



EXPRESSION OF INTEREST

SPECIAL EVENTS PROMOTIONAL STALL

Created by
Christine Wilson
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The **Greater Whitsunday Farmers' Market** on occasion run special events that support and promote our values and goals as an organisation. We invite operators, artists, health professionals, community groups and the like to submit an expression of interest to attend the Greater Whitsunday Farmers' Market (GWFM) at these special events. Vendors must be fully equipped to operate at an outdoor location and to manage their stall including disposing of any waste including grey water. All activities offered must align with the values of the GWFM (see below) and the purpose of the special event. If produce is used within your stall please select from what is available at the farmers' market or source from local farmers within the region. All efforts must be made to source local produce from within the Mackay, Isaac & Whitsunday region. Where not available we will allow produce to be sourced from another farmer within the Greater Northern Regional area, subject to approval by the Market Management Committee.

GWFM VALUES

Authenticity – you will find genuine farmers and real local produce at the GWFM.

Integrity – all stallholders are accredited as local and customers can talk directly to the person who produced the items for sale at the GWFM.

Quality - we strive to ensure quality is reflected in everything we do and everything we produce.

Sustainability - we encourage the preservation of the delicate balance between the need to produce food and to sustain the environment that provides for us all.

Connection – we provide a space for farmers, producers and others with a passion for local food to connect with the public each week.

Based on the information supplied in your application, vendor's expression of interests will be placed into one of the Following Categories:

1. Food & Specialised Beverage Vendor – would include Iced Teas and Smoothies etc.
2. Promotional / Activity – Health & Wellbeing or Other
3. Artist – Music, Singer, Entertainer

Once you have submitted the Expression of Interest Form which is attached to this information sheet, you will be notified and payment will be required to be made as per the rates listed in the following table. These rates may vary depending on your requirements.

FEES AND CONDITIONS

Greater Whitsunday Farmers' Market Special Events Vendor Fee (inc GST) Per Event Day		
Single (Site only)		
Single Stall Booking	\$38.50	Includes site only – own marquee and stall equipment is stallholder's responsibility. 3m x 3m Space
Double (Site only)		
Double Stall Booking	\$77.00	Includes site only – own marquee and stall equipment is stallholder's responsibility. 3m x 6m Space
Community Group / Music Busking Artist		
No Fee		Includes site only – own marquee and stall equipment is stallholder's responsibility. Site Space to be negotiated depending on requirements.

Expression of Interests should be returned to: markethq@greaterwhitsundayfood.org.au

Where relevant Tax Invoices will be issued upon acceptance of approval. Payment must be made to confirm the site booking and all site payments must be paid UPON APPROVAL.

The following conditions will be enforced to ensure a quality event and service is delivered for the benefit of the community and our vendors.

1. Food handling facilities and service must comply with Mackay Regional Council (MRC) Health and Regulatory Service Division. A copy of your Temporary Food Permit or License must be supplied to the Farmers' Market Coordinator prior to the event along with your application. Should you require a copy or need to make application please contact MRC Health and Regulatory Service Division on 1300 622 529 .
2. Vendors must have attended a Food Handling Information Session at Mackay Regional Council in the past 12 months. If not you must attend a session prior to commencement at the GWFM – call MRC on 1300 622 529 to make a booking.
3. All vendors must hold a current public liability insurance policy with a minimum cover of \$10million or as required for their specific products or services.
4. All vendors must comply with General Market Conditions and agree to arrive on time as per instructions and will not pack up their market space until the market closes or as agreed.
5. Vendors are responsible for the bulk rubbish removal from their allocated site area - cleaning labour fees will be charged to the food/coffee vendor if rubbish is left on site.
6. Vendors are liable for restoration claims for any damage they may cause to the site areas.
7. Vendor will only promote or sell products approved as per application.
8. Vendor will not operate any business other than what has been approved for their site.
9. All electrical appliances and leads must be tested and tagged. **You will not be allowed to use any item that is not tested and tagged.**
10. If Vendor requires power beyond site resources, additional fees will apply. These fees will be payable by the Vendor.
11. Music Artists will comply with local laws of Mackay Regional Council (MRC) with regards to noise and busking licences/approvals. No loud amplified music is allowed unless organised prior to your market attendance and approved by the market management committee in line with MRC Local Laws.
12. Failure to comply with all conditions may lead to withdrawal of your site.
13. Vendors may be filmed or photographed during the Farmers' Market and agree for footage and images to be used for promotional use by the Greater Whitsunday Food Network.
14. **Only One Hot Coffee Vendor** will be offered a 12 month contract with the Greater Whitsunday Farmers' Market.
15. All Expressions of Interest must be submitted to Christine Wilson via email markethq@greaterwhitsundayfood.org.au



Expression of Interest Form – Promotional

Contact Name: _____

Business Name: _____

Business Address: _____

ABN: _____

Mobile: _____

Email: _____

Phone: _____

I wish to participate in the following way: (Please tick which option/s apply to you)

- Single Site 3m x 3m
 Double Site 6m x 3m
 Music Artist Allocation

1. Will your display include or offer any specialised beverage or food for sale or as a sample?

Food/Beverage <i>(List all items that will be for sale or offered free at your site including proposed price per dish if being sold. Please provide as much detail as possible. Coffee Vendor – Coffee Bean must be sourced within Australia &/ Ethically produced)</i>	Proposed Sale Price

Please note: ALL Food & Beverage Stalls are required to submit an application for temporary food premises with Mackay Regional Council. Fee applies for permit and may require a minimum of a month for application to be approved.

2. Promotional Vendor
 Health & Wellbeing Vendor
 Music Artist Vendor

Please provide details on your promotional activities and how they will fit with the GWFM values and our special event.

3. Please provide links to your Website, Facebook, Instagram or YouTube Channel

I require access to power

If you have selected access to power, please fill in the box below with the following details: Electrical Appliance, Electrical Power Required (amps) and Electrical Power Output (Watts). You will ONLY be supplied with the requirements you list on this form. There will be no extra outlets on the day. You must supply your own leads, and they MUST be tested and tagged.

Electrical Appliance	Electrical Power (amps)	Electrical Output (Watts)

Public Liability Insurance

Please note: Your insurance policy must be up to date with a minimum of \$10 000 000 indemnities. Please attach a copy of your Certificate of Currency with EOI.

Copy Attached

Declaration

I have received, read and understand the special event conditions and the below terms & conditions for the Greater Whitsunday Farmers' Market. I further agree to indemnify the Greater Whitsunday Farmers' Market (Greater Whitsunday Food Network) against any claim whatsoever that may be brought against Greater Whitsunday Farmers' Market (Greater Whitsunday Food Network) by any person in relation to this food vendor agreement.

Name: _____

Signature: _____

Date: ____/____/____

Position Held: _____

Terms & Conditions: Greater Whitsunday Farmers' Market (Greater Whitsunday Food Network Inc) reserves the right to select a mix of vendors from the expression of interest applications submitted. Successful vendors will be advised by email upon review and confirmation of the Market Management Committee. If additional Farmers' Market stall offerings are required to ensure a quality experience is delivered to the community, the Greater Whitsunday Farmers' Market reserves the right to bring in vendors from beyond the Mackay, Isaac & Whitsunday Region to offer a diverse range of promotional activities.

Please return this form to the Farmers' Market Coordinator – Christine Wilson
markethq@greaterwhitsundayfood.org.au

Please contact Christine Wilson should you have any questions regarding completing the EOI Form.

M: 0498 717 941

E: markethq@greaterwhitsundayfood.org.au

Office Use Only	
<input type="checkbox"/> EOI Approved	<input type="checkbox"/> EOI Not Approved
<input type="checkbox"/> Email sent to advise customer	Date Sent: ____/____/____
Explanation:	