Overview

Each year we receive hundreds of applications for the City of Kingston Major Festivals. The selection process is highly competitive. Vendors are required to provide detailed information in the application form and vendor stalls are checked during the event(s) to ensure that the application is a true reflection of vendor activities.

Each Festival has its own theme that helps to determine programming. Successful vendors will be invited to participate in the Festivals for which they have been selected.

In fairness to all applicants, vendors who have participated in a previous City of Kingston Festival are not guaranteed a site or the same site location as in the past.

Carols by Kingston
Sunday 8 December 2019, 6.30-10.00pm
Location: Bicentennial Park, Chelsea
Bump in: Sunday 8 December
Bump out: Sunday 8 December
Family Christmas carols event featuring snacks, sharing platters, dessert options suited for families, and an artisan gift/handmade products market.
Alcohol-free event.
Estimated Vendor Numbers: 10 Food/beverage/sweets, 15 Market, 1 Community BBQ

Mordialloc Food, Wine and Music Festival
Saturday 29 February 11.00am – 10.00pm and Sunday 1 March 2020, 11.00am – 6.00pm Peter Scullin Reserve, Beach Road, Mordialloc
Bump in: Friday 28 February
Bump out: Sunday 1 March
Council’s premier food and music Festival featuring multiple stages, roving performers, and a range of professional, contemporary food and licensed vendors
Estimated Vendor Numbers: 33 Food/beverage/sweets, 4 Market, 15 Licensed
Assessment

Applications for all festivals are assessed against the selection criteria matrix.

30% - Festival Theme
Fits within the theme and objectives of the Festival

20% - Uniqueness and product range
Unique and suitable range, ranked against other applicants

20% - Professional presentation
Stall, products and staff are professionally presented

15% - Pricing
Price point and range ranked against other applicants, offering value for money

10% - Sustainability
Proactively environmentally responsible products/message, in line with the City of Kingston's Waste Wise program

5% - Kingston-based
Business is registered in the City of Kingston (scored as either 5% or 0%)

Total 100%

Selections are made in the following order:
1. Food Vendors providing full meals
2. Food Vendors offering vegan, vegetarian and other special dietary options
3. Food Vendors providing snacks and treats only
4. Food Vendors providing coffee and drinks only
5. Market and Community Vendors
6. Premium Vendors (by Expression of Interest)
5. Second-round offers/Cancellation adjustments

Past compliance with the Vendor Guidelines is also taken into consideration. Demerit points received in the past will be taken into account.

Premium Sites
A limited number of 6m x 3m Premium Sites are available in the main stage areas at the Mordialloc Food, Wine and Music Festival. These sites are determined by an Expression of Interest process offered to successful vendors after the assessment-process is completed.
Terms and Conditions

1. Non-Compliance Demerit System
Non-compliance with the vendor Terms and Conditions will result in receipt of a demerit point or more.

Accrual of three demerit points over a period of two seasons will disqualify an applicant from City of Kingston Festivals for a period of one full season. If three demerit points are accrued during an event the vendor will be asked to leave.

Please note that three automatic demerit points apply for the following non-compliances:
Rubbish/waste left at Site after event – 3 demerits
Reportable OH&S offence – 3 demerits
No-show at an event – 3 demerits

2. Public Liability Insurance
All successful applicants must provide a current Certificate of Currency (COC) for Public Liability Insurance to the value of $20 million (food/beverage) or $10 million (market) covering the event(s).
No insurance, no trade.

3. Legal Requirements
Vendors operating at City of Kingston Festivals are responsible for meeting current Commonwealth, State and Local Government regulations and acts relating to Occupational Health and Safety, Environmental Health, and comply with Liquor Licensing requirements. Failure to comply may compromise future selection for City of Kingston Festivals. If requirements are not met, vendors may receive demerit points, financial infringement or be asked to leave.

A Safety Officer and Environmental Health Officer will visit each vendor to ensure safe practices are adhered to. All vendors must take advice from the officers as directed.

All City of Kingston Major Festivals are non-smoking events, including behind vendor stalls.

4. Conduct
Vendors and staff shall present and conduct themselves in an appropriate, cooperative and respectful manner suitable to a family event. The use of bad language, shouting, or inappropriate behaviour will not be tolerated.

5. Vendor Information Sessions
If requested, vendors must attend the pre-festival Vendor Information Session or send a representative. Details will be provided prior to the event.

6. Operating Hours
Vendors must trade for the entire trading period stipulated in the Vendor Information Pack.

7. Glass and Plastic
City of Kingston Festivals are glass free events. Please ensure food and beverages are served in alternative containers. Advice can be sought from the City of Kingston Waste Team (refer to the final page of this document for details).
8. Marquees
Vendors must clearly display their trading name and a menu showing pricing.

Food Vendor marquees must have three walls and a floor covering. Marquees must be weighted to specification. If there are concerns or issues with accommodating this an Environmental Health Officer must be consulted prior to the event.

The following conditions apply to marquees provided by the City of Kingston:
- There is strictly no pegging at City of Kingston Festivals.
- Vendors provide their own signage
- No open flame cooking inside the marquee or cooking equipment touching side panels. However, open flame cooking must provide protection of food from possible contamination
- No pinning, stapling or otherwise puncturing the marquee fabric
- Food grade plastic sheets should be used to protect marquee walls if food dye or colouring is used
- No crepe paper or streamers inside marquees (the dye stains the fabric)

Damage from heat, dye or signage will be charged to the vendor at cost to repair.

9. Product Range and Pricing
Products and pricing during the Festival must match those listed on the application form. Vendors must not alter pricing or offer discounts on the day except during the final two hours of trade. The City of Kingston reserves the right to request that any additional products (not stipulated at the time of application) be removed from sale.

10. Site Map
The Festival Site is arranged taking into account a wide range of considerations. The placement of vendor stalls is entirely at the discretion of the City of Kingston and will not be discussed with individual vendors. A site map and vendor list will be provided in the lead-up to the event.

Requests from vendors to move will not be considered unless there is a safety risk.

There will be no provision for extra space on event day. Vendors must purchase additional space in advance so that this can be taken into account when laying out the site.

11. Power Supply and Electrical Equipment Testing and Tagging
Power is included in the vendor site fee. Vendors must outline their power requirements at the time of application.

All electrical equipment including leads and power boards must be tested and tagged by a qualified technician prior to the Festival and will be inspected at the event. Equipment not tested and tagged or deemed unsafe will not be connected to the electrical system.
12. Security
An external contractor manages security at all City of Kingston Festivals. Security will be on-site during bump in and out, during the event and overnight, where relevant. Security personnel can be approached with any concerns. The City of Kingston accepts no responsibility for damage or loss to property or goods during any of the Festivals.

13. Waste Management
The City of Kingston prioritises the minimization of waste and the impact of our events on the environment. Please refer to the attached information on Waste Management for details.

14. Cleaning
Waste disposal is the responsibility of the vendor. Vendors must:
- Bring their own rubbish bin with a lid for use within their Vendor stall
- Keep site and surrounding area clean and tidy at all times
- Dispose of water and oil responsibly. These must not be poured down drains or onto garden beds
- Dispose of rubbish in the correct general or recycling waste containers
- Remove all waste and rubbish from their vendor site.

15. Washing up and Sullage Compound
Designated taps and communal washing up facilities with hot water are available for washing pots and pans and filling water barrels. This area will be identifiable on the site map.

16. Bump-In and Out
Only persons actively involved in bump-in and out are permitted on-site during bump-in and out times. All vendor personnel must wear a reflective, hi-vis safety vest during bump-in and out.

Vehicles on site must travel at 5km per hour only and be led by a spotter. Headlights and hazard lights must both be on when vehicles are moving.

Where bump-in is staggered vendors must arrive at their allocated time. Early or late arrivals will either have to wait or will not be permitted vehicle access.

17. Parking
Each vendor will receive one temporary parking permit that must be filled out and displayed to access the allocated parking area. Passenger vehicles cannot remain on-site during the Festival.

18. Ice and Refrigeration
All vendors make their own arrangements for ice/refrigeration/cool room storage. If you elect to bring a cool room, you must provide accurate details in writing after being selected. Vendors must be present when cool rooms are delivered to site. Cool rooms larger than the dimensions nominated will not be allowed on-site.

19. Photography
Vendors may be filmed or photographed during Festivals and consent to photographs or footage being used for promotional purposes by Kingston City Council.

20. Weather
Festivals are all-weather events. Council and vendors each incur the costs of production irrespective of weather.
21. Meal Vouchers
The City of Kingston issues a range of vouchers to staff and volunteers redeemable at food and beverage stalls. Vendors should only accept original vouchers printed in colour. Vouchers must be completed in full and signed by the buyer. Not all vouchers are redeemable for alcohol, it is the vendor’s responsibility to ensure the purchase complies with the voucher conditions before completing the transaction.

Vendors will be reimbursed for the value of vouchers after the Festival.

Voucher reimbursement process:
1. Fill in the online form to provide details and the total value of vouchers redeemed
2. Upload photographs or scans of the vouchers
3. Payment will be processed within two weeks

22. Total Fire Bans and Fire Danger
All vendors are responsible for obtaining appropriate permits and approvals from the relevant authority if required. Permits for Carols by Kingston from Country Fire Authority (CFA) and Metropolitan Fire Brigade (MFB) for Mordialloc Food, Wine & Music Festival. Permits must be available to show the Safety Officer on the day, if required.

23. Emergency & Incident Reporting
Vendors must keep dangerous items away from access routes. Accidents and emergencies must be reported to the Event Information Office. The degree of urgency should be relative to the nature of the incident. In the event of a major incident, the Emergency Management Plan will be implemented under the guidance of the Festivals & Events and/or Safety Officer.

24. Payment
Vendor Sites are not considered finalised until the full site fee is received. Changes to site specifications must be submitted to Festivals & Events before the invoice is raised.

The City of Kingston reserves the right to withdraw an invitation to participate. Vendors who are non-responsive, fail to meet conditions of participation or do not complete payment after one verbal and one written warning will have their Site cancelled with no refund payable.
- Local vendors (businesses registered within the City of Kingston) will receive a 10% discount
- Successful Vendors pay a non-refundable 50% deposit at the time of selection
- Full payment is required two (2) months prior to the event
- No refund will be issued for cancellation within one (1) month of the Festival(s)
- Late withdrawals will be considered on a case by case basis
- Fees apply for additional frontage or back of house area and marquee hire
- Applicants with outstanding debts to the City of Kingston will not be selected

If you have any queries please contact Festivals & Events on 9581 4917.
City of Kingston Major Festivals 2019 – 2020
Vendor Guidelines

Terms and Conditions

Vendor Base Fees and Charges

The below table indicates the base site fee payable for participation in City of Kingston Festivals. Additional charges apply for marquee hire, weights, additional frontage or back-of-house, tow-bars extending beyond the site size.

Via this form, we accept applications from vendors selling the following:

READY-TO-EAT FOOD/BEVERAGES - fresh-cooked or pre-prepared food for consumption on-site

TAKE-HOME FOOD PRODUCTS OR PRODUCE - packaged products ie. jam, vegetables, chutney, chocolate, muesli, tea

ALCOHOLIC BEVERAGES - for consumption on-site only, no take-away (no spirits)

COMMERCIAL and COMMUNITY MARKET GOODS - general market goods

HAND MADE CRAFTS – general bespoke and boutique handmade goods

SINGLE-LINE FOOD PRODUCT - One item only, ie. 'churros' or 'fresh juice' (plus bottled drinks)
## Carols by Kingston

<table>
<thead>
<tr>
<th>CATEGORY/TYPE</th>
<th>SITE SIZE</th>
<th>FEE</th>
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</thead>
<tbody>
<tr>
<td>READY-TO-EAT FOOD/BEVERAGE</td>
<td>6x3</td>
<td>$1,040.00</td>
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<tr>
<td>READY-TO-EAT Fresh Drinks/Sweet Food only</td>
<td>6x3</td>
<td>$252.00</td>
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<tr>
<td>TAKE-HOME FOOD PRODUCT OR PRODUCE</td>
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<td>$103.00</td>
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<tr>
<td>COMMERCIAL market</td>
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## Mordialloc Food, Wine and Music Festival

The Mordialloc Festival Site Fee includes a marquee, except for those operating out of a food truck/van.

<table>
<thead>
<tr>
<th>CATEGORY/TYPE</th>
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</thead>
<tbody>
<tr>
<td>LICENSED (alcohol) BEER ONLY OR BEER &amp; WINE</td>
<td>6x3</td>
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<tr>
<td>LICENSED (alcohol) WINE ONLY OR OTHER</td>
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<tr>
<td>READY-TO-EAT FOOD/BEVERAGE (INC. FOOD VAN)</td>
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<td>$2,100.00</td>
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<tr>
<td>TAKE-HOME FOOD PRODUCT or SINGLE-LINE PRODUCT</td>
<td>6x3</td>
<td>$1,050.00</td>
</tr>
<tr>
<td>MARKET VENDOR</td>
<td>6x3</td>
<td>$1,050.00</td>
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<tr>
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<tr>
<td>LICENSED (alcohol) WINE ONLY OR OTHER</td>
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<tr>
<td>READY-TO-EAT FOOD/BEVERAGE</td>
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<td>SINGLE-LINE PRODUCT</td>
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<tr>
<td>MARKET VENDOR</td>
<td>3x3</td>
<td>$525.00</td>
</tr>
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</table>
Thank you for your interest in being a stallholder at the upcoming City of Kingston festival.

At Kingston, we aim to minimise our environmental impact by avoiding waste and choosing vendors who use packaging made of recycled material and packaging that can be recycled.

As our festival partners, we encourage you to:

- Minimise packaging
- Use packaging with recycled content
- Provide packaging which is reusable or recyclable. Biodegradable packaging is preferred at events where organic bins are to be provided
- Ensure recyclable materials are placed in recycling bins

Please note: as free tap water is available at all our festival venues, Kingston discourages the sale of bottled water

**Plastic bags, plastic straws, polystyrene and balloons are prohibited.**

The following is provided as a guide to ‘green’ packaging:

- Please do not provide straws unless absolutely necessary and if needed, ensure they are paper – straws should never be individually packaged.
- Serviettes should be made from recycled material and be optional for patrons – consider not handing them to every customer with their order.
- Providing cups that can be recycled through the bin system is ideal, disposable coffee cups and PET/#1 plastic cups can both be recycled but polystyrene cups cannot.
- Provide sauce, sugar, salt and pepper in dispensers rather than individual sachets.
- Our preference is you choose plates and bowls that can be recycled. Both paper and plastic plates can be recycled. Sugarcane or corn-starch plates can’t be recycled but they will break down in landfill.

For more information or guidance please contact [Kingston.waste@kingston.com.au](mailto:Kingston.waste@kingston.com.au)