***APPLE AND GRAPE HARVEST FESTIVAL***

***2022 PARK STALLS INFORMATION SHEET***

***FRIDAY 4th, SATURDAY 5th and SUNDAY 6th MARCH 2022***

For a stress free weekend please read the information provided below.

We have two types of Stalls; please take the time to understand what type of site you require.

**PARK STALLS** - Stall sites are available at the Food and Wine Fiesta in Weeroona Park. This area is defined by a security fence and is commonly known as ***Park Stalls***. As this is a multicultural food festival we are looking for all types of food to give visitors a taste from different countries. Depending on the number of stall sites requested in the park, we may only accept one provider of each type of food. If this is the case, we will notify you and offer a site in a designated street area. Vendors are advised that Park Stalls are **a 3 Day Site ONLY**.

Liquor outlets are reminded that **NO** alcohol is to be served after 5.30pm Sunday.

**This application form is for PARK STALLS ONLY.** If you require a **STREET STALL**, please download the 2022 Street Stall Application Pack from www.appleandgrape.org

***Festival Fees:***

In exchange for your festival fees we are leasing you a site with frontage of a minimum three metres width and a maximum allowable depth of ***four*** metres. You may also rent power at additional cost ($60/outlet/day). You must bring everything else. We encourage you to purchase your supplies in Stanthorpe. Please check that your particular supplier will be open, as many businesses close for the festival. As part of Woolworths Stanthorpe support for the Festival they will be offering a Discount to successful applicants on all purchases made for the 2022 Festival. More details will be provided to successful applicants. Fill in all details on the application form to ensure adequate space and power is provided for a successful festival for you and the organisers.

***COVID SAFETY***

All Vendors must have their own COVID Safe checklist as part of their application. This should include a statement of compliance and show any training completed or demonstrate how you will handle social distancing, hygiene and queue control at your stall.

***Accommodation:***

There is not a lot of it at festival time! Make sure you can arrange accommodation before you commit to the festival. Try the following: Search on [www.trivago.com.au](http://www.trivago.com.au) and book directly with the property.

***Power:***

In some areas, demand for outlets is greater than supply. **For all Non-Food stalls, please provide your own power supply for lighting at night.** Please bring one or more long extension leads (30m) for each outlet you are hiring. If two extension leads are required to reach power, **a water-proof connector is ESSENTIAL**. All electrical equipment and leads must be tested and tagged with current date. ***Equipment and leads without tags WILL NOT BE PERMITTED***. All power outlets are set up high (3 to 4 m from the ground) for safety reasons. You may need to use a stepladder to get to the outlets on the power pole. We recommend you bring a stepladder.

***Trading Hours:***

Stall holders are expected to be set up and ready to trade by 5pm Friday and 9am Saturday and Sunday.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Location** | **Operating Hours** | **Vacate Site** |
| FRIDAY 4th March | Weeroona Park precinct | 5pm – 9.30pm |  |
| SATURDAY 5th March | Weeroona Park precinct | 9am – 9.30pm |  |
| SUNDAY 6th March | Weeroona Park precinct | 9am – 5.30pm | By 7pm |

***Unloading and Setting Up:***

To make unloading and setting up of stalls a little easier, road closures in Marsh and Lock Streets will commence from 1200 Friday 4th March. Check with the Stall Officials where your nominated space is prior to unloading. Stall Officials will be wearing safety vests. There are several street closures in Stanthorpe on Friday, refer to street closure map on our website and program. All stallholders will be required to show their site allocation and receipt to gain entry. Do not use any part of the footpath for your stall operations as these areas are required for pedestrian traffic and Emergency Services. ***THEY MUST BE KEPT CLEAR***.

There is no parking for your vehicle at your site. Your vehicle is to be removed to off street parking by 5pm Friday. If your vehicle is part of your stall, e.g. ice cream van, this must be indicated on your application form.

***Health and Safety:***

All vendors are expected to know and comply with all relevant Health and Safety Laws. All food vendors must include with their application a Current Food Business Licence and ensure it is valid for 4th, 5th and 6th March 2022. Current licence and contact details of your Food Safety Supervisor must be displayed at your stall during the festival. It is possible that the Southern Downs Regional Council’s Environmental Health Officer will be inspecting your stall during this festival. If you have any questions regarding food safety, please contact Southern Downs Regional Council on 1300 MY SDRC.

Not for Profit Organisations please note the Queensland Government have a Food Safety for fundraising events pocket book guide to assist charities and community organisation with food safety management, available from your local council. Where a Mobile Food Vehicle is currently licensed with a local government in Queensland a Temporary Food licence to operate in the Southern Downs Region will not be required.  However, proof of your Mobile Food Licence will be required. Takeaways/Restaurants in the Southern Downs Region who hold a licence for their kitchen will require a Temporary Food Licence for their kitchen/prep area if onsite at the event. Obtain a Temporary Food Licence application form from the Southern Downs Regional Council website.

***Signage***

All stall signage must be attached to your stall and must not extend more than one metre from stall frontage.

***Recyclable Products***

Stallholders are encouraged to use environmental friendly products where possible. Single use plastic bags will not be allowed.

***Sullage waste from Mobile Food Vans:***

Operators are to make their own arrangements for disposal of wastewater and sullage tank contents which must be conducted by a licensed liquid transport. There is a disposal point for sullage waste only in Folkestone Street across from Creek Street if required.

***Water:***

You are encouraged to provide your own water supply however potable water will be available at limited locations. Please confirm your water requirements with the Park Director once your application has been approved.

***Waste:***

Rubbish bins and Recycle bins will be at various locations throughout the streets and Weeroona Park precinct. Stallholders are to deposit all their own rubbish and recyclables into the appropriate bins.

***Marquees and Tents:***

All marquees and tents are to be securely anchored with 4 x 20kg weights to hold down structure at stall site. Anchor pegs are not to be driven into the bitumen.

***Banned items not for sale at the Festival:***

Stallholders are reminded that all items banned by the Apple and Grape Harvest Festival Committee and or any government agency will not be allowed for sale.

Items banned such as fireworks, any type of firearms real or replica, drug related items, explicit and hard core T-Shirts, Knives, Shang-hi/sling shots, Fake Cigarettes, Fuel type Fire lighters (Zippo), Laser Pointers, Metal and wooden Martial Art Nunchakus, Playing cards (nude or lurid), Pressure Pack snow, Silly String, Stink Bombs, Bouncing beans, Bomb Bags, will not be allowed for sale. Please check when making your applications or with Smart Service Queensland who will direct you to the appropriate government agency if you have any queries. Queensland Government Smart Service Queensland (SSQ) is integrating government services and information to facilitate faster and easier access for Queensland Government customers. The selling of raffle tickets or running of competitions is not allowed ***unless prior written consent*** has been given by the Apple and Grape Harvest Festival Committee.

***Insurance:***

All vendors must attach a copy of their current Public and Products Liability Insurance certificate of currency with minimum limit of $20,000,000 to the application form.

***Force Majeure:***

1. war; whether declared or undeclared, revolution or act of public enemies; or
2. riot or civil commotion; or
3. strike, stoppage, ban, limitation on work or restraint of labour whether at the Festival or at any other place; or
4. act of God; or
5. fire, flood, storm, tempest, or washaway; or
6. act or restraint of any governmental or semi-governmental or other public or statutory authority, including due to a declared pandemic; or
7. any cause or causes beyond the control of the Stanthorpe Festival Association Inc.

***Limited Liability:***

Extent of liability for losses:

Notwithstanding anything else contained in this agreement, to the extent permitted by Law, the Stanthorpe Festival Association Inc maximum aggregate liability to the stallholder for any loss or damage due to cancellation due to force majeure is the amount of the stall site fee paid by the stallholder.

***Site Fees Calculator:***

A Site Fee Calculator has been added to assist you in identifying your Fees for the Festival.

Please “**circle**” the line that meets your requirement for the following:

1. your Stall Size
2. the number of 15 amp Power outlets required each day.

The Standard Fee column sets the Fee you will be required to pay prior to 31 January 2022.

The Early Bird Fee column sets the Fee you will pay if payment is received by the Festival prior to 01 December 2021.

***Any questions?***

You can email to stalls@appleandgrape.org leave a message on (07) 4681 4111 or post to Stanthorpe Festival Association Inc. P O Box 338, Stanthorpe Qld 4380.



2022 APPLE AND GRAPE HARVEST FESTIVAL

**“3 DAY WINE & FOOD FIESTA”**

**PARK STALLS APPLICATION FORM**

**FRIDAY 4th, SATURDAY 5th and SUNDAY 6th MARCH 2022**

**NOTE: All fees must be paid by 31 January 2022**

**NO PAYMENT – NO SITE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Stall** |  | | | |
| **Contact Name** |  | | | |
| **Website** |  | | | |
| **Address** |  | | | |
|  | **State** | | **Post Code** |
| **Postal Address** |  | | | |
|  | **State** | | **Post Code** |
| **Mobile** |  | | | |
| **Email address** |  | |  |  |  |
| **Description of Stall** | **E.g. Ice Cream Van, Coffee Van, Display Truck, Van, etc. Please provide picture or drawing of your stall.** | | | |
| **Type of Food Stall** | Please provide details of type of food and how served. | | | |
| **Dimensions** | **Overall dimensions of marquee or car/van/truck including draw bar to enable suitable site allocation:**  **Length…………………………metres X depth………………………………. metres** | | | |
| **Power Outlets Required** | **NIL ONE TWO (Please circle your requirement)** | | | |
| **Safety Requirements** | ALL MARQUEE and GAZEBO TENT stalls are to have 4 x 20kg weights to hold down structure at stall site.  ALL STALLS – All power leads MUST be connected with water-proof connectors | | | |

**SITE FEE CALCULATOR**

**(**Please circle your requirements)

**3 Day Site Fees**

|  |  |  |  |
| --- | --- | --- | --- |
| **Stall Size** | **Power** | **Standard Fee** | **Early Bird** |
| 4m (depth) x 3m (frontage) | Nil | $900 | $810 |
| 4m (depth) x 3m (frontage) | 1 | $1,050 | $945 |
| 4m (depth) x 3m (frontage) | 2 | $1,200 | $1,080 |
| 4m (depth) x 3.1m to 6m (frontage) | Nil | $1,100 | $990 |
| 4m (depth) x 3.1m to 6m (frontage) | 1 | $1,250 | $1,125 |
| 4m (depth) x 3.1m to 6m (frontage) | 2 | $1,400 | $1,260 |

**All Fees MUST be paid by 31 January 2022. A 10% Early Bird discount will apply for all Fees (Site and Power) received by the Festival prior to 01 December 2021.**

**WEEROONA PARK 3 DAY SPECIAL**

In an effort to reduce congestion and changing of stalls in the Weeroona Park Precinct over the weekend the Festival Association has determined that only a 3 Day Site will be made available to vendors. Sites will need to be set up by 5pm on Friday 4th March and remain in place until 5.30pm Sunday 6th March. The 10% Early Bird discount on Fees received by the Festival prior to 1st December 2021 will still apply. We encourage you to apply early to avoid disappointment.

|  |  |  |
| --- | --- | --- |
| ***PAYMENT METHOD***  ***CHEQUE*** | ***Make cheque payable to STANTHORPE FESTIVAL ASSOCIATION INC.*** | |
| ***DIRECT DEBIT*** | ***Name: STANTHORPE FESTIVAL ASSOCIATION INC. Bank: National Australia Bank***  ***BSB: 084-927 ACCOUNT: 467460625. In the comments field please note “Park Stalls - applicant name”.*** | |
| ***CREDIT CARD*** | ***PLEASE CIRCLE ONE:*** *Only* ***MasterCard*** *or* ***Visa*** *accepted* | |
| ***CREDIT CARD NAME*** |  | |
| ***CREDIT CARD NUMBER*** |  | ***EXPIRY DATE***  ***ON CREDIT CARD /*** |
| ***SIGNATURE OF CREDIT CARD HOLDER*** |  | |

***Please read notes AND CHECK that you have included:***

1. ** *Current Certificate of Public and Liability Insurance for $20,000,000*  *Current Food Business license (Food Vendors only)***
2. Payment must be attached for this application to be processed. A Tax Invoice will be forwarded to you on receipt of payment.
3. A cancellation fee of $50 will apply if you cancel your request for a site after 31 January 2022.
4. Post COMPLETED Application Form to Stanthorpe Festival Association Inc., P O Box 338, Stanthorpe QLD 4380 or email stalls@appleandgrape.org or deliver to Room 4, Cairnsmoor Building, 20 Maryland Street, Stanthorpe.