



# Gascoyne

## FOOD FESTIVAL

**FOOD VENDOR  
EXPRESSION OF  
INTEREST  
INFORMATION  
PACK 2022**





**The Gascoyne Food Council is a producer driven group that is passionate about promoting our amazing regional produce, providing awareness that will encourage consumers to seek out and purchase our products as preferable to others. If you are a food vendor with quality food offerings and can feature Gascoyne Food as a hero ingredient(s) the Council welcomes your expression of interest to participate in the 2022 Carnarvon Community Event.**



# EVENT INFORMATION

**CARNARVON 'POP UP'  
COMMUNITY EVENT  
THURSDAY 4 AUGUST  
5PM TO 9PM  
CARNARVON CIVIC CENTRE**







# APPLICATION PROCESS

Food vendors can register their interest by completing a Food Vendor Expression of Interest (EOI) Application Form.

## HOW TO APPLY

Vendors are required to read the EOI information pack including the selection criteria and terms and conditions of trade prior to submitting an application.

Once satisfied that the selection criteria and terms and conditions have been met, complete the Food Vendor EOI Application Form located on the Food Council's website [gascoynefoodfestival.com.au](http://gascoynefoodfestival.com.au)

Vendors who are selected to trade will be contacted a minimum of one month out from an event to confirm their interest and availability.

Please note unsuccessful applicants will not receive notification and should consider the application unsuccessful if they do not receive any further correspondence from the Council.

### PARTICIPATION FEE

Each food stall would be required to pay a \$50 participation fee to the Gascoyne Food Council.

## MANDATORY REQUIREMENTS

### FOOD BUSINESSES

- A Certificate of Currency for public liability insurance.
- Evidence of food registration with the relevant Local Government Authority(LGA).
- A copy of a recent inspection report(completed within the six months prior to the event date) from the relevant LGA.
- Comply with file:///C:/Users/paulf/Downloads/Guidelines-for-Temporary-Food-Premises.pdf

### NOT FOR PROFIT GROUPS

- A Certificate of Currency for public liability insurance (if available).
- Comply with requirements of LGA file:///C:/Users/paulf/Downloads/Guidelines-for-Temporary-Food-Premises.pdf





# SUPPORT MATERIAL

Detailed menu including identification of Gascoyne Fresh produce

- Provide a breakdown of menu pricing.
- Images of the products that will be sold, if available.
- Images of the food structure/truck, if available.

Please ensure mandatory information and detailed support materials are included in your application. Please note applications without this information will not be considered.

# SELECTION CRITERIA

Preference will be given to applicants with food offerings that best suit the objectives of the Gascoyne Food Council. Applications will be assessed on four criteria including the quality of the food menu, evidence of Gascoyne Fresh "hero" ingredient(s) overall presentation and sustainability practices.

## FOOD MENU

- Professionally presented food offerings.
- Diverse menu that can serve diverse customer groups with offerings at various price points.
- Offering healthy food and drink options•Using local fresh, seasonal and high-quality produce.

## PRESENTATION

- High-quality presentation of the food truck/stall including clean equipment, clear signage and menus.
- Professional staff standards (neat hair, appropriate clothing and footwear).
- Space and power requirements (in relation to the event site).

## SUSTAINABILITY PRACTICES

- Reducing the use of plastic straws by offering alternatives.
- Using alternative packaging to plastic, polystyrene and styrofoam for the service of food and beverages, including bio-degradable cutlery, utensils and serving containers.
- Appropriate measures in place for the disposal of waste including separation of food waste and recyclables.

## OTHER CONSIDERATIONS

- Selection of food vendors is at the Gascoyne Food Council's sole discretion.
- Canvassing of Council committee members will automatically disqualify applicants.



# FOOD VENDOR TERMS & CONDITIONS OF TRADE





The following Terms and Conditions apply to all food vendors who are selected to trade at an event during the Gascoyne Food Festival event season.

## **1.HEALTH AND SAFETY REQUIREMENTS**

**1.1. Inspection of sites** - It is the responsibility of the food vendor to trade in accordance with all relevant legislative requirements including the Shire of Carnarvon's local laws, the Food Act 2008 and the Australia New Zealand Food Standards Code.

The Shire's Environmental Health Officers may inspect food vendors prior to each event day's trade. Food vendors not meeting the Food Council's or Shire's minimum health and safety requirements for selling food will not be permitted to trade unless any required improvements are made to the satisfaction of the food Council' or Shire.

**1.2. Structural Safety** - Stallholders' structures will be required to comply with safety standards and have an assessment of structural sufficiency. Stallholders may be asked to submit a certification by a suitably qualified person (rigger or installer with sufficient experience) for any structure that does not require a building permit. Any guy ropes or other tie-down points shall be located away from public areas. The Council has the right to reject a stallholder's involvement in Council's events due to their site being unsafe or inappropriate.

**1.3. Electrical Safety** - All food vendors are required to ensure all electrical devices installed at the event are compliant with the ANZ standard 3002 (Electrical Installations: Shows and Carnivals) ensuring all equipment is tagged and tested to AS/NZS 3760:2010.

On event day a licensed electrician may be onsite to inspect all electrical devices and cables being utilised by food vendors, where required the electrician will undergo testing and tagging of equipment to ensure all equipment is compliant with standard 3002 (Electrical Installations: Shows and Carnivals) at the cost of the vendor. Any food vendors that are not compliant with the above-mentioned standard will not be permitted to trade.

**1.4. Fire Safety** - The Council requires all food vendors to have the appropriate serviced fire safety equipment available in their set up when trading at Council's events in case of an emergency.

**1.5. Sale of Food** - Food vendors are required to conform to minimum safety standards. Further details regarding the sale of food and food safety may be obtained from the Shire of Carnarvon's website. All food vendors must be registered with the Local Government Authority (LGA) in whose jurisdiction the business is based and must provide evidence of such registration with their application for each event.

Additionally, the Council requires a copy of a recent inspection report from the relevant Local Government Authority. Where an inspection has not taken place within six months prior to the event date or the inspection report indicates compliance issues, another inspection may be required before approval to trade is granted. An inspection may be conducted by Shire's Environmental Health Officers at a cost to the food vendor.

## **1.6. ACCIDENTS, INCIDENTS AND RISK MANAGEMENT**

It is the responsibility of each food vendor to promptly report any incident to the Event Manager outlined in your event briefing pack, including:

- Property damage
- Illness, accident or injury
- Anti-social behaviour
- Lost children
- Any observed disruptive behaviour

- Any other issues raising concern for the health, safety or security of food vendors or the public
- Hazards and near misses

**1.7 Personal Safety and Security** - Food vendors are required to maintain an appropriate level of personal safety and security. The Council will not be liable for the loss of goods, cash or personal items or damage to any goods including loss or damage as a result of on-site power failure.

## **2. TRADE REQUIREMENTS**

**2.1. Attendance** - Payment of the food vendor fees constitutes an agreement by the food vendor to attend the event on the agreed dates. If unable to attend, food vendors must notify the Council a minimum of two weeks prior to the event day. Failure to attend on the agreed dates may result in the Council withdrawing permission for the food vendor to trade at subsequent event days.

**2.2. Non-refundable Trading Fees** - Only food vendors selected to participate will be required to pay a fee. All fees are non-refundable however if events are cancelled due to COVID-19 restrictions refunds will be permitted.

**2.3. Trading Times** - All food vendors must be set up and ready to trade by no later than 30 minutes prior to the commencement of the event. Food vendors must trade for the duration of the event. Food vendors must supervise their structure/truck for the duration of the event.

**2.4. Infrastructure** - All infrastructure requirements and catering equipment necessary for trade must be provided by the food vendor. All infrastructure must be stable and firmly secured, to avoid the possible risk of injury. Please ensure that the infrastructure and equipment is set up and maintained in an appropriately safe and secure manner. Food vendors must confine their equipment, displays and signs to the site area and keep all pathways and thoroughfares clear and unobstructed. Any guy ropes or other tie-down points shall be located away from public areas. All signage must directly relate to the products being sold. No commercial signs will be permitted.

**2.5. Site Location** - Successful applicants will be advised of their site position after payment of fees is received and no later than one week before the event. Food vendors must advise the Council of their required site size when submitting their application. Food vendors with genuine practical or logistical reasons for requesting a particular location may contact the Council to discuss this request; however, there is no guarantee of the preferred position being allocated. Site areas will not be perfectly scaled on site maps. Food vendor sites may be relocated at any time and for any reason as required by the Council.

**2.6. Sub-Letting and Assignment** - Food vendors are not permitted to share, sub-lease or assign a site to another person without the prior written approval of the Council. Vendors are not permitted to organise a replacement vendor if they are no longer able to attend the event, they must notify the Council to ensure adequate approvals can be collated prior to the event.

**2.7. Supervision of Sites** - Food vendor areas must be supervised at all times by an adult for the duration of the event day.



**2.8. Power and Lighting** - Access to single-phase 10Amp or 15Amp electrical power is available; food vendors must notify the Council of their specific power requirements when applying. Food vendors must supply their own power boards and extension cords of at least 30 metres in length, tested and tagged in accordance with Clause 1.3.

If additional/specific lighting is required, food vendors are permitted to bring their own tested and tagged safe and working lights.

**2.9. Public Address Systems and Hawking** Loud or amplified product promotion by food vendors is not permitted. Public address systems are not to be used without the prior written approval of the Council.

**2.10. Disposal of Rubbish** - General waste and recycling bins will be provided by the Council. It is the food vendor's responsibility to dispose of or remove any rubbish appropriately and ensure that the area is kept clean and tidy. Large boxes and packaging are not to be disposed of on-site. Food vendors are responsible for removing these items.

**2.11. Competitions** - Raffle tickets may not be sold, nor competitions run at any event without any necessary statutory approvals and without the prior written consent of the Council.

**2.12. Samples, testers and promotional flyers**  
Product samples or testers and promotional flyers may not be distributed at the event outside the confines of your stall site without the prior written consent of the Council.

### 3. ACCESS

**3.1. Traffic Management** - The Council may implement traffic management measures such as road closures or reduced speed limits at its discretion. Food vendors are required to comply with all requests and instructions by Council or SHire officials or their representatives with regard to traffic management.

**3.2. Vehicle Access** - While on-site, all vehicles must remain in first gear and keep their hazard lights on. A 5km speed limit applies at all times when driving on-site. All vehicles must be removed from the event area during trading periods. No vehicles may enter the event area during trading times (excluding emergency vehicles).

**3.3. Food Vendor Parking** - Dedicated parking space is not set aside onsite for food vendor vehicles. Parking will be available near the site.

**3.4. Set-up** - Successful applicants will be provided with detailed bump-in/out instructions. These instructions will be emailed prior to each event and must be followed by all food vendors. Bump in/out instructions are subject to change and food vendors will be notified of any variation by the Council.

**3.5. Pack-up** - Food vendors must not commence pack-up until the advertised closing time of each event. This is both a safety issue and a trading requirement.

### 4. PROMOTIONS

The food vendor consents to the Council using any photographs submitted as part of the food vendor's application to promote any Council event. The Council may engage photographers to record activities on event days. The food vendor consents to any photos of the food vendor or food vendor's produce taken by the Council's photographers to be used for promotional or archival purposes.

### 5. SALES

Although the Council is committed to the successful promotion and delivery of all event days, the Council does not take any responsibility for the level of sales that a food vendor may achieve.

### 6. CANCELLATION BY THE COUNCIL

The Council reserves the right to cancel the approval for any food vendor without refund and/or ban the food vendor from participation in future event days if it determines that the food vendor has breached any of the Terms and Conditions; or the food vendor is selling goods other than those specified in its application, without the prior written approval of the Council.

### 7. LIABILITY & INDEMNITY

The Council shall not be liable for any injury, loss or damage incurred by a food vendor who trades at an event day unless such injury, loss or damage is caused by the Council's negligence.

The food vendor agrees to indemnify the Council against any liability for injury, loss or damage which may be incurred as a result of the food vendor trading at an event day.

### 8. INSURANCE

The food vendor is to affect and maintain a policy of public liability insurance in an amount of not less than \$20million for any one event.

### 9. AMENDMENTS

The Council reserves the right to amend the Terms and Conditions and will notify food vendors of any changes prior to their coming into effect.







**gascoynefood**

**Paul Kelly**

**0400 995 369**

[chair@gascoynefood.com.au](mailto:chair@gascoynefood.com.au)

[www.gascoynefoodfestival.com.au](http://www.gascoynefoodfestival.com.au)

