

CATERING VENDOR INFORMATION

9-11 April, 2010

Fairbridge Festival Inc encourages catering vendors who provide wholesome, healthy food and drinks choices including fresh fruits and vegetables. This is in keeping with our Healthway Go for 2 & 5 funding. We aim for the broadest possible range of healthy food choices for our patrons.

We expect to receive more applications for catering vendors than we can accommodate. This means that some applications may be unsuccessful on the grounds of duplication. Non-acceptance is not necessarily a reflection on your quality. In selecting vendors, the committee makes decisions in the best interests of the festival. Decisions are final and no correspondence will be entered into.

Selection criteria is based on the following:

- Previous vendors who have demonstrated their support of our festival via our Food & Drink voucher program or direct donation
- Containers and utensils which are able to be composted or recycled
- Outlets which are in keeping with the visual aesthetics of the festival
 - Interesting and cultural foods
 - Variety of menus that appeal to families including fresh fruit and vegetables, foods which are low in fat, high in fibre
 - Quality and presentation of your product
 - Menus including food that is certified organic
 - Provision of a 'mix' of hot and cold drinks, ice cream, main meals and desserts
 - Providing our patrons with new vendors each year
 - Prompt payment and adherence to policy guidelines
 - Size of your operation including support vehicles and marquees
 - Compliance with Shire of Murray regulations regarding safe food practices
http://www.public.health.wa.gov.au/3/828/3/guidelines_for_.pm

Terms and Conditions

- Minimum times and dates of operation will be Friday 4:00pm–9:00pm, Saturday 10:00am –9:00pm and Sunday 10:00am–8:00pm. Operators must have staff in attendance during these times
- Entry to the site must be no later than 7:00am Friday
- All vehicles must be parked off roadways
- Food & Drink voucher program. Vouchers issued to Organising Members and key volunteers must be honoured in exchange for food and drinks. For purchases less than face value of voucher presented - mark the voucher with new price for customer. These vouchers may be redeemed after the Festival by sending an invoice no later than 9 May 2010, should you choose.

- Operators must have their own Public Liability Insurance for an amount not less than \$10 Million for one event.
- Your menu and pricing must be displayed by 12:00 midday Friday of the festival and not altered without consultation to the Catering Manager
- Vendor must provide copy of current Public Liability cover to \$10M with their application
- A festival wristband must be worn by owners and staff at all times, lost wristbands will not be replaced and you will be required to purchase another ticket at the front gate
- Stallholders must check all electrical equipment and leads before coming to the festival to avoid the occurrence of any difficulties. All electrical equipment and leads must be inspected and tagged by a licensed electrical contractor. This is essential for the safety of all stallholders, staff and patrons. Stallholders who do not comply will not be allowed to use untagged equipment.
- All cardboard must be flat packed and neatly stored at the rear of your operation, for our volunteer recycling team to collect
- The Environment and Health Officer from the Shire of Murray will inspect your catering operation from 12:00 midday Friday
- No pets are allowed on the site
- Use of any portable music system is prohibited
- The Festival Organizers retain the right to enter the site of any food operation at any time and remove any article, sign, picture or printed matter which, in our opinion, is either not eligible for display or is considered offensive
- You may park one vehicle adjacent to or near your stall site, providing it does not move during the entire festival opening times
- Any vehicle leaving the site during the opening times must do so between the hours of 11:00pm and 8:00am, vehicles must not use the roadways within the festival precinct
- The vendor area must be cleared and all units removed by no later than Monday 5pm following the festival
- Your vendor fee includes a maximum of 10 weekend entry tickets for yourself and staff, names must be provided by no later than 25 March 2010
- Staff who are not camping on site, must park their vehicle in the day parking outside the front gate
- If a vendor cancels more than 60 days outside of the event, 50% of the fee may be retained. Any cancellations after this date, no refund will be issued
- Shire of Murray Application for a Temporary Food Stall Permit must be completed and return with the application
- The Shire of Murray license fee of \$100 must be paid at time of invoicing and NOT paid directly to the Shire
- All food preparation must take place inside a licensed van, caravan or trailer, marquees are permitted only as a food service area
- Adequate lighting must be provided for the inside and direct serving area of your operation
- You are responsible for bringing enough hose length, we will do our best to provide a close water connection

- Vendors or staff are not permitted to sleep at their site
- Vendors must provide a piece of carpet to cover the serving area outside their site (to cut down on dust), this must not be placed in the skip bins after the festival. Removal of the carpet is your responsibility.
- Vendors will be invoiced for any rubbish or mats left at your site after the event
- Camping is only allowed in areas designated by the organizers
- Extra campers must pay and receive their entry/camping pass prior to arrival onto the festival site

Inclusions in Catering Fees

- Electricity, all 3 phase and 10 or 15 amp outlets
- Access to water
- Tables and chairs
- Up to 10 weekend passes for operator and staff
- Camping for up to 4 adults

Main food court area fees (south of Chapel)

Each bay is a minimum of 4 metres deep

Package 1	\$825 inc GST	0-5 linear metre frontage
Package 2	\$1,320 inc GST	6-8 linear metre frontage
Package 3	\$1,540 inc GST	over 9 linear metre frontage

OR

Riverside Streetscape & BBQ Area fees

Nominate for a very limited number of bays in the streetscape toward Riverside venue OR the BBQ area (adjacent to swimming pool & Club House)

Each bay is a minimum of 4 metres deep

Package 1	\$500 inc GST	0-3 linear metre frontage
Package 2	\$700 inc GST	4-5 linear metre frontage
Package 3	\$1,100 inc GST	6-8 linear metre frontage
Package 4	\$1,300 inc GST	over 9 linear metre frontage

See application form