

1 Introduction

FolkWorld Inc. is the incorporated body of the annual Fairbridge Festival whose aim is to provide healthy fresh food and drink choices. Our festival aims to provide a broad range of options for our patrons including a mix of main meals, desserts, ice cream, hot and cold drinks during our three-day event each April in Pinjarra, South Western Australia.

Our ongoing aim is to reflect the energy, vibrancy, and presentation of the festival and to continue to improve year on year. We average 8,000 people over our three-day event of arts, music and family entertainment.

We hope you'll become a passionate ambassador of our event and encourage your friends and relatives to come along to visit your stall and enjoy everything the festival has to offer.

2 Selection Criteria

Vendor applications are assessed on the following criteria

- fresh, interesting and cultural cuisines
- variety of appealing menus including fresh fruit and vegetables
- foods that are low in fat and high in fibre
- certified organic menu options
- quality and presentation
- provide new food and drink options each year
- efficiency, professionalism and experience of the food stall operators
- compostable food service products
- outlets that are in keeping with the visual aesthetics of the festival
- overall size including support vehicles
- compliance with Shire of Murray regulations regarding safe food practices

3 Trading and Entry Conditions

3.1.1 Trading Hours — Friday 3pm – 9pm; Saturday 10am – 9pm; Sunday 10am – 8pm

3.1.2 It is a condition of application that you must trade for the three days of the festival during these hours

3.1.3 Food Stalls may trade as early or late as they wish each day, providing they are not interrupting any service vehicle access

3.1.4 Food Stalls are required to maintain their stalls and close surroundings in a clean and tidy manner during operating hours

3.1.5 All under 18-year-olds must be accompanied by a parent or adult guardian to enter the festival site

3.1.6 Limited additional discounted staff tickets will be available to Food Stalls

3.1.7 Successful applicants must make full payment of total cost no later than 1 March

3.1.8 Festival precinct is a non-smoking venue and Food Stalls and their staff are to observe the non-smoking areas on the festival map in the program guide

3.1.9 No dogs or other animals are permitted on site at any time

3.1.10 Festival precinct offers various licensed venues and no BYO alcohol is allowed

3.1.11 Alcohol found on entry will be confiscated

3.1.12 Fairbridge Festival is committed to the successful promotion and delivery of our event however we can't take any responsibility for the level of sales that a stallholder may achieve

3.1.13 Advertise your business in our program guide, contact our office to discuss the rates

3.1.14 Food stall areas may change without prior notice

3.1.15 Visit our website to stay informed with programming and signup for our e-newsletter

4 Fees

4.1.1 Site lighting

4.1.2 Limited mains water, you are responsible for providing enough hose length

4.1.3 Tables and chairs

4.1.4 Fees include free three-day festival tickets with camping as indicated

Location	Size	Fee inc. GST	Staff Tickets
Middle Ground	5m	\$699	4
	6m	\$851	5
Chapel	5m	\$861	4
	6m	\$1033	5
	7m	\$1205	6
Hoopla	5m	\$699	4
	6m	\$851	5
	7m	\$1003	6
	8m	\$1155	7
	9m	\$1307	8
	10m	\$1459	8
	11m	\$1611	8
12m	\$1763	8	

4.1.5 Fees must be finalised by 1 March unless accepted after this date. In this instance payment will be due within 7 days.

4.2 Cancellations

4.2.1 Vendor cancellations after 1 March will incur a 50% cancellation fee

4.2.2 Vendor cancellations after 1 April will not be refunded

5 Insurance and Liabilities

5.1.1 All Food Stalls are to have Public & Product Liability insurance in place for an amount not less than \$10 million for one event

5.1.2 Fairbridge Festival takes no responsibility for insurance requirements for Food Stalls

5.1.3 Fairbridge Festival accepts no liability for cancellation of the event, unforeseen or otherwise

5.1.4 Once approved, you will be requested to provide us a copy of your current Certificate of Currency

5.1.5 Any loss or damage to your property or stock is your responsibility

6 Environment and Sustainability Policy

Fairbridge Festival takes much pride in our sustainability policy and committed to the continual improvement of the festival's environmental impact. Food and beverage stalls play an important part in ensuring the success of the recycling system and minimisation of waste and ensure your back-of-house waste management as practical as possible. It is compulsory that all Food Stalls use compostable cutlery, crockery, cups and straws.

Ensure you and your staff sort your waste and place in the appropriate bins and include

- food and compostable products
 - recycling of plastic and glass
 - general waste
 - cardboard must be flat packed and placed into the appropriate skip bins
- We recommend these sites for information regarding compostable food packaging and suppliers

- BSB Packaging — http://www.bsbpackaging.com.au/biodegradable_products_bsb_packaging.php
- Biopak — <http://www.biopak.com.au/products.php>
- Ecosafepak — <http://ecosafepak.com.au>

7 Assessment of Applications

7.1.1 Fairbridge Festival reserves the right to decline any application

7.1.2 Applications are assessed against the selection criteria and facilities available

- 7.1.3 Successful stallholders are notified via email
- 7.1.4 Sites are allocated at the discretion of the Food Stalls Manager in the best interests of our festival and decisions are final and no correspondence will be entered into
- 7.1.5 Only fully completed applications and requirements requested will be assessed, including confirmation of tickets required
- 7.1.6 Detailed information regarding stall, full payment and bump-in times are confirmed
- 7.1.7 We generally have more applications than we could accept, so please do not assume you have been successful unless you have been notified in writing
- 7.1.8 Please indicate on your Application Form if you do not wish your business details to be made available to interested parties before, during or after the festival
- 7.1.9 You must provide the menu you intend to serve for the duration of the festival with your application to ensure there is not an oversupply of any food or drink types
- 7.1.10 Your menu and pricing must be displayed by 12pm Friday and not altered without consultation with the Food Stalls Manager
- 7.1.11 Regular checks will take place during the festival to ensure that Food Stalls are adhering to their submitted menu and anyone who does not comply will be asked to cease operation

8 Successful Applicants

- 8.1.1 Successful Food Stalls are positioned throughout our festival precinct
- 8.1.2 If additional power supplies are required, please advise as soon as possible
- 8.1.3 As a returning Vendor you may request a position, unfortunately there are no guarantees
- 8.1.4 All stalls will be allocated and positioned at the discretion of the Food Stalls Manager and their decision is final and there will be no further discussion
- 8.1.5 Some applications may be unsuccessful on the grounds of duplication and are not necessarily a reflection on quality. In selecting Food Stalls, the committee makes decisions in the best interests of the festival and are final.
- 8.1.6 Upon confirmation of acceptance, to secure your position, full payment is required within 30 days to secure your position
- 8.1.7 All payments must be received no later than 1 March unless accepted after this date, see Fees 4.1.6
- 8.1.8 Please contact our office if you can display our flyers or posters at other events leading up to Fairbridge Festival email event@fairbridgefestival.com.au or phone 9246 3311

9 Bump in and out Event Hours

- 9.1.1 Bump in Thursday 10am – 5pm and power will be available at our earliest convenience
- 9.1.2 Food Stalls are not permitted to attach power leads, our production team will inspect leads and install to power outlets
- 9.1.3 Vans and cool rooms may be delivered as early as Tuesday however they will not be positioned until bump in
- 9.1.4 Food Stalls camping from Thursday must be totally self-sufficient as there will be no food stalls until 3pm Friday
- 9.1.5 All stalls must be cleared away and units removed by Monday 5pm

9.2 Arrival on Site and Vendor Registration

- 9.2.1 Upon arrival please park up at the first check point and receive your Food Stall package which will include your wristbands
- 9.2.2 Photo ID is required to be issued wristbands and receive a vehicle pass
- 9.2.3 You will be allocated a maximum of 2 vehicle passes
- 9.2.4 If camping is not required only one vehicle pass will be issued
- 9.2.5 All ordered wristbands will be issued at this time and become your responsibility
- 9.2.6 Lost wristbands will not be reissued and must be repurchased at full ticket price at the gate
- 9.2.7 Additional staff tickets ordered will be available at a discounted rate. You can purchase child tickets online via Moshtix.
- 9.2.8 Any extra tickets required upon arrival will be sold at the gate price

9.2.9 Proceed to the Vendor Registration table located opposite the Ticket Tent and you will be shown your site

9.2.10 Do not set up your stall without reporting to the Food Stalls Manager or Assistant, should they be unavailable please wait at the registration table for their return

9.2.11 Vendor positions are decided and marked out prior to your arrival, please respect our decision on your positioning as it takes considerable time and care in making a fair and logical layout for all festival attendees

9.3 Sites

9.3.1 Shade and corner positions are limited and not guaranteed

9.3.2 Sites are not always exactly as previously sighted due to vegetation growth and pruning

9.3.3 Although security is on site, it is the responsibility of Food Stalls to ensure their stalls, equipment and products are secured overnight

9.3.4 All sites must be left completely cleared when the festival finishes otherwise a cleanup fee will be charged

9.3.5 Ensure your marquee is firmly affixed to the ground and adequate cover if the weather is inclement

9.3.6 Use of amplifiers or loud speakers is prohibited except with prior written consent from the Food Stalls Manager

9.4 Health Regulations

9.4.1 Food Stalls must comply with the Shire of Murray regulations regarding safe food practices

9.4.2 The Shire of Murray will inspect your operations from 12pm Friday and issue trading licenses and no trading is to occur until the license is issued

9.4.3 Adequate lighting must be provided for the inside and direct serving area of your operation

9.4.4 Food Stalls must provide a piece of carpet or similar, to cover the serving area outside their stall to reduce dust

9.4.5 Removal of the carpet is your responsibility and can't be placed in the skip bins, an invoice will be issued should this occur

9.4.6 No pets are allowed on the site

9.5 Food Preparation and re-stock

9.5.1 We understand you may need to re-stock, so we recommend a suitable trolley to courier your stock to your stall, as vehicle access is strictly limited on site

9.5.2 Ensure hands are clean before commencing or resuming work, particularly after visiting a sanitary convenience, smoking, handling a refuse container, handkerchief or nasal tissue

9.5.3 Wear clean and appropriate clothing

9.5.4 Ensure staff and work areas are clean and tidy

9.5.5 Long hair tied back

9.5.6 No smoking in any food stall, van, or other place where food is to be prepared and sold

9.5.7 Food shall be stored at least 75cm above the ground for protection from contamination

9.5.8 All food to be protected from contamination by dust, flies, vermin, breath or handling

9.5.9 Food can be stored in refrigerated cabinets or behind sneeze proof shields and bain-maries should have fitted sliding doors

9.5.10 Food must be stored within a sealed cabinet, food grade paper or plastic bags, covered with food grade plastic film, whole fruit and vegetables are exempt from this requirement

9.5.11 Squeeze type dispensers should only be used to dispense sauces and other condiments

9.5.12 Food Stalls should have a food approved thermometer, which is accurate to + or - 1°C to enable Food Stalls to monitor food deliveries, production, display, and storage temperatures

9.5.13 Cooked food must be kept at a temperature above 60°C until the time of sale

9.5.14 Bain-marie to be kept running at a temperature of approximately 80°C to maintain food at 60°C

9.5.15 Food containing meat, poultry, fish, eggs, dairy products or potentially hazardous food must be stored at below 5°C and frozen food stored at below 15°C

- 9.5.16 Meat and seafood to be kept iced down on trays or in eskies when awaiting use in the kitchen
- 9.5.17 Cooked foods should be stored for no longer than 4 hours
- 9.5.18 Use tongs or suitable implements for the serving or cooking of foods
- 9.5.19 Food stalls or vans are not be used for sleeping purposes or to store bedding or clothing
- 9.5.20 Protection must be provided for the public against deep fryers, barbecue plates and hot food displays with direct heat cooking appliances suitably shielded
- 9.5.21 All food displayed must be protected from direct sunlight
- 9.5.22 We strongly recommend the use of gas for all cooking given power restrictions on site

10 Power Supply

- 10.1.1 Power requirements must be declared with your application form
- 10.1.2 Food Stalls must provide as a minimum one 3-metre power cable
- 10.1.3 Two 15amp power outlet will be provided as part of registration fee
- 10.1.4 Power Outlet – \$66 pre-order

- 10.1.5 On event additional power requirements are charged at \$71 per extra 15amp
- 10.1.6 Food Stalls using electrical equipment or leads must ensure they have been tested and tagged by a licensed electrical contractor otherwise they will not be allowed to trade
- 10.1.7 Non-tagged leads and equipment will be confiscated and available for pickup Monday morning from Belfast Cottage
- 10.1.8 Dangerous leads will be destroyed
- 10.1.9 Faults or power failures caused by a Vendor's power under-estimation will be charged per call out at an agreed rate and invoiced post event
- 10.1.10 Electricians will make random checks of consumption, power boards, leads and lighting

11 Vehicles

- 11.1.1 On the festival site, all vehicles including re-stock, must travel at walking pace with flashing hazard lights
- 11.1.2 Only vehicles with parking permits are allowed in camping areas and Food Stalls car parks
- 11.1.3 Service vehicles and trailers not essential to the running of the stall are to be parked in the Vendor car park during trading hours
- 11.1.4 One vehicle only may park beside campsites and will be enforced by our production team
- 11.1.5 Vehicles must not be parked at stalls
- 11.1.6 Food Stalls operators must not obstruct roadways or leave vehicles/trailers for any period within the Food Stall areas during bump in and out
- 11.1.7 Staff who are not camping must park their vehicle in the day parking outside the front gate

12 Camping

- 12.1.1 Vendor camping area will be sign posted and camping marshals will be in attendance to assist with directions
- 12.1.2 There is no power access for any campsite
- 12.1.3 Food Stalls staff are not permitted to sleep outside the perimeter of their stall marquee and security will enforce these rules

13 Festival Voucher Program

- 13.1.1 Vouchers are issued to our organising members and key volunteers and must be honoured in exchange for food and drinks
- 13.1.2 Where purchases are less than face value of the presented voucher you may provide a voucher for the difference or mark the voucher with new price in front of the customer
- 13.1.3 Vouchers may be redeemed after the festival by binding them together and sending them with an invoice to PO Box 2023, Marmion WA 6020 no later than 14 days after the event. In the absence of an ABN, please provide a Statement by Supplier form.
- 13.1.4 Vouchers are non-transferrable

14 Bump out post event

- 14.1.1 Food Stalls and camping sites must be left as they were found, failure to do so will result in the issue of an invoice for cleaning
- 14.1.2 All vehicles must travel at walking pace, with hazard lights on when leaving the festival grounds
- 14.1.3 All stalls must be packed down and vacated from the site by 5.00pm Monday afternoon
- 14.1.4 Respect the Village and Leave no Trace
- 14.1.5 Remove all stall furnishings prior to departure otherwise a fee will be charged
- 14.1.6 Complete the email Festival Evaluation Questionnaire and return to our Food Stalls Manager