

Wyndham City Major Events

FOOD VENDORS

**2017-2018**

**information kit & application form**

|  |
| --- |
| Please read all information and terms and conditions carefully.  If you have any questions or require further information phone the Major Events Team on  03 9742 0777.  **Applications close strictly at 5.00pm on Friday, 7 July 2017** |

OUR EVENTS

Wyndham City Council has a strong track record of delivering quality major events for the region. The dedicated events team at Council maintains a focus on attracting visitors through the region by staging major events that appeal both to the local and wider community. Wyndham City Council’s event portfolio includes:

Wyndham’s Pet & Animal Expo

**Date:** Sunday, 17 September 2017

**Time:** 10am to 4pm

**Venue:** Wyndham Civic Centre

45 Princes Hwy, Werribee

**Target Audience:** Pet loving families

**Expected attendance:** 6,000 – 8,000

A fun, ‘family and pet’ friendly day where all activities and entertainment are free, this event celebrates the pets in our lives and is aimed at providing information and education about responsible pet ownership in a fun and engaging way. This event provides an opportunity for the Wyndham community to come along, meet representatives from the wide range of animal/pet organisations in Wyndham and learn more. Strong community participation occurs at this event with many exhibitors and groups involved including a highlight of the day with the Dog Obedience Show.



Children’s Week Picnic

**Date:** Sunday, 22 October 2017

**Time:** 10am to 4pm

**Venue:** Werribee Park

K Road, Werribee

**Target Audience:** Young families

**Expected attendance:** 8,000 – 12,000

A highlight of the Wyndham event calendar, this event provides a fun, family friendly day full of free and interactive activities for children. Sports, craft, music, dance and many more activities ensure the little ones are engaged in healthy and active fun and play. The event provides a safe and enjoyable atmosphere for the whole family with a focus on education, learning and opportunities for children to explore new experiences. The event coincides with International Children’s Week.

State Rose & Garden Show

**Date:** Saturday, 11 and Sunday, 12 November 2017

**Time:** 10am to 4pm

**Venue:** Victoria State Rose Garden

K Road, Werribee

**Target Audience:** Garden lovers of all ages

**Expected attendance:** 5,000 – 6,000 per day

The picturesque location of Werribee Park will be in full bloom and the Garden itself will act as a focal point for the event. This is a free event where visitors can learn about roses and gardening from industry experts, purchase plants and associated gardening products and see the best of the State’s roses from the various societies in attendance.

Australia Day Celebrations

**Date:** Thursday, 26 January 2018

**Time:** Evening event, exact times TBC

**Venue:** TBC

**Target Audience:** All Wyndham residents

**Expected attendance:** 4,000 – 6,000

Wyndham will come alive on Thursday, 26 January 2018 as communities come together across all cultures and backgrounds to celebrate Australia Day. This event, our only evening event, features a range of free activities to enjoy including carnival rides, art workshops, fireworks, live stage entertainment along with food trucks. The community loves this event and celebrates in true Aussie style! The consumption of alcohol at this event is prohibited.

Fromage a Trois Festival

**Date:** Sunday, 8 April 2018

**Time:** Day event, exact times TBC

**Venue:** Werribee Park

K Road, Werribee

**Target Audience:** 25 – 55 age bracket

**Expected attendance:** 5,000 +

The Great Lawn of Werribee Park will host an array of exhibitors providing an opportunity for guests to sample, experience, taste and purchase artisan produce. Whilst cheese will be the primary focus, other complementary gourmet producers and craft beverage producers will be in attendance (such as wineries, breweries, olive growers etc.) to provide visitors with an entire epicurean experience. This event will be a ticketed event, with tickets reasonably priced and to include an official Fromage tasting glass (Children under 12 enter for free).

FOOD VENDOR APPLICATION PROCESS

To be considered as a food vendor at a Wyndham City Major Event, you must submit a ***Food Vendor Application Form*** to the Major Events Team for the 2017-2018 season. On your application you must indicate which event/s you would like to apply for. After the application cut-off date, all applications will be assessed and you will be notified if you are successful. Council reserves the right to select the food vendors they deem to be the most suitable for each event. The application timelines for 2017 are as follows:

|  |  |
| --- | --- |
| **Applications Open** | **Monday, 29 May 2017** |
| **Applications Close** | **Friday, 7 July 2017** |
| **Applications Assessed** | **Week commencing Monday, 10 July 2017** |
| **Applicants Notified** | **Week commencing Monday, 17 July 2017** |

Successful Applicants

Successful applicants will be notified in writing and asked to confirm their availability for the particular event(s) they have applied for. Following confirmation, an invoice for the site fee will be issued, payable within 30 days.

***Failure to pay the invoice will result in cancellation of the site allocation.***

Unsuccessful Applicants

Unsuccessful applicants will be notified and where possible provided with feedback on their application. No further applications will be sought after the end of the application process for the 2017-2018 season, unless there is a cancellation or a site otherwise becomes available.

FOOD VENDOR PACKAGES

|  |  |  |  |
| --- | --- | --- | --- |
| **Event** | **Date** | **Site Fee**  **Coffee/Sweet** | **Site Fee**  **Savoury** |
| Wyndham’s Pet & Animal Expo  6 hour event | Sunday, 17September 2017 | $250 | $400 |
| Children’s Week Picnic  6 hour event | Sunday, 22 October 2017 | $250 | $400 |
| State Rose & Garden Show (2 days)  6 hour event x 2 days | Saturday, 11 and Sunday, 12 November 2017 | $400 | $500 |
| Australia Day Celebrations  5 hour evening event | Friday, 26 January 2018 | $300 | $450 |
| Fromage a Trois Cheese Festival  6.5 hour event | Sunday, 8 April 2018 | $250 | $400 |

Note: *State Rose & Garden Show – fees listed above are for both days of the event and includes overnight power (Saturday, 11 November 2017). If your menu is both sweet and savoury, the savoury rates will apply.*

Package Inclusions

* Approximately 4m x 6m area
* Power for 2 x 15amp appliances (3 phase power requirements will incur an additional charge)
* Rubbish removal
* Car parking

TERMS & CONDITIONS

By submitting a Food Vendor Application Form, food vendors (‘Vendors’) agree to comply with the terms and conditions below.

1. Hours of operation
2. The Vendor must be present at their allocated site and ensure that their stall is operational for the duration of the event and must not leave or dismantle their stall prior to the ‘bump out’ time.
3. The Vendor must ‘bump in’ and ‘bump out’ in accordance with the times (and any subsequent alterations) notified by Council no less than one week prior to the event and must not bring vehicles into the event site outside of these times.
4. Stalls
5. The Vendor must provide all equipment and products beyond that specified in the site package required to operate their stall. Any additional power required by the Vendor will be provided at the Vendor’s cost.
6. The Vendor must not use pegs to secure freestanding items and may only use weights to secure freestanding items.
7. The Vendor must ensure all electrical equipment used at their site is tested and tagged prior to the event date. If this condition is not complied with, Council will test and tag the electrical equipment at the Vendor’s cost.
8. The Vendor must ensure that persons under the age of 18 years are not solely responsible for the site and/or stall.
9. The Vendor must keep their allocated site (including the stall) clean, tidy, free from rubbish and other hazards and well presented at all times during the event.
10. The Vendor must behave courteously towards members of the public and all employees, volunteers, exhibitors and other vendors involved in the event.
11. Site allocations

The Vendor must comply with the site layout and site allocation (and any subsequent alterations) as notified by Council no less than one week prior to the event date.

1. Healthy food and drink menus

Council is committed to supporting the health of its residents and encourages healthy food and drink options at its events. The [*Menu Guide for Food Vendors*](https://www.wyndham.vic.gov.au/sites/default/files/2016-06/Healthy%20Communities%20-%20Healthy%20Food%20Vendor%20Menu%20Guide-%202016-04.pdf)has been published to assist Vendors with incorporating healthy items into their menus. To further encourage healthy drink choices at events, the Wyndham Pet and Animal Expo, Children’s Week Picnic and Australia Day Celebrations are Sugary Drink Free Events.

Council also encourages Vendors to offer menu items which cater to dietary requirements, such as gluten free and vegetarian options, and will give priority to local Vendors or those who use locally grown produce.

1. The Vendor must read the *Menu Guide for Food Vendors* prior to submitting a Food Vendor Application Form and must ensure healthy food options are available for purchase.
2. The Vendor must only provide approved drinks from the *Menu Guide for Food Vendors* at Sugary Drink Free Events.
3. The Vendor must display the healthy food and drink signage provided by Council.
4. The Vendor must clearly identify the items on their menu which cater to dietary requirements.
5. The Vendor must advise Council of any changes made to the menu or price list submitted with their Food Vendor Application Form.
6. Streatrader

Streatrader is an online system for registration and notification of temporary and mobile food premises with Council. All Vendors must be registered with Streatrader prior to events. Contact Council’s Environmental Health Unit on 03 9742 0738 for assistance with Streatrader registrations.

1. The Vendor must be registered with Streatrader (<https://streatrader.health.vic.gov.au>) at least four weeks prior to the event date.
2. The Vendor must lodge their Statement of Trade with Council at least 14 days prior to the event date.
3. Vendors who have not registered with Streatrader or provided a Statement of Trade will not be permitted to operate at the event.
4. Health and Safety

Contact Council’s Environmental Health Unit on 03 9742 0738 if you have queries relating to food safety.

1. The Vendor must comply with all relevant legislation, including, but not limited to, the *Food Act 1984* and the Food Standards Code.
2. The Vendor must ensure their stall is equipped with:
3. sanitiser for cleaning equipment and utensils;
4. hand washing facilities with liquid soap and paper towels;
5. adequate storage for all food products to prevent contamination; and
6. digital probe thermometer for any cooked food or food stored under temperature control.
7. The Vendor must notify Council of any incident, accident, injury or damage that occurs at their site.
8. Rubbish disposal

Council strives to host events which are environmentally friendly and sustainable. Where possible, Vendors should use compostable or recyclable items (e.g. cutlery, plates, cups etc.) and restrict the use of packaging to minimise waste disposal.

1. The Vendor must dispose of all rubbish in the skips provided by Council and must not use the bins located throughout the event site.
2. The Vendor must endeavour to conserve electricity and water usage.
3. The Vendor must clear their site by the end of ‘bump out’ and restore it to its original condition.
4. Photography
5. The Vendor must not photograph, film or otherwise record the event site or their stall for commercial purposes without obtaining Council’s prior written consent, such consent not to be unreasonably withheld.
6. The Vendor (including their stall and/or staff) consents to being photographed, filmed or otherwise recorded during the event and consents to Council’s use or publication of these photographs or recordings in any format whatsoever in its entire discretion.
7. Insurance

The Vendor must hold and maintain public liability insurance in a minimum sum of $20 million per single event and must provide a copy of its certificate of currency with the Food Vendor Application Form.

1. Release and Indemnity
2. The Vendor releases Council, its Councillors, officers, employees, contractors and agents and each of them (together, ‘Council’) to the full extent the law permits from all actions, claims and demands of any kind for or resulting from any accident, damage, injury or loss (including theft) to person or property that occurs during the event or during ‘bump in’ or ‘bump out’ times.
3. The Vendor agrees to indemnify and keep indemnified and hold harmless (‘indemnify’) Council against any liability or loss or cost whatsoever incurred by Council arising from the Vendor’s breach of these terms and conditions, that is caused or contributed to by the Vendor; and further agrees to indemnify Council from and against all losses, actions, claims, costs, charges, expenses and damage (‘loss’) whatsoever, which may be brought or made or claimed against Council arising from or in consequence of carrying out of any activity by the Vendor connected to its participation in a Council event, whether specifically referred to in these terms and conditions or otherwise, provided that the Vendor will not be required to indemnify Council against any such loss to the extent that any such loss is caused by the negligent act or omission of Council.
4. No Relationship

Nothing in these terms or conditions or in the conduct of the parties will create any relationship of agency, partnership, employer and employee or joint venture between the Vendor and Council.

1. No Representation

Council makes no representation to the Vendor as to the minimum level of sales, profitability or number of attendees at each event.

1. Payment and cancellation
2. The Vendor must trade at the event regardless of the weather conditions unless Council deems it unsafe to do so and has notified the Vendor accordingly.
3. The Vendor must pay their site fee within 30 days of the date of invoice. Failure to do so will result in cancellation of the Vendor’s allocated site.
4. If the Vendor withdraws from the event less than 28 days prior to the event date, the site fee will be forfeited.
5. If Council cancels the event prior to the event date, the Vendor’s site fee will be refunded and Council accepts no liability for any costs incurred by the Vendor in anticipation of the event.
6. Breach

If Council becomes aware of a breach of any of these terms and conditions which cannot be remedied, the Vendor’s site allocation will be cancelled and the Vendor will not be permitted to operate, or continue to operate, at the event.

Wyndham City Major Events 2017-2018

FOOD VENDOR APPLICATION FORM

YOUR DETAILS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Company Name: |  | | | | |
| Contact Name: |  | Position: |  | | |
| Phone/Mobile: |  | ABN: |  | | |
| Email: |  | | | | |
| Postal Address: |  | | | Postcode: |  |
| Website/Facebook: |  | | | | |
|  |  |  |  | | |
| Event Day Contact: |  | Mobile: |  | | |

VENDOR TYPE

Please tick the box for your main product type:

Coffee  Sweet  Savoury

**Please note if your menu is both sweet and savoury, the savoury rates will apply.**

EVENTS

I wish to apply to be a food vendor at the following Wyndham City major events:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Event | Date | Site Fee  Coffee/Sweet | Site Fee  Savoury |
|  | Wyndham’s Pet & Animal Expo | Sunday, 17September 2017 | $250 | $400 |
|  | Children’s Week Picnic | Sunday, 22 October 2017 | $250 | $400 |
|  | State Rose & Garden Show (2 days) | Saturday, 11 and Sunday, 12 November 2017 | $400 | $500 |
|  | Australia Day Celebrations | Friday, 26 January 2018 | $300 | $450 |
|  | Fromage a Trois Cheese Festival | Sunday, 8 April 2018 | $250 | $400 |

**Note: State Rose & Garden Show** – fees listed above are for both days of the event and includes overnight power (Saturday, 11 November 2017).

WYNDHAM PREFERRED HEALTHY VENDOR

A Wyndham Preferred Healthy Vendor’s menu will be assessed by Council, and is subject to meeting the criteria in the *Menu Guide for Food Vendors*.

I would like to be contacted by Council to learn more about becoming a Wyndham Preferred Healthy Vendor Yes  No

WHAT WE NEED FROM YOU

MENU

I have attached a copy of my **FULL MENU** including a drinks list and prices:

Yes  No

I understand it is my responsibility to advise of any menu changes prior to the event date.

I have read and understood the ***Menu Guide for Food Vendors*** and agree to adhere to the *Sugary Drink Free* commitment if I am successful in my application: Yes  No

SET-UP DETAILS

Please provide details of your set-up and requirements:

**Set-Up Type** Self-Contained Vehicle  Marquee  Cart

|  |  |
| --- | --- |
| **Dimensions** |  |

**Additional vehicle or cool room to remain on event site?** Yes  No

|  |  |
| --- | --- |
| Please provide details: |  |

**Photos:** I have attached recent images of my set-up (required) Yes  No

|  |  |
| --- | --- |
| **Any further information:** |  |

POWER

I require standard power (2 x 15amp) Yes  No

Is additional power required? (An additional charge will apply) Yes  No

Please list items to be powered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If additional power is required, please specify how much is required:

|  |
| --- |
|  |

PUBLIC LIABILITY

All food vendors must hold and maintain public liability insurance in a minimum sum of $20 million per single event. A certificate of currency must be attached for your application to be considered.

I have attached a certificate of currency Yes  No

STREATRADER

I am registered on Streatrader Yes  No

Streatrader number      ­­­­­­­

DECLARATION

***All information provided is correct and I agree to the terms and conditions of participating in a Council event.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signed: |  | Name: |  | Date: |  |

**Please note that completing this form does not guarantee you a site allocation. Council will contact you if your application is successful.**

SUBMITTING YOUR APPLICATION

**FOOD VENDOR APPLICATIONS CLOSE ON FRIDAY, 7 JULY 2017**

Please ensure you return your completed Food Vendor Application Form and supporting documentation to the Major Events Team by the closing date.

* Completed Food Vendor Application Form
* Copy of certificate of currency for public liability insurance
* Any supporting documentation as requested in the application (photos, menus, recipes etc.)

**EMAIL:**  [events@wyndham.vic.gov.au](mailto:events@wyndham.vic.gov.au)

**POST:** Major Events Team

Wyndham City Council

PO Box 197

Werribee VIC 3030

Privacy Statement

Your personal information is collected by Council for the purposes of your participation in the event and will be disclosed to Council staff involved in the administration of the application process and organisation of the event. Your personal information will otherwise be handled in accordance with the *Privacy and Data Protection Act 2014* and Council’s privacy policy available at <http://www.wyndham.vic.gov.au/aboutwyndham/wyndhamcity/customerservice/information/privacy_policy>.

|  |  |  |  |
| --- | --- | --- | --- |
| **OFFICE USE ONLY** | | | |
|  | Yes/No | Date | Initials |
| Current Public Liability certificate received |  |  |  |
| Streatrader received |  |  |  |
| Successful application |  |  |  |
| Confirmation sent |  |  |  |
| Unsuccessful response sent |  |  |  |
| Invoice sent |  |  |  |
| Payment received |  |  |  |
| Receipt sent |  |  |  |
| Menu received |  |  |  |
| Healthy Food vendor check |  |  |  |
| Power? |  |  |  |
| Site allocation advised |  |  |  |
| Bump in and out confirmed |  |  |  |