



STALLHOLDER APPLICATION

2019 Hervey Bay Seafood Festival
Sunday 11th August 2019
Fishermen's Park, Urangan

Hervey Bay Seafood Inc invite you to submit a 2019 Hervey Bay Seafood Festival stallholder application.

Please note the terms and conditions within the stallholder manual. It is accepted that you agree with T & C of vending by signing the application form and submitting to

herveybayseafood@gmail.com

SECTION 1 GENERAL FESTIVAL INFORMATION



EVENT MANAGERS

The Hervey Bay Seafood Festival is organized by the NFP community group Hervey Bay Seafood Inc. The Hervey Bay Seafood Festival promotes the local wild catch seafood.

Funds raised through entry fees are absorbed by the expenses of staging the festival. We support fellow community groups and schools on the Fraser Coast. Any surplus funds are directed to subsequent festivals and promoting the local seafood throughout the year.

Contact: www.herveybayseafoodfestival.com.au Email herveybayseafood@gmail.com

KEY DATES FOR STALLHOLDER APPLICATION PROCESS

- | | |
|---------------------------------|----------------|
| • Round 1 Applications Open | 1 January 2019 |
| • Round 1 Closing Date | 28 Feb 2019 |
| • Round 2 Application Offer | 1 March 2019 |
| • Round 2 Closing Date | 30 March 2019 |
| • Final Payments Date | 30 May 2019 |
| • Stallholder Kit Mail Out | 20 July 2019 |
| • Stallholder Feedback Deadline | 20 August 2019 |

Application process

- Stallholder applications will be considered in context with the festival theme of a food event that focuses on local caught sustainable seafood.
- A set number of sites are allocated to a themed area or style of regional food & beverage.
- All vendors to provide details of sales items and attach images where possible.
- Applicants will receive an advice email within 14 days of their application.
- **Round 2 offers will be made only if the Round 1 is not fully subscribed by Round 1 Closing Date 28 Feb..**

SALES ITEMS

Foods/ Refreshments/ Alcoholic Beverages

- Seafood stalls –only local wild catch seafood - *Meat not permitted unless approved as a minor ingredient of a seafood dish e.g. as prawn and chorizo or reef & beef*
- Other regional food stalls e.g. vegetarian, desserts, cheeses, beverages, produce, condiments, cookery etc.
- ***Meat or chicken products as chicken nuggets, hot dogs, steak burgers will be rejected.***

Market stalls /Exhibitions

Stalls focused foods produced in the Wide Bay Burnett, marine and environmental interests, good health & information and craft of a marine influence.

MENU SPECIFICATIONS

- Please include on your application form – include menu dishes & title & photo, number of serves. Menu changes are not permitted without prior approval.
- The quantity needs to be sufficient 10 am until approx. 2.00 p.m.
- No two sites are permitted the same menu item. Stallholders submitting items duplicating already approved on the menu will be advised to resubmit alternative items.

SEAFOOD PURCHASING

- ALL SEAFOOD must be LOCAL wild catch product and caught commercially. (See local species availability chart)

NO IMPORTED OR BLACK MARKET RECREATIONALLY CAUGHT SEAFOOD PERMITTED (Safe Food Qld regulation: seafood for sale must be purchased from accredited seafood outlets and commercial fishers.

Please retain any invoices at the stand- for verification of purchase. (Dept of Fisheries Officers may ask for purchase invoice)

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Local Suppliers: Ocean King Prawn Company, Urangan Fisheries, Boat Harbour Fish Market , Sugar Coast Seafoods, Lee fishing, Ocean Pacific Seafoods - or from a licensed commercial fisher.

WIDE BAY WILD CATCH SEAFOOD		
SPECIES	ALL YEAR (CHILLED / FROZEN)	SEASONAL PEAK
Scallop	✓	Nov- May
Mullet/ Diamond Scale		June - Aug
Mackerel	✓	Aug - Sept
Shark (Black tip)	✓	Sept - Mar
Barramundi / Threadfin	✓	Feb- June
Whiting	✓	All Year
Reef Fish	✓	May—Aug
Moreton Bay Bugs	✓	All Year
Blue Swimmer Crab	✓	Oct- April
Spanner Crab	✓	Aug – Oct
King Prawns	✓	Feb- July
Tiger Prawns	✓	Mar- June
Banana Prawns	✓	Jan- April
Cuttlefish/Squid/Octopus	✓	All Year

SITE FEES.

All successful stallholder site fees are to be paid by 30 May 2019

- Site fee payments - Cheque to Hervey Bay Seafood Inc
- EFT deposit or Branch Deposit as per invoice NUMBER & NAME

INVOICING/ RECEIPTING

- All Invoices and receipts by email.

ADMINISTRATION/ INFORMATION

For all enquiries, lost property, maps, merchandise

Located in Fishermen’s Park, on corner of Boat Harbour Drive & Esplanade.

- Saturday 10th August 10 a.m. to 2 p.m.
- Sunday 11th August 8 a.m. to 5 p.m.

COMMUNICATIONS

Prior to the festival, email is the preferred communication for timely assistance. (the festival volunteers cannot take enquires by phone in business hours).

Email : herveybayseafood@gmail.com or 0402636485/0428289541

STALLHOLDER WRISTBANDS

- 4 Complimentary Admission Wristbands ONLY per stall.
- Stallholders can purchase additional wristbands prior to the festival by arrangement
- **. NOTE: - Wristbands are not supplied to stallholders with complementary info sites.**

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PARKING

- Car parking available at Urangan Point State School with shuttle bus to festival
- Limited stallholder curbside parking in vicinity as per site plan.
- No vehicles enter or exit grounds before close of festival.

WEATHER CONDITIONS

Due to the high cost, the festival does not have rain insurance. Stallholders are encouraged to monitor weather via BOM website www.bom.gov.au/qld/ long range forecasts – and structure menus to minimize financial loss if rain predicted or wash out.

The festival will be cancelled only with torrential rain. No full refunds of fees apply.

SITE FEES

Site fees details are included in the Stallholder Application. The “services that the HBSINC include under the site fee are:

- Provision for public garbage collection. Bulk waste bins, (see map)
- Water installation at designated locations behind food stalls
- Promotion of festival in all forms of media (including approved vendor images)
- Electrician available on the grounds for emergency electrical work (fees at contractor’s rates.)
- Security patrols from 6 pm Friday 9th August and again Sat evening 10th Aug from 6 pm to 5 am and throughout the festival day on Sunday 11th August.
- Entertainment
- 4 wristbands per invoiced stallholder.

LICENCED AREA

The event is licensed and security patrolled. Adult ID wristbands apply. Under 18 must be accompanied by adult

SURVEYS

Stallholder feedback forms are to be lodged at the close of festival day or by email to emlewthwaite@bigpond.com by 20 August 2019

SITE PLAN - STALLS & EXHIBITS LOCATION

Sites are allocated according to power & water connections. Complimentary sites will not be allocated prime trading sites.

Site locations may vary slightly from year to year and in accordance with the product areas

- Food outlets have priority locations for electricity and water outlets
- Food vendors must carry enough stock to trade until 2 pm
- Stallholders are to present stands and staffing to a high standard
- Stalls must not be pulled down prior to 3.00 pm (if sold out stalls can be tidied up ready)

PRINTED MATTER

- Exhibitors may not distribute or display any printed matter or material relating to any third party without the prior approval of the HBSFINC

INSURANCE

- Stallholders and performers must have current public liability cover (10 million).
- A copy must be enclosed in application.

REPORTABLE INCIDENTS

- All Workplace Health & Safety incidents/accidents at stalls must be reported to Festival Administration before close of day.

TENTS

- Free Standing Marquees - self-erecting good quality tenting.
- Food stalls must have the signed stall name erected and highly visible.
- Clear signage of sales items
- Preferred tents are erected on Friday or Saturday on the grassed sites.

VEHICLE ACCESS

- Please ensure that vehicle ID card is displayed on windscreen of designated vehicle
- Bump In - Festival day- Vehicles Entry 6 am to be clear of site by 8.30 am
- Bump out – Road closed until 5 p.m. Please wait for police or traffic direction to exit grounds after 4 p.m. close.

WORKPLACE HEALTH & SAFETY /FIRE EXTINGUISHERS

- Vending facilities & services must comply with Fraser Coast Regional Council Environment & Health Unit, Workplace Health & Safety Legislation.
- Fire Blankets & Extinguisher at each site with heating or electricity
- Lead connections must be off the ground and comply with distance regulations relative to the placement of gas cylinders in food outlets.

GAS/ ELECTRICITY

- Gas appliances must comply with Mines & Energy legislation for the use of commercial indoor or outdoor portable appliances.
- Limited electricity is available, electricity is allocated per electrician's advice. Priority given to food stalls.
- Stallholders must include detailed electrical requirements on the application form. Only applications with completed electrical details are guaranteed of their electrical needs.
- The electrician may reject excessive power requests and byo generators

IT IS ADVISED TO SEEK THE FESTIVAL'S ELECTRICIANS ADVICE AT TIME OF SITE CONFIRMATION IF YOU HAVE ANY QUESTIONS REGARDING YOUR ELECTRICAL NEEDS

FIRST AID

First aid post located at Boat Harbour Drive entry gate.

SMOKING

Under Queensland tobacco laws the entire seafood festival is smoke free. Smoking **is not permitted by the patrons or stallholders.**

EMERGENCY EVACUATION PROCEDURES

It is recommended that stallholders act to

- Brief workers of the of the exit & entry points and the muster area nearest your site.
- Prepare a shutdown procedure applicable to your own site (e.g. Calmly and safely shutting down cooking equipment, removal of cash). Then follow your own organizations procedures for exiting the stall and site.
- Reference key locations on maps supplied in stallholder kit. Additional maps and information leaflet is available from the festival office and merchandise stand.
- Run a mock stall evacuation as part of your bump in.
- Have a log - in book for your stall crew.
- Always have a team leader whilst the stall is operating.

HERVEY BAY SEAFOOD INC EMERGENCY ACTION PLAN:

- HBSINC Event organizer & Grounds Supervisor advise according to incident level.
- Public address system announcements from 2 stages.
- Notify emergency services – police, fire & rescue & ambulance of the emergency.
- Police advice and risk management directives will be adhered to for public safety.
- Notify other appropriate community services if applicable
- Traffic controllers at the festival will be activated – and an orderly evacuation process for patrons will occur.
- HBSINC volunteer ground team assist with clearways for vehicle access.
- Direct patrons to the applicable muster area.
- **Designated muster areas – 3 LOCATIONS** – 2 x Esplanade and 1 x entrance to rock wall.

MARKETING & PROMOTION

- The festival is promoted in forms of traditional forms of mainstream media (television, radio and print media).

ACCOMMODATION

Visiting stallholders seeking accommodation, it is advised to make reservations early to secure.

CLEANING AND WASTE MANAGEMENT

- Stallholders are required to remove all rubbish & equipment from their site and place in the FCRC bulk bins supplied on site before vacating their site.
- Cardboard boxes flattened
- No oils are not to be dumped in bulk waste container (Please ensure to bring suitable equipment to remove spent cooking oils.

UNRESOLVED ISSUES

- Vendors who have unresolved matters from issue that have arisen at the Hervey Bay Seafood Festival will not be invited to participate. However, they do have the right to lodge a letter of grievance and seek resolution with the management committee.

NON- CONFORMING EXHIBITORS

- The Event managers reserve the right to reject applications for sites that are not compatible with the production of wild caught seafood and may be politically & community divisive and diminishes the spirit of the event

DOGS

- No dogs allowed in festival grounds.

2019 Hervey Bay Seafood Festival Stallholder Application

Please print clearly or type in details.

Organization	
Email Address	
Postal Address (this is the address for stall kit mail out.)	
Contact Person and Phone	
Number of workers	
Vehicle Reg	
Insurance cover included	
Food License included	

DECLARATION

Yes , I have read the **Hervey Bay Seafood Festival Stallholder Manual** and **accept the terms & conditions** and **agree to abide by them.** I will ensure that all volunteers and staff under my direction are also made aware of this information

Signature:.....

Disclaimer. In staging the Hervey Bay Seafood Festival, HBSINC has sourced the information within and believe is accurate and applicable to the event, however neither HBSINC or volunteers accept any liability for its contents, advice or opinions or consequences that may occur

STALL DESCRIPTION

FOOD STALL	Description and Decoration theme.
Foods to be sold (attach photograph) Beverages / Alcohol	Description of Seafood Menu Item 1. 2. 3 4
Number of Serves (stocks to. 2 pm)	
MARKET/ INFORMATION STALLS	Description of non-seafood menu item 1 2.

STALL REQUIREMENTS - SIZE FOR STALL FITOUT –Include space for cool rooms, tow bars etc.

SITE DETAILS	DIMESION	COST	QUANTITY
Power Connection (<i>note limits may apply</i>)	1 x 15 amp	\$ 20 each	
Water		No Charge	
Commercial Trading Marquee Site	3 x3m	\$170	
Commercial Trading Marquee	6 x3 m	\$210	
Food Van Site include tow bar in measurements		\$210	
Side Open End Open			
Community NFP Fundraising	3x3	\$120	
Community NFP-Fundraising	6x3	\$170	
Community Groups Info Only (no power connection available)	3x3	No Charge	



Stallholder Electrical Agreement

- All leads and appliances regardless of age (even if just purchased) must have a current test tag with an electrical contractor's number
- Bain maries' must be on their own lead
- All other appliances must be on a separate lead
- All power boards are to have 10A circuit protection
- No double adaptors
- No Generators without the festival electrician's permission & in the event of agreement, the electrician's directives are final
- Only those appliances listed on the stall appliance list will be permitted on site

Failure to comply may result in the supply of power being removed from your site. Additional charges will apply for onsite testing of leads and appliances that do not comply. This will be charged by the contract electrician on site.

Restrictions may apply to the quantity of heating appliances on one site due to power constraints with generators on the event site. **The Electrician's decision regarding all power management is FINAL.**

ELECTRICAL AGREEMENT.

I have read the Power Supply & Electrical Management details, supplied all details of my listed appliances & agree to the electrician's terms.

PRINT NAME.....

.Signature

Stallholder..... Date

Hervey Bay Seafood Festival Electrical Management Stallholder Agreement.

* Mandatory form for stallholder electrical connection and must be lodged at application

STALL APPLIANCE LIST				
Appliance	Watts Amps of appliance	No of Appliances	Contractors number	Tag Date
Cool room				
Bain Marie (2 per site)				
Deep Fryer (1 per site)				
Kettle/Tea & Coffee urn				
Coffee Machine				
Coffee Grinder				
Pancake / Crepe Irons				
Hand mixer				
T.V screen/ video				
Leads				
Power Boards				
EFTPOS				
Cash register				
Other				