at their pre-specified times.

### **VEHICLE PARKING**

There will be a designated vendor parking area adjacent to the festival site. During the festival period, all non-essential vehicles must be removed from site by no later than 9:00am. Further information shall be provided closer to the festival.

### **VEHICLE ACCESS + VEHICLE MOVEMENT**

Each vendor will be allocated a specific vehicle entrance point for the festival. The designated entrance will be relevant to the height of the vendor vehicle and the designated location within the festival.

Upon arrival vendors will be directed to their specific site by festival staff. For safety, vehicle movements must be kept to a minimum and vehicles must give way to pedestrians. Care must be taken and vehicles must travel no faster than walking-pace. Each vehicle should have a designated spotter in high-vis clothing to ensure safe vehicle movements. Vehicles must ensure their hazards lights are on when moving throughout the site.

**At the festival, all non-essential vehicles must be offsite by 9:00am. Vehicle movements are prohibited within the festival site between 9:00am until 6:00pm each day.** Further information around vehicle access shall be provided closer to the festival.

### **INSURANCE**

The City of Ballarat will not be responsible for vendors and/or their staff, nor for the safety of stallholder equipment, infrastructure and possessions. Vendors are required to have for the duration of the festival (including bump-in and bump-out periods) **current public liability insurance to the minimum of \$20million, naming the City of Ballarat as an interested party.** Failure to provide a current copy of your public liability insurance will deem your application void and access to the festival will not be permitted.

### **ONLINE CONTRACTOR INDUCTION**

**All persons** working (paid or unpaid) at the festival must complete the City of Ballarat's compulsory online contractor induction prior to accessing the festival site. At the completion of the contractor induction, a contractor card can be printed and should be carried with personnel at the festival. A link to the contractor induction will be provided to successful applicants.

## OCCUPATIONAL HEALTH & SAFETY + WORKCOVER

Vendors are responsible for providing a safe workplace and must comply with the *Occupational Health & Safety Act 2004* and the *Occupational Health & Safety Regulations 2007*. By signing this document, you acknowledge that you have a valid WorkCover insurance policy covering your employees and subcontractors. Further information can be found in the booklet *A Guide for Employers Your WorkCover Insurance* [here](#). **Please note:** WorkCover will conduct inspections on site prior to and during the festival.

## MENU

We aim to protect the sales of all food and beverage vendors by reducing competition for the same food items. Therefore, once menus have been finalised, vendors are not permitted to sell items that are not listed on this form without prior written approval from festival staff.

## STREATRADER (STATEMENT OF TRADE)

In Victoria, all food premises are required to have a Food Act registration from their registering council before selling food. This includes temporary and mobile food premises (eg. food van). Streatrader is the online system for businesses and community groups to register and notify their temporary and mobile food premises with their registering council. Streatrader allows businesses and community groups to:

- Apply for a Food Act registration (with your registering council).
- Manage your registration.
- Lodge Statements of Trade for each event.

Prior to the festival you must hold an existing Victorian Food Act registration and be registered via the [Department of Health's Streatrader](#).

## FOOD SAFETY PLAN

It is a requirement that you maintain a Food Safety Plan and provide a copy to festival staff upon request. If you do not have an approved food safety plan, one can be developed by using the Department of Health and Human Service's template [here](#) or by calling the Department's

Food Safety Unit hotline on 1300 364 352.

Environmental Health Officers from the City of Ballarat will be present throughout the festival and reserve the right to prohibit trade if food vendors do not adhere to health and hygiene requirements.

## FIRE SAFETY

Vendors using cooking equipment must have a portable, in-date, tested-and-tagged fire extinguisher. A fire blanket is also required. If you are cooking with gas, please refer to the document '*Code of Practice for the safe use of LP Gas at public events in Victoria*' from the Energy Safe Victoria (ESV) website [here](#). Vendors who use gas bottles, must ensure they are certified by ESV. Solid fuel cooking equipment is not permitted without proper guards or barriers.

Should any day of the festival be declared a Total Fire Ban, vendors wishing to operate a barbecue or stove must have a permit from the Country Fire Authority (CFA).

## WATER

Please note there is NO access to water at the festival. Water required to operate a food stall must be brought onsite by the vendor. Liquid waste must also be disposed of off-site by the vendor. Please consider your hand-wash set-up as it is essential that food vendors have adequate hand-washing facilities according to regulation.

## POWER & ELECTRICAL EQUIPMENT

Please indicate on the application form if you require access to power. Please list ALL of the electrical equipment you will utilise at the festival (including cool rooms) as well as the associated amps required for each item. Festival organisers will provide generators for food vendors based on the specified electrical requirements. It is therefore imperative that all electrical items and the correct associated ampage are provided by no later than Friday, 3 November 2017 to ensure appropriate generators are hired and power at the festival is not compromised. Vendors must supply ALL power leads and power boards, suitable for outdoor use, required to operate their site.

Please ensure that all leads, power boards, and electrical equipment have been tested-and-tagged by a certified electrician prior to the festival. The tag must clearly show the test date and the next scheduled test and inspection date. Please note that if electrical equipment is not tested-and-tagged and/or within the next scheduled test and inspection date it will not be permitted at the festival.

The City of Ballarat reserves the right to refuse or limit power if incorrect and/or insufficient electrical equipment and associated amp information is provided.

### **WASTE MANAGEMENT**

A limited supply of waste and recycle bins are provided at the festival. All food vendors are requested to limit their packaging and waste. Vendors are also encouraged to adopt environmentally friendly practices and provide food and beverage in biodegradable vessels. Vendors are required to remove all sillage/liquid waste from the festival and dispose of it off-site.

### **FIRST AID & EMERGENCY MANAGEMENT**

Throughout the festival, first aid staff will be in attendance and can be alerted to an emergency via festival staff or volunteers. Should an emergency (or a near miss) occur, you must contact festival staff immediately.

### **SECURITY**

Festival activities and trade conclude each night at 5:00pm, from which security guards have a constant presence throughout the site. Whilst the festival provides security it will not be held liable for any thefts, damage or losses from vendor sites.

### **CONDUCT / SMOKING / DRUGS & ALCOHOL**

Vendors and staff must maintain a professional and courteous manner always. Vendors and staff are not permitted to smoke within the festival grounds. The City of Ballarat is transitioning to a smoke-free festival and request that vendors smoke outside the festival grounds and away from the public.

Vendors and staff must work free of the effects of drugs and / or alcohol. A sole provider of

alcohol will operate from within the Robert Clarke Centre at the festival. Alcohol is prohibited from being sold, provided or consumed outside this designated area.

### **SUBLETTING**

This vendor agreement pertains to you and therefore you cannot transfer, dispose of, part with, or otherwise sublet the whole or part of your site for financial consideration or otherwise, without prior approval and written consent from the City of Ballarat.

### **SALES, ADVERTISING & SIGNAGE**

No sales, advertising, signage or displays shall be permitted anywhere outside the boundary of your allocated site. Hand-written signage is not permitted. Vendors are not permitted to display third-party signage and/or branding which conflicts with the City of Ballarat and its sponsors.

### **NO PEGGING POLICY**

There must be no penetration of the ground at the festival due to the extensive in-ground watering and utility systems within the Botanical Gardens. Vendor marquees and other temporary structures must be appropriately weighted with concrete weights as an alternative to pegging.

### **COMPETITIONS**

Should you wish to run a competition at the festival, prior written approval must be obtained in advance from festival staff.

### **PHOTOGRAPHY COPYRIGHT RELEASE**

The City of Ballarat will engage the services of an official photographer. By signing the agreement to these terms and conditions you also provide written consent for the City of Ballarat (*Ballarat Begonia Festival*) to retain copyright and ownership of all photographic images taken of you, your staff or display during the festival. It also acknowledges that you agree to allow the City of Ballarat (*Ballarat Begonia Festival*) to use these images for promotional purposes without consultation and that you relinquish all rights to any payments or profits gained from the use of these images.

**CANCELLATION**

Should you wish to withdraw from the festival, you must do so in writing to festival staff as soon as possible. Should you withdraw your application after Friday, 9 February 2018, you will forfeit 50% of the site fee payable and the festival reserves the right to offer your site to a third party. The City of Ballarat reserves the right to cancel any vendor agreement at any time at its discretion.