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| --- |
| Please read all information and terms and conditions carefully.  If you have any questions or require further information phone the Events Team on  03 9742 0777.  **Applications close strictly at 5.00pm on Thursday 1 February 2018**  **Unless all sites are sold prior to this date** |

YOUR DETAILS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Company Name: |  |  |  | | |
| Name for Signage  (if different from above) |  | ABN: |  | | |
| Contact Name: |  | Position: |  | | |
| Phone/Mobile: |  | Email: |  | | |
| Address: |  | | | Postcode: |  |
| Website/Facebook  Instagram: |  | | | | |
| **IMPORTANT:**  Event Day Contact: |  | Mobile: |  | | |

Have you exhibited before at Fromage a Trois? Yes  No

EXHIBITOR OPTIONS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **General Exhibitor** ($495 + GST)   * 3x3 Marquee, weighted * Personalised Marquee signage * 1 Trestle table * 2 Chairs * Standard power * Rubbish removal * Shared cool room storage - up to 2 cubic metres * 4 x Exhibitor wristbands |  |  | **General Exhibitor – CHEESE**  ($395 + GST)   * 3 x 3 Marquee, weighted * Personalised Marquee signage * 1 Trestle table * 2 Chairs * Standard power * Rubbish removal * Shared cool room storage – up to 2 cubic metres * 4 x Exhibitor wristbands |  |

**Note: General exhibitors are required to have a minimum of 2 staff managing their stall at any one time.**

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| **Premium Exhibitor** ($795 + GST)   * 6x3 Marquee, weighted * Personalised Marquee Signage * 2 x Trestle tables * 4 x Chairs * Standard power * Rubbish removal * Shared cool room – up to 2 cubic metres * 6 x Exhibitor wristbands |  |  | **Premium Exhibitor** **- CHEESE** ($695 + GST)   * 6x3 Marquee, weighted * Personalised Marquee Signage * 2 x Trestle tables * 4 x Chairs * Standard power * Rubbish removal * Shared cool room – up to 2 cubic metres * 6 x Exhibitor wristbands |  |

**Note: Premium exhibitors are required to have a minimum of 3 staff managing their stall at any one time**

I understand I am offering samples

I will be selling product

EXHIBITOR DESCRIPTION Please tell us a bit about your company, what you will be selling and what else you may be doing at your stand.

|  |
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|  |

WHAT WE CAN PROVIDE:

COOL ROOM STORAGE

I will require cool room storage Yes  No

POWER

PLEASE NOTE : All electrical equipment must be tested and tagged prior, and is subject to inspection on event day.

A link will be sent to all exhibitors prior to the event to activate your own power requests, any power additonal to a standard 1 x 10 amp will incurr additional costs.

ICE

We will be engaging an ice contractor who will contact you regarding pre sales of bags of ice as well as a limited capability of on day sales.

REQUIRED DOCUMENTS

PUBLIC LIABILITY

All stallholders must hold current Public Liability Insurance. A Certificate of Currency of not less than $20 million must be attached to this registration to be considered. If current certificate expires before 8 April 2018 we will require you to supply an updated Certificate of Currency before the event day.

I have attached a current copy of my Public Liability Insurance Yes  No

LIQUOR LICENCING

All exhibitors serving or selling alcohol must apply for a Major Event Licence from the Victorian Commission for Gambling and Liquor Regulation - https://www.vcglr.vic.gov.au/ at least 8 weeks prior to the event day (9th February 2018) (*a partially completed copy of the Major Event Licence will be provided to successful applicants)*

I will be selling/serving alcohol at my stand Yes  No

STREATRADER

All mobile exhibitors selling food or beverage are required under Victorian law to be registered with Streatrader prior to trading.

BUILD YOUR OWN PICNIC – OPT IN (not available to beverage exhibitors)

Food exhibitors are offered the option to opt in to the *Build Your Own Picnic* area. This farmer’s market style area will allow visitors the opportunity to select from a variety of products to build their own personalised picnic hamper, providing a second selling point for exhibitors. This opt in option is also valid for the pre booked hampers. If you opt in, your contact details will be shared with the caterer running this activation who will contact you directly to arrange prices, delivery and any returns. Please note: potentially not all exhibitors choosing to opt in can be accommodated, this being subject to demand.

Opt in to *Build your Own Picnic* Yes  No

TASTING AND SALES QUEUE SIGNAGE – OPT IN (beverage exhibitors only)

Tasting and Sales signage is available to assist you manage your queues on the day; please select the box if you would like to take up this option.

I would like tasting/sales signage Yes  No

BUMP IN & EVENT DAY REQUIREMENTS

**BUMP IN – PRE-EVENT – SATURDAY**

You are able to bump in on Saturday 7 April, the day prior to the event. There will be limited access to overnight cool room storage so please ensure you book this in if it is required.

I would like to bump in on Saturday 7 April - 10am  12pm  2pm

**BUMP IN – EVENT DAY - SUNDAY**

Vehicle access for event day bump in is limited to 7am – 9am with strictly no vehicle access after 9am. Please leave sufficient time for unloading. Please select your event day bump in time.

7.00am  7.30am  8.00am  8.30am

**IMPORTANT:** Please be aware there are no forklift facilities onsite. If you are not onsite to receive your delivery please ensure the Event Manager is made aware of your delivery items and times and all deliveries are to be clearly labelled with your company name and site number. You will also need to discuss arrangements on how your stock will be transferred into your allocated marquee / cool room.

**Limited delivery access is available on Friday 6 April with prior consent of the Event Manager.**

DECLARATION

*All information provided is correct and I agree to the terms & conditions attached.*

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

SUBMITTING YOUR APPLICATION

**EXHIBITOR APPLICATIONS CLOSE ON 1 FEBRUARY 2018 OR WHEN ALL SITES HAVE BEEN ALLOCATED**

Please ensure you have completed all aspects of this form and return your completed application along with correct and current documentation before the closing date.

|  |  |
| --- | --- |
|  | Completed Application Form |
|  | Current Public Liability Certificate to the value of $20m – Copy attachment file in JPEG or PDF |
|  | Any supporting documentation – attachment file in JPEG or PDF |

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

Postal: Attention: Elissa Barlow

Events Team

Wyndham City Council

PO Box 197

Werribee VIC 3030

ENQUIRIES & SPONSORSHIP

For any general queries relating to Fromage a Trois please contact the Event Manager

**Elissa Barlow**

Tel: 03 9742 0835 ext. 1835 E: [elissa.barlow@wyndham.vic.gov.au](mailto:elissa.barlow@wyndham.vic.gov.au)

For any sponsorship queries relating to Fromage a Trois please contact the Team Leader

**Greg Hackett**

Tel: 03 8734 5488 ext. 1032 E; [greg.hackett@wyndham.vic.gov.au](mailto:greg.hackett@wyndham.vic.gov.au)

EXHIBITOR INFORMATION

**EVENT DETAILS**

Date: Sunday 8 April 2018

Time: 11am to 6pm

Venue: Werribee Park, K Road, Werribee South.

ALCOHOL SERVICE & SALES

Event branded glassware will be included in the customer ticket entry price. Exhibitors must serve liquor for onsite consumption into the branded glassware. Cans are also permitted to be sold to drink onsite if served opened.

**Glass sales**

Sales by the glass are permitted and are to be poured into the patron’s tasting glass.

**Bottle sales**

6 pack sales of beer or cider, full spirit or wine bottle sales are available to takeaway only. Products must be sold in a sealed bag and the customer advised they are unable to consume onsite.

**Liquor Licence**

All exhibitors sampling or selling alcohol must hold and display a Major Event Liquor Licence. A partially completed copy of the application form will be provided to successful applicants. The Victorian Commission for Gambling and Liquor Regulation (VCGLR) must receive this application at least 8 weeks prior to the event.

Exhibitors can sell for onsite consumption as well as takeaway sales. Conditions in reference to this one the liquor licence are as follows:

* Samples of liquor may be served in the tasting glass or plastic filled to a 60ml capacity
* Wine may be supplied in the tasting glass or plastic to a maximum of 150mls
* Beer/cider may be supplied in the tasting glass, can or plastic with a maximum of 330mls
* Spirits may be supplied 30ml serve
* All liquor supplied for consumption on the licensed premises must be in the official event glassware or supplied in open plastic containers or cans.
* All packaged, takeaway liquor sales must be unchilled and in sealed containers in a sealed bag.

**Water**

A free drinking water fountain will be available onsite for patrons to utilise. There are multiple water taps around the grounds should you wish to fill jugs for patrons.

COOLROOMS – SHARED ACCESS

If requested exhibitors have access to the closest available cool room, this is a shared facility and is limited to 2 cubic metres per exhibitor.

If you would like to bring your own cool room onsite please contact the Event manager in advice as it may affect the location of your site.

EXHIBITOR WRISTBANDS

As this is a ticketed event, we will be managing the numbers of staff onsite by issuing Exhibitor Wristbands. These will be posted to you prior to the event and must be worn by all staff upon arrival. Please note exhibitor wristbands do not give you access to the branded glassware.

**PLEASE NOTE:** Access to the Exhibitor car park will only be granted to vehicles in which all patrons are wearing a wristband

FOOD SAFETY & HANDLING

All exhibitors providing food and or beverage products must be registered with Streatrader for this event.

Once registered on Streatrader you will need to submit a Statement Of Trade (SOT) for this event.

Any exhibitor that has not registered for Streatrader prior to event day will not be permitted to exhibit.

VENUE INFORMATION

Please do not dump un-used ice onto the grass at Werribee Park, as it causes damage to the grass.

Un-used ice can be disposed of on wood chipped areas – at the base of some trees. If you are unsure please ask your Area Warden or a member of Parks Victoria.

Pegging of any item is not permitted at Werribee Park due to irrigation lines and delicate tree and plant root systems. Please ensure you bring sufficient weights for any freestanding items.

POWER & ELECTRICAL EQUIPMENT

All electrical equipment must be tested and tagged prior to the event. Our power supplier will be checking that equipment has been tested and tagged on the morning of the event – any equipment that has not been tested and tagged cannot be used.

If you have any questions regarding the testing of equipment please speak with event organisers in advance.

PRODUCT QUANTITY

It is expected that exhibitors arrive at the event with enough product to provide tastings and sales for the duration of the event. Exhibitors will be updated with anticipated attendance in the lead up to event day.

If you are unsure about what quantity to bring please liaise with the Event Manager who can provide suggested stock levels based on previous events.

SECURITY

An overnight security service will be arranged from 5pm on Saturday 7 April, until close on Sunday 8 April. Werribee Park closes at 6.30pm on Saturdays. Whilst every reasonable precaution will be taken, Wyndham City accepts no responsibility for any loss or damage which may occur to persons or property at Fromage A Trois from any cause.

SIGNAGE, STALL PRESENTATION & OPERATION

As part of your package, all exhibitors will be provided with corflute signage on the front of their marquee as indicated on your application form. Additional signage and decoration of your marquee is at your own discretion. It is an expectation that exhibitors will decorate their marquees sufficiently and in line with the quality and style of the event. Please ensure empty cardboard boxes and rubbish are neatly disposed of or hidden so that your stall looks clean and tidy throughout the event.

Exhibitors must stay within the confines of their marquee, and not place any signage more than 1 metre in front of the marquee. All free standing signage or decoration must be sufficiently weighted (not pegged) and will be checked by the Safety Officer on the day.

Tablecloths are not provided in event packages, please ensure you organise your own table linen if required.

It is expected that exhibitors adhere to the minimum staffing levels outlined below.

**General Exhibitor (3x 3 marquees): Minimum of 2 staff managing your site at all times**

**Premium Exhibitor (6x 3 marquees): Minimum of 3 staff managing your site at all times**

SITE ALLOCATION

Wyndham City will allocate all exhibitor and food vendor positions taking into account power, cool room requirements, waste and other service requirements. We will endeavour to meet the requirements of exhibitors and do however reserve the right to change the site layout and allocation at any time.

SOCIAL MEDIA

Fromage a Trois has its own Facebook page: [www.facebook/fromageatroisfestival](http://www.facebook/fromageatroisfestival)

Please share your involvement with Fromage a Trois on social media. Be sure to link to our Facebook page and tag the event

Facebook: Fromageatroisfestival

Instagram: #fromageatrois

TASTINGS & SALES

It is expected all exhibitors provide product for both tastings and sales for the full duration of the event as this is a key attraction. Site fees have been lowered from the 2016 event to ensure you are somewhat compensated for sampling.

TIMES OF ATTENDANCE

The event will be open to the public from 11am - 6pm. It is mandatory for all exhibitors to have a sufficient number of staff manning their site/designated areas between these hours.

WASTE

Rubbish skips (both for general waste and recyclables) will be provided in a designated area on site. Please ensure that you transport your rubbish to the skips, and do not fill up the smaller bins throughout the event site which are for patrons use only.

Wyndham City strives to incorporate environmentally-sustainable principles in its events. We ask that stallholders use compostable or recyclable consumable items including cutlery, crockery, and cups etc.; maintain awareness of conservative power and water use; and reduce the use of packaging to minimise waste disposal.

PRINCIPAL’S INDEMNITY

The applicant agrees to abide by all terms and conditions as stated within this application and to indemnify and keep indemnified the principal, it’s servants and agents, from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever that may be brought or made or claimed against them, or arising from my performance or purported performance of its obligations and directly related to the negligent acts, errors or omission by the applicant and their involvement with Wyndham City’s Fromage A Trois Festival.

**Signature of Applicant:**  **Date:**

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**Privacy Statement:** the personal information requested on this form is collected by Wyndham City Council for the purpose of coordinating the Fromage a Trois. The information will be kept confidential and identifying information will not be disclosed to any person or third party for any other purpose unless opting in for catering or the promotion of the event with our existing partners.

**Please note that sites are limited at this event. Completing this form does not guarantee you a site allocation. Confirmation of the success of your application will be provided in writing by Wyndham City.**

EXHIBITOR PARTICIPATION – TERMS & CONDITIONS

**By completing the application form, exhibitors acknowledge and agree to follow the conditions;**

1. Fromage a Trois sites will be available on Sunday 8 April 2018 only. Trading hours will be from 11am – 6pm.
2. All applications are subject to a selection process with applications closing at 5pm, Thursday 1 February, 2018 unless all sites are sold prior. Applicants will be notified in writing and successful applicants will be required to pay fees in advance.
3. Exhibitors will behave in a hospitable manner towards the public and in a courteous and friendly manner to all workers, volunteers and exhibitors involved in the event.
4. Exhibitors are responsible for the provision and removal of all product and equipment beyond that which is specified as supplied in the site package. Wyndham City will not be held responsible for any damage to exhibitors equipment whilst on site or during delivery or removal.
5. Power and other site requirements are to be discussed with the event organiser prior to the event. There will be restrictions on power available. Additional power may be supplied at an extra cost. The event makes no guarantees regarding the provision of power and other site requirements beyond that which is specified as supplied in the site package. Any personal generators belonging to the exhibitor must be approved for onsite use by the event organiser in advance. Any non-tagged and tested appliances and leads may be confiscated by Wyndham City Council and returned after the event.
6. All sites must clearly display product prices and information. No sale of second hand goods is permitted. All items must be well presented and remain within the boundaries of your site.
7. Wyndham City will not accept any responsibility for the safety of any article or product of any kind brought by the exhibitor into the Fromage a Trois Festival.
8. The display, sale or distribution of counterfeit or illegal goods is not permitted nor is the display, sale or distribution of religious or political material.
9. The sale of inappropriate material including replications, obscene pictures or offensive language is not permitted.
10. Exhibitors must comply with relevant safe food handling programs and agree to comply with the Food Handling reporting mechanisms on the day, as required by the Victorian Food Act.
11. Exhibitors will observe and must comply with all Victorian Fire Service, Food Safety Standards, Workplace Standards, Liquor Licensing requirements and other relevant Commonwealth, State and Local laws and regulations relating to the preparation, display, handling and sale of products and food and beverages.
12. Exhibitors are responsible for the provision of staff to service their site. Exhibitors are also responsible for the provision of workers’ compensation insurance to cover employees, contractors or sub-contractors employed or contracted by the Exhibitor. Appropriate Work Cover policies must be in place.
13. Wyndham City Council accepts no responsibility for any injury whatsoever caused to employees, contractors or sub-contractors. To the extent possible by law, the exhibitors release and discharge Wyndham City from all future claims in relation to injuries sustained to employees, contractors or sub-contractors.
14. Wyndham City Council shall not be responsible for any loss of any nature including monies paid to Wyndham City Council, suffered by any exhibitor from any restrictions or conditions which prevent the construction, erection, completion, alteration, or dismantling of any site or for the setting up or pack down of any products, for the failure of any services available to the exhibitor, or for any cancellation or restriction in opening hours at the Fromage a Trois Festival as a result of any circumstances not within the direct control of Wyndham City Council.
15. Outdoor events are all weather events and exhibitors are expected to agree to participate in the event regardless of weather conditions, unless the event organisers deem the weather too unsafe to proceed.
16. Only persons the age of eighteen (18) years or above may be solely responsible for the conduct of any stall site.
17. Proof of current public liability insurance, a Certificate of Currency must be submitted prior to the event.
18. Exhibitors will not impinge on public space or any other Exhibitor’s space. Any decision by Wyndham City in this regard shall be final and binding. Wyndham City reserves the right to remove the exhibitor at their expense.
19. Exhibitors are expected to keep their designated space, including interior and rear of the stall site clean, tidy and free of rubbish and other hazards at all times.
20. The exhibitor may not conduct lotteries, raffles or competitions without the consent of Wyndham City Council.
21. Wyndham City Council reserves the right to alter the layout, plans and positions of the exhibitor sites if desired for the benefit of the Fromage a Trois Festival as a whole.
22. Wyndham City Council reserves the right to, after notice and opportunity afforded to rectify, close any stall that does not comply with the terms and conditions of this agreement.
23. The event does not in any way warrant that an exhibitor will have a particular level of sales or particular profitability. Exhibitors agree to not hold the event organiser liable for any failure to meet expected sales or levels of profitability, nor to seek from the event organiser any lost income, expenses, damages or the like arising from your participation in the event.
24. Any exhibitor causing damage to the environment or building surrounds will be fully liable for any costs incurred.
25. Any exhibitor causing any damage or loss to any part of the site signage or infrastructure supplied by Wyndham City Council through a third party will be fully liable for any costs incurred for the repair and or replacement of the damaged / lost equipment.
26. Wyndham City Council is not responsible for any warranties, promises or agreements made by exhibitors in relation to sites or their products.
27. Wyndham City Council shall have the right to postpone or amend the opening / closing time or day of the Fromage a Trois Festival to which, in the opinion of the expo, is more suitable, and will not be responsible for any loss occasioned thereby.
28. Wyndham City has the permission of exhibitors and staff to take photographs or commission a professional photographer to take photographs of the site, exhibitors and staff and is authorised to publish and use those photographs, in whole or in part, for advertising or marketing purposes for this and any subsequent events, and as part of the event’s current and future general marketing and communication activities.
29. Exhibitors acknowledge that all rights in relation to any photographs, films, videos or sound recordings of the Fromage a Trois Festival, or any part thereof including stage and entertainment performances, are the exclusive property of Wyndham City Council and that without the written consent of Wyndham City Council no exhibitor is able to make any photograph, film, video or sound recording.
30. Without the written consent from Wyndham City Council, the exhibitor shall not use any microphone, sound amplification, or musical instrument. If allowed, noise levels will be subject to, and set, at Wyndham City Council’s discretion.