

# **GLOBAL GROOVES 2017 STALLHOLDER AND FOOD VENDOR TERMS AND CONDITIONS**

**Not For Profit Groups will have either a Double (6x3m) or Single (3x3m) site supplied to them free or charge for either a food vendor or stallholder site.**

**FOOD VENDOR SITES: This includes the site, a tent either 6x3 or 3x3, flooring, 1 overhead light, 1 table and up to 8 power outlets.**

**STALLHOLDER SITE: This includes the site, a tent either 6x3 or 3x3 and up to 2 power outlets (if required)**

## **FEES**

1. NFP applicants will be provided sites free of charge.
2. If commercial food or stallholder applications are opened, site payments must be made at the time of online application.
3. All site payments must be received prior to the event date or the site will be cancelled.
5. You will be issued with a receipt as proof of payment.

## **CONDITIONS – NOT FOR PROFIT APPLICANTS**

The following conditions have been implemented to present a quality event and service for the benefit of the community and our food vendor and stallholders. Should you require any assistance in meeting any of the following criteria, please contact the MECC Festivals and Events Team on 49619777.

1. All sites and items for sale will be positioned and approved at the Event Coordinator's discretion.
2. Not For Profit status must be confirmed by supplying a Certificate of Incorporation.
3. All stallholders and food vendors must hold a current public liability insurance policy with a minimum cover required for their specific product/s or service/s.
4. Food vendors and stall holders are responsible for the bulk rubbish removal from their allocated site area.
5. Food vendors and stall holders are liable for restoration claims for any damage they may cause to the site or rubbish left in their area.
6. Cars may NOT be left on site during the event behind stalls. If you are using your vehicle for storage, you need to plan a different way to store your goods on site. Vehicles must be off site by time allocated in confirmation letter.
7. Food Vendors must complete a Temporary Food Notification - Not For Profit Form and submit to Council's Health & Regulatory Department a minimum of 2 weeks prior to event.
8. Failure to comply with all conditions may lead to withdrawal of your site.
9. Any incidents, which may result in disruption of the peace during the event, must be reported to uniformed security staff or Festival staff at the time of incident.
10. Food vendors and stall holders may be filmed or photographed during the event and agree for footage and images to be used for promotional use by Mackay Regional Council.
11. Application forms must be completed by 1 September 2017 4.30pm at the latest.
12. All food vendors stallholders must read and agree to the Sustainability Guidelines, failure to do so will result in the cancellation of your application or site.

## **CONDITIONS – COMMERCIAL APPLICANTS**

The following conditions have been implemented to present a quality event and service for the benefit of the community and our food vendor and stallholders. Should you require any assistance in meeting any of the following criteria, please contact the MECC Festivals and Events Team on 49619777.

1. All sites and items for sale will be positioned and approved at the Event Coordinator's discretion.
2. Commercial sites may be opened at the Event Managers discretion for this event if it is deemed there is not sufficient NFP stallholders to accommodate forecast attendance at the event.
3. Commercial Vendors can only apply for commercial sites when opened. Not For Profit status must be confirmed by supplying a Certificate of Incorporation.
4. No expressions of interest will be taken prior to commercial applications opening. Applications for commercial sites will be taken on a first in best dressed basis – if the items listed for sale fill the required gaps at the event. Eg – NFP stalls aren't supplying coffee – a coffee vendor site will open.
5. All food vendors must hold a current public liability insurance policy with a minimum cover required for their specific product/s or service/s.
6. All food vendors are responsible for the bulk rubbish removal from their allocated site area.
7. Stall holders are liable for restoration claims for any damage they may cause to the site or rubbish left in their area.
8. Cars may NOT be left on site during the event behind stalls. If you are using your vehicle for storage, you need to plan a different way to store your goods on site. Vehicles must be off site by time allocated in confirmation letter.
9. Cars may NOT come and go into the event site during the event to restock.
10. Food Vendors must complete a Temporary Food Notification Form and submit to Council's Health & Regulatory Department a minimum of 2 weeks prior to event.
11. Failure to comply with all conditions may lead to withdrawal of your site.
12. Any incidents, which may result in disruption of the peace during the event, must be reported to uniformed security staff or Festival staff at the time of incident.
13. Food vendors may be filmed or photographed during the event and agree for footage and images to be used for promotional use by Mackay Regional Council.
14. Application forms must be completed by 1 September 2017 4.30pm at the latest.
15. All food vendors must read and agree to the Sustainability Guidelines, failure to do so will result in the cancellation of your application or site.