



SITG18 FOOD VENDOR APPLICATION

Venue: North Byron Parklands, Wooyung, NSW 2483
Event Dates: Thursday 19th to Sunday 22nd July, 2018
Close Date for Applications: Monday 16th April, 2018
Notification of Acceptance: From Friday 18th May, 2018
Vendor Fee Due: Tuesday 5th June, 2018 (No Exceptions)

Selection Criteria:

1. THINK GREEN

Splendour in the Grass has worked hard towards sustainable outcomes, including the commitment to reducing impact on the environment and prioritise ethical practices.

In this application, please submit evidence on how you minimise food waste, use organic produce and reduce waste. Please provide this proof in the form of photos, explanations of your policy to buy in bulk and source local produce, how you would reduce, re-use, recycle and which supplier of recyclable packaging you intend to engage.

www.bsbpackaging.com.au

www.greenmarkpack.com.au

www.goinggreensolutions.com.au

www.environmentalenterprise.com.au

www.thinkeco.com.au

2. THE STALL

- a) Create a visually pleasing stall
- b) Incorporate undercover seating for your patrons, with tables and chairs
- c) Creative Signage
- d) Innovating lighting
- e) Relaxing Seating Area
- f) Cleanliness Front of House as well as Back of House.

Make sure your application clearly explains the theming and decoration of your stall. Amazing and unique stalls will be given the best locations.

3. FLOOR PLANS

You must provide a Detailed Stall Floorplan in metres showing

- a) Name of stall
- b) Frontage
- c) Serving area, prep etc
- d) Coolroom positioning
- e) Hand wash location / Sinks
- f) Cooking equipment
- g) Patrons Seating Area
- h) Awning, towbar, doors etc.
- i) Back of house – staff rest area, storage, gas etc

Camping Area (in the allocated Camp Ground), showing layout and area required in metres

4. THE MENU

We are seeking amazing, tasty, and unique menus.

Supply a proposed menu with prices and include a clear description of each item. Highlight dietary requirements i.e. Vegetarian, Vegan, GI, etc

Please provide photos of a signature dish(es) and a write up why it would be a must have at Splendour.

Important Notice: All Stallholders must adhere to Sponsorship regulations.

5. INSURANCES & REPORTS

You must supply a Copy of your Public Liability Insurance. Please ensure it is in date and includes the event and bump in and out dates. Your PLI must not be less than \$AUD10M.

You must list Splendour in the Grass & The CMC Solution Pty Ltd as Interested Parties on your PLI.

You must supply Workers Compensation Insurance and if not applicable, please place on letterhead stating exemption.

You must supply a current Safe Work Method Statement, this should include a list of the risks associated with your activities and how you intend to mitigate these risks.

You must supply a current Food Safety Supervisors Certificate.

You must supply a recent Health Inspection Report and one from Byron Bay Environmental Health.

6. ELECTRICAL & FIRE SAFETY

All equipment must be tagged and tested for electrical safety. All Fire Extinguisher / fire blankets must be in date.

KEY DATES AND TIMES:

(Subject to Change)

Application Due:	Monday April 16, 2018
Stall Approval:	Week Commencing May 28, 2018
Payment Due:	Tuesday June 5 th , 2018 (Non-negotiable)
Bump In:	Friday 13 th – Sunday 15 th July 2018
Camp Ground Open:	Staff Camp Ground Monday July 16 th , 2018 Patron Campers arrive from Wednesday July 18, 2018
Event Open:	Thursday July 19, 9:00am until midnight
Event Continues:	Friday 20 to Sunday 22 July, 2018; 9:00am to 2:00am each day
Campground close:	Monday 23 July, 2018, 2:00pm
Bump Out	Monday 23 July 2018, after 14:00hrs. No traffic movement until the last patrons have left

EQUIPMENT HIRE:

You are responsible for all infrastructure and equipment you need to operate your stall, including structure, lighting, flooring, patron seating etc. Only approved suppliers will have site access.

Infrastructure Event Rentals: 1300 762 009 Lismore Party Hire: 02 6625 1222 Bob's Hire: 07 5665 8800	Sinks / Plumbing Scott Bielenberg Elite Waste 0417 748 532 scott@elitewaste.com.au	Coldrooms Cold room Hire 1300 667721 Kleer Cold Room Hire 07 54 793 788
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REPORTING

All Stallholders to submit in writing their **daily gross takings**. This helps us tremendously in assessing each site, patron needs, product locations, crowd movements, etc. Reporting **MUST** be done at the end of each evening and sent to The CMC Solution email address: cmc_solutions@bigpond.com. Failure to report, will result in a \$50 fine per day and the inability to return to SITG2019.

BEST AT SPLENDOUR IN THE GRASS

The Best in Show Competition will again be in place for the 2018 Event. We will be looking for unique products, beautifully presented, cleanliness and friendly / happy staff.

PRIZE:

1. Guarantee site for Splendour in the Grass 2019
2. 2019 Stall at half price.
3. A sign on you stall, letting patrons know that you have won this competition
4. Social media mentions during the show, both on the Splendour in the Grass Facebook and Twitter, to let everyone know how awesome your stall is as well as your location.

SPLENDOUR IN THE GRASS FOOD VENDOR FEES

PLEASE NOTE: All Prices include GST

<p>Food Stall Includes six (6) event and camping tickets, water fee Does not include power or plumber visits</p>	\$5,200.00
<p>Truck Stop Space of approx. 6 m frontage will be allocated. This also includes six (6) event and camping tickets, and promotion in food related press release, festival lighting, patron seating and water fees. Does not include power or plumber visits.</p>	\$6,200.00
<p>Food Hall A 3 x 6m space inside the Food Hall. Includes six (6) free event and camping tickets, the food hall tent, flooring, patron seating, and water. Does not include individual structure inside the food hall, power or Plumber visits</p>	\$6,700
<p>Campgrounds A space in one of the three campground food hubs. Stall will be approx. 3 m or 6 m frontage. Back of house will be limited. Includes six (6) free event and camping tickets, and water. Does not include structure, power or plumber visit</p>	\$4,600.00
<p>Power Must be ordered in advanced. Any illegal connection will be disconnected. All leads will be tagged with SITG Lead Marker. If a lead is plugged in without a marker, then it will be removed. 1 x 10 amp 1 x 15 amp 1 x 20 amp 1 x 3 phase – you supply distro board 1 x 3 pH – distro board supplied</p>	<p>\$300.00 \$380.00 \$400.00 \$670.00 \$950.00</p>
<p>Waste You will be required to bring your own bins and put them out in front of your stall for emptying each day. Be prepared to provide enough bins for separate wast disposal <ol style="list-style-type: none"> 1. General Organic Material (for composting) 2. Paper 3. Plastic 4. Glass <p>Important Note: Waste Oil is your responsibility and must be removed off site in sealed containers. Failure to do so will result in loss of Bond. Bread and milk crates must be removed off site.</p> </p>	
<p>Staff – TBC prior to obtaining wrist bands Food Stalls will receive five – six worker wrist bands, which include camping free of charge. It is important that you purchase additional wrist bands at the same time as you pay your site fees.</p>	\$400.00
<p>Camping Camping is free of charge to stall holders wearing wrist bands. Camping is only permitted in the Staff Camping area.</p>	\$0
<p>Plumbing If a plumber is required, a fee will be charged of \$80 per hour and thereof. Payment will be CASH ONLY</p>	\$80 per hour Cash payable on site
<p>Electrical Compliance – Testing and Tagging Equipment and leads, not tagged and in date will be either discarded or tested for safety by the site Electrician. Testing will incur a cost of \$30 per item. CASH ONLY.</p>	\$60 per equipment / lead. Cash payable on site.
<p>Waste Bond Clean Up before you go. If we think that you have left behind milk crates, bread crates, oil drums, gas cylinders, there will be a penalty of \$500</p>	\$500

TERMS AND CONDITIONS

All applicants agree that by applying for a stall at Splendour in the Grass, this entire document, including the following terms, must adhered to. Failure to do so will result in termination.

CANCELLATIONS

Cancellation or withdrawal, must be received in writing no later than June 12, 2018. Cancellation received after this will result in the forfeit of site fee. No substitutions will be accepted.

SITE FEE

The site fee will be payable by **June 5th** (Non-negotiable). If payment is not received by COB, the site will be reallocated.

Gross Taking Report to be submitted in writing for each day, so we collect data on the success of your stall, products and location.

ELECTRICAL, GAS, FIRE EXTINGUISHER AND WORK SAFETY.

- Food business operators should ensure that sufficient Power is requested for the stall. No additional Power will be supplied after request is made and finalised. All due care MUST be taken in power requests to ensure adequate supply.
- Work Cover NSW require electrical appliances and leads be tested at least annually, and identification tags attached
- Gas should be installed by a licenced gas fitter and must comply with the appropriate provisions of Australian Standards AS1596-1997 and AS 5601-2000/ A current compliance plate must be attached to the vehicle for new installations or for any change made to existing gas appliances.
- Gas-fired appliances used in the open should not have a gas bottle greater than 9kg capacity. The bottle should be secured so that it cannot be tipped over.
- All Gas bottles must be pressure checked
- Fire Extinguishers and fire blankets must be supplied where there is cooking or heating.
- Fire Safety equipment MUST be easily accessible and suitable for dealing with the type of combustible materials present.
- Fire Safety equipment MUST be tested annually and have current tagging in accordance with Australian Standard 1851. Contact Fire and Rescue NSW for more information.
- All measures should be taken to satisfy the requirements of WorkCover NSW to protect the health, safety and welfare of employees and visitors at the event. Contact WorkCover NSW for more information.

FOOD HANDLING

The requirements for handling food for sale for human consumptions are outlined in 3.2.2. Food Safety Practices and General Requirements and 3.2.3. Food Premises and Equipment for the Food Standards Code. The information is located on the Food Standards Australia New Zealand website at www.foodstandards.gov.au

The requirements also apply to pre-packaged food and low-risk food. Factsheets and user guides (Including for charitable and community not for-profit organisations) are available on the Food Authority website www.foodauthority.nsw.gov.au

All coolrooms, baine marie etc must have a temperature log.

All stalls must have temperature probes, alcohol wipes, dedicated hand wash with hot / cold water, paper towel,

liquid soap and sanitisers. Cleaning products to be clearly labelled and stored in appropriate dispensing bottles.

All equipment must be cleaned at the end of the evening and the site left tidy. Failure to do so will result in site closure.

PRODUCTS BANNED FROM STALLS

Non-recyclable packaging of any kind, Phone charging unless approved, Native American Head Dresses or other products deemed to be culturally inappropriate, promotion of nudity, non-biodegradable glitter, selfie sticks, umbrellas, cigarettes, body piercing / tattooing service, pets / animals, studded leather / studded products, permanent tattoo service, metal water bottles, professional still cameras, laser lights, paint and spray cans, fireworks, flares, fire twirling paraphernalia, glass products / bottles, water pistols, weapons, long or heavy chain jewellery/ accessories, professional video cameras including go pros and sound recording equipment, glo-sticks or similar, containers of liquid fuel, skateboards, roller blades, boogie boards, surfboards, drugs, Styrofoam and other environmentally unfriendly products. Any products than can be used as a weapon are banned from this event. Any banned products found at SITG, will be closed down immediately and excluded from future events.

SAFETY AND COMPLIANCE

- Stallholders are responsible for the safety of staff, crew, suppliers / agents involved and members of the Public.
- Stallholders must submit a copy of current Workers Compensation Insurance or a letter stating exemption
- Stallholders are responsible under the Occupational Health and Safety Act 2000 and its regulations to ensure the health, safety and wellbeing of all who come in contact with their stall / site.
- Stallholders understand that they participate at SITG at their own risk. Stallholders must take full responsibility for any injuries or damages, incurred at this event.
- Stallholders release the Stallholder Management and its representatives SpOndour in the Grass and all other agents involved, from any claims, rights of action or cause of action.
- Stallholders must comply with all relevant laws, Australian Standards, regulations and guidelines that are applicable to the Event including Occupational Health and Safety legislation and Food Health Requirements.
- All Food Stalls will be required to supply own fire Extinguisher and blankets. All Extinguishers must be tagged – even if it is brand new.

SECURITY

Whist there is 24-hour security on site, please ensure your stall is secure at night. Cash handling is your responsibility.

USE OF LOGO / NAME

The use of Splendour in the Grass logo / name etc before, during or after the event is strictly forbidden without the written consent of Splendour in the Grass Management.

Signature:

Date:

<p>OH&S SITE RULES</p> <p>Successful applicants are expected to abide by the following rules. Please read before applying. You agree</p> <ol style="list-style-type: none"> 1. All Stallholders will be required to wear enclosed shoes during Bump In, Bump Out and whilst operating the stall. 2. All stallholders must wear Hi-visibility clothing 3. All stallholders must carry out a risk assessment on their activities and provide plans to manage and mitigate all risks. 4. The Stallholder must understand the hazards and risks associated with their activities and have an established system and procedure for managing the OH&S risks. This includes recently inspected and approved fire extinguishers, tagged electrical leads, gas compliance etc. 5. Site speed limit is 10 – 15 km/h. 6. All machinery operators must have current operating certificates on their person at all times. 7. Person/s working outside must have sun protection at all times, including long sleeve shirt, pants, hat and sunscreen 8. No person is to work under the influence of alcohol and / or drugs. Persons taking prescribed medications should advise delegated Workplace Health & Safety Officer. 9. No person is to lift a load greater than 20kg without assistance 10. No person to work at a height of 2.4m or greater without a fall arrest system. 11. Persons working in an area where work is occurring overhead are to wear a hard hat for protections 12. All incident/s to be reported immediately to Workplace Health & Safety Officer. 	<p>INSURANCES AND RESPONSIBILITIES.</p> <ul style="list-style-type: none"> • Stallholders must have their own current Public Liability Insurance for no less than \$AUS10M. • List Splendour in the Grass and The CMC Solution as Interested Parties on your Public Liability Insurance. • Splendour in the Grass and the Stallholder Management accept no responsibility for any damage or injury to any stallholder’s personnel, equipment or property before, during or after the event. • Stallholders must submit a copy of current Workers Compensation Insurance or a letter stating exemption. • Stallholders providing their own marquee MUST submit Structural, fire, wind certification from the manufacturer • Stallholders are responsible for their own personal security and property • Stallholders are responsible for their own float and cash handling management • Stallholders are responsible for any injury or damage to person/s or property that occurs while bumping in, bumping out or during the event, which arose from the stallholder’s own fault, act or omission; and • Stallholders release the Stallholder Management, Splendour in the Grass and any other agent involved, from any claims, actions or losses arising from the Stallholder’s own fault, act or omissions during participation of Splendour in the Grass. <p>Signature: _____ Date: _____</p>
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MORE INFORMATION

For further information, email cmc_solutions@bigpond.com for event information
www.splendourinthegrass.com

THE STALLHOLDER AGREES:

By applying for Splendour in the Grass, you agree to abide by all the conditions set within all documentation received.

Stallholders agree to comply with any additional reasonable request that Splendour in the Grass representatives, Managers or other persons authorised by the Stallholder Management may have. It is a condition of participation in Splendour in the Grass, that all terms and conditions are accepted without reservations. The Stallholder Management and Splendour in the Grass Management, reserves the right to refuse participation in Splendour in the Grass, at any time if any terms and conditions are not adhered to. Management decision will be final.

By signing the below, you agree to all Terms and Conditions as stated in this application.

Applicant Name

Applicant Signature

Date

SPLENDOUR IN THE GRASS VENDOR APPLICATION CHECK LIST

Incomplete application will not be accepted or considered.

- Ensure you read the Terms and Condition and understand and ensure a thorough understanding. Sign page 5 & 6 and return with application
- Pay Site fee, power, additional wrist bands by June 5 and send a copy of the remittance statement
- Attach Floor Plan, include stall name, measurements in meters, demonstrate your design and creativity. Title this as Splendour 2018 Stall/vendor name Floorplan
- Attach a floorplan in meters of space you require for the Staff Camp ground.
- Attach Public Liability Insurance
- Submit Copy of Public Liability Insurance (Min \$10M), noting Splendour in the Grass and The CMC Solution as interested parties.
- Copy of Workers Compensation Insurance or a letter stating why you are exempt.
- Copy of Food Safety Supervisor's Certificate
- Copy of a recent Health Inspection Report and a Byron Bay Inspection Report
- Safe Work Method Statement – List all risks associated with your business and how the risks are mitigated.
- Copy of your menu with prices. Attach photos and a short write up on your signature dish.
- Jpeg File of your Logo.
- Copy of Food Safety Supervisor's Certificate
- Ensure all your packaging is recyclable.