

FOOD VENDOR & STALL HOLDER

TERMS AND CONDITIONS



- The following conditions have been implemented to present a quality event and service for the benefit of the community and our vendors. Should you require assistance in meeting any of the following criteria, please contact the Festival team at the details below.
- A submitted application DOES NOT guarantee you a site. All applications are subject to event organisers discretion via our vetting process.
- Contact the Festival team prior to the event with any special requests.

Festival Team

P: 07 4961 9763 / 07 4961 9765

E: festival@mackay.qld.gov.au

1. Food Handling

Food Handling facilities and service must comply with the Mackay Regional Council Health and Regulatory Service Division. A copy of your Temporary Food Permit License must be supplied to the Festival & Events Coordinator prior to the event along with your application.

Food vendors must have attended a Food Handling Information Session at Mackay Regional Council in the 12 months prior to event date. If not, you must attend a session prior to the Festival - this can be arranged through MRC Health and Regulatory Services via 1300 MACKAY.

2. Public Liability

As a requirement of your approval, you must supply the Festival & Events team with a Certificate of Currency for current Public Liability Insurance of no less than twenty million dollars (\$20,000,000.00).

3. Equipment

All vendors are to provide their own marquee and materials.

Equipment to secure marquees must be supplied by the food vendor or stall holder (eg. sand bags, weights, etc, ABSOLUTELY NO PEGS).

All electrical appliances and leads must be tested and tagged within the past 12 months prior to event date.

You will not be allowed to use any item that is not

tested and tagged.

4. Rubbish

All food vendors are responsible for the bulk rubbish removal from their allocated site area.

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.

Leave the site exactly the way you found it. Do not leave rubbish on site, failure to clean your site may result in a cleaning fee, determined at the discretion of the Event Organiser.

Do not overload wheelie bins, there are SIX SKIPS on site. Review the site map to familiarize yourself with the locations of skips.

5. Site Safety

All sites, may be moved or positioned and approved at the Event coordinators discretion, including items for sale.

Vehicle parking is not permitted on any Mackay Regional Council park, reserve or foreshore. You will not be able to use your vehicle for storage during the event. Consider making alternative arrangements for the day to store your goods on site. Vehicles must be off site by the time allocated in your confirmation letter. **ALL VEHICLES ARE TO BE REMOVED OFF SITE PRIOR TO EVENT START.** Cars will not be permitted to enter or leave the event site during the event for any reason. Vehicles will not be permitted to remain onsite behind market or food stalls during the event.

Do not enter road closure areas.

Do not enter the site before your allocated time.

Do not leave your car onsite during setup and pack down. Unload and remove your car. Pack up and then bring your car onto site to load.

Do not drive at speed on site. Follow all road rules, including signed speed limits. Ensure hazard lights are on when driving on site.

Ensure your car pass is clearly displayed. Car permits



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must be made visible to security personnel upon entering the Festival site. Please position your permit on the drivers side of your cars dashboard.

Ensure you have read your confirmation letter carefully and thoroughly. Bring it with you to site and have it with you at all times.

6. Sustainability

All food vendors and stall holders must read and agree to the Sustainability Guidelines and the Mackay Festival of Arts Plastic Free Motion. Failure to do so will result in the cancellation of your application or site.

Mackay Festival of Arts is committed to transitioning to zero-waste events, where waste is avoided, reused and recycled as much as possible.

Single-use plastic items should be avoided or replaced. Alternative products must be reusable or 100% compostable.

You will be required to focus on eliminating the six single-use plastic items most often littered and found in the waste stream. These are; water bottles, coffee cups and lids, straws, food ware (cups, plates, cutlery etc), takeaway containers, and plastic bags.

No glass or glass receptacles will be used at the event.

No balloons to be used or released.

Campbells and Coffee Service Packaging (CSP) are local suppliers of sustainable food service packaging and authorised distributor for BioPak.

Find CSP at 4 Ross Street, Mackay.

Contact them here:

T: 07 4942 1895

E: andrea@coffeeservicepackaging.com.au

w: www.coffeeservicepackaging.com.au

Find Campbells at 18 Victoria Street, Mackay.

Contact them here:

T: 07 4944 0354

E: ccc_mackay@metcash.com

w: <https://www.campbells.com.au/>

7. Fees and Payment

Site payments must be made within 1 week of receiving your confirmation letter. If payment is not received prior to the event date, the site will be cancelled.

You will be issued with a receipt as proof of payment.

This receipt will be sent to the postal address indicated on your application form, emailed to you or handed to you at time of payment if paying in person at the MECC Box Office.

Do not pay your site fee if you have not completed an online application.

Site payment refunds will only be given if the event is cancelled.

9. Social Media

Mackay Festival of Arts will supply you with approved content to share to your social media accounts.

Please tag Mackay Festivals when posting about the event online:

Facebook: @mackayfestivals @wineandfoodday

Instagram: @mackay_festivals

Twitter: @mackayfestivals

Please DO NOT create another Facebook Event for the Festival event that you are attending. The Festival team will add you as a host to the Facebook Event page you are attending. You will then be able to share this event.

The event site map is not to be posted to social media. A site map will be made available for general public in the days prior to the event and will be released by the Festival team.

All marketing collateral shall include the Mackay Festival of Arts logo supplied to you with your confirmation letter.

The following hashtags are recommended for use throughout the Festival:

#MackayInJuly ~ #MackayFestival

#MackayFestivalOfArts ~ #MFOAFringe

#MFOA2020 ~ #WineAndFoodDay

10. No smoking

The Festival event areas are a no smoking zone, designated smoking areas will be located outside of the event grounds.

11. Medical Service/Event First Aid

Festival staff are able to provide first aid assistance during events and will have first aid kits available. When an incident or injury has occurred, an incident report must be completed by event staff.



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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 the incident.

In case of emergency you should contact Festival staff or Security personnel immediately.

- Failure to comply with all conditions may lead to withdrawal or shutting down of your site. This may also impact your involvement in future events organised by Mackay Regional Council.
- Food vendors and stall holders may be filmed or photographed during the event and agree to the use of footage and images for promotional purposes by Mackay Regional Council.
- The Festival team are committed to providing outstanding events and customer service, and treating you with courtesy and respect. You can help us by treating our team the same.



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