



EXPRESSION OF INTEREST

VALUE ADD FOOD and or COFFEE VENDOR

Created by
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This document outlines requirements for any business who wishes to submit an expression of interest to attend the Greater Whitsunday Farmers' Market (GWFM) with food/drink to be consumed at the markets each Wednesday or any of our special events including our Twilight market. Vendors must be fully equipped to operate at an outdoor location and to manage their own waste including grey water. **Food offered must represent the produce available at the farmers' markets and be sourced 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 Qld Region area (for example Flour). This will need to be approved by the Market Management Team.

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

1. Value Add Food Vendor & Specialised Beverage Vendor – would include Iced Teas and Smoothies ect
2. Coffee Vendor – Coffee must local grown when available or sourced within Qld or Australia. It must also be ethically produced. Milk used must be Eungelladale Milk – this is currently the only milk both produced and processed in our region.

For Wednesday Farmers' Market, you may apply for both positions 1 & 2. Our monthly Twilight Market and any Special Events will allow for several vendors to attend giving a variety of food experiences that best represent our regions local farmed produce. Once you have submitted the Expression of Interest Form (which is attached to this document) you will be notified of approval or a reason for non-approval. Upon approval, an invoice will be issued and payment will be required prior to the event as per fees outlined below.

You are also required to become a Business Supporter Member of the Greater Whitsunday Food Network Inc. The fee is \$55.00 annually – financial year and on prorata.

FOOD VENDOR STALL FEES AND CONDITIONS

Greater Whitsunday Farmers' Market Food or Coffee Vendor Fee (inc GST) Per Week		
Single (Site only)		
Weekly Booking	\$38.50	Includes site only – own marquee and stall equipment is stallholders responsibility. 3m x 3m Space
6 Market Block Booking	\$33 /wk (total \$198)	
Double (Site only)		
Weekly Booking	\$77	Includes site only – own marquee and stall equipment is stallholder's responsibility. 3m x 6m Space
6 Market Block Booking	\$66 (total \$396)	
Power Access – Special Events or Twilight Market	\$11/per outlet	Power requirements will be charged accordingly per outlet.
Power Access – Wednesday Market	\$0	Currently no fee – however this may change. You will be given 2 weeks written notice of any changes to power fees.

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

Invoices will be issued upon acceptance of approval. Payment must be made to confirm the site booking and all site payments must be kept in advance. Ant stall fees that have lapsed more than 14 days in arrears will need to be paid prior to attending the next market.

The following conditions will be enforced to ensure a quality event and service is delivered for the benefit of the community and our food 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 required for their specific products or services.
4. 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.
5. Vendors must provide a rubbish bin at their stall locations for customers and removal of rubbish at close of market.
6. Vendors are liable for restoration claims for any damage they may cause to the site areas.
7. 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.**
8. Vendors must provide their own safety cones or mats to cover leads.
9. Failure to comply with all conditions may lead to withdrawal of your site.
10. 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.
11. **Coffee** used must be a local or Qld grown coffee bean if available. Otherwise please submit details of coffee bean origin and roasting location for consideration.
12. **Menu** offerings must use at least one local farmed produce or local value-added product in each menu item. **Wednesday Market** – Menu options must offer a selection of breakfast, morning tea etc and take into consideration seniors, families, students, vegans, vegetarians and dietary requirements such as allergies or intolerances such as Celiac/Gluten/Lactose. **Twilight Market** must be a selection of creativity and taste across all genres of food nationalities and include a consideration of dietary requirements.
13. **Food Vendors for the Wednesday Farmers' Market** will be offer a 12month contract for their position at the Greater Whitsunday Farmers' Market - with a resubmit of this form 4 weeks prior to the end of their term.
14. The **Wednesday Market** currently allows for 1 Onsite Food Vendor and 1 Coffee Vendor, however these positions maybe taken by the same business. More sites maybe offered as the market space grows. Any changes will be notified in writing 1 month prior to changes taking place. **Twilight Market** allows for several food vendors.
15. All Expressions of Interest must be submitted in writing Attention President and email to markethq@greaterwhitsundayfood.org.au by 5pm on 15th March 2019.



Expression of Interest Form Value Added Food or Coffee

Contact Name: _____

Business Name: _____

Business Address: _____

Telephone: _____ Mobile: _____

Email: _____ ABN: _____

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

Wednesday Market
 Twilight/Special Event
 Single Site
 Double Site
 Other

1. **Food & Specialised Beverage Vendor – would include Iced Teas and Smoothies ect**

Value Add Food/Beverage <i>(List all items that will be for sale at your site including proposed price per dish. Please provide as much detail as possible.)</i>	Produce / Product sourced from which farmer - Who?	Proposed Sale Price

2. Coffee Vendor – Coffee Bean is sourced Local Regional Grown Queensland Australia

Please provide details on your beans and products to be used.

Please provide details on your proposed beverages and milk source.

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 below 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) reserves the right to select the mix of vendors from the expression of interest submitted that will best represent our region and the produce grown within our region. Successful vendors will be advised by email if they have been selected to participate as a value add food vendor, beverage or coffee vendor at the Wednesday Farmers' Market or the Twilight Market. If additional market stall offerings are required to ensure a quality experience is delivered to the community, the Greater Whitsunday Farmers' Market reserves the right to decline an application based on produce being used not meeting our requirements, correct insurance not obtained, licences/permits/training has not met the requirements of MRC Health & Reg Laws, or any other reasons that the Market Management Team may deem a conflict to the overall success of the market/event.

Expressions of Interest for 2019 close at 5pm on 15th March 2019.

Please return this form to the Farmers' Market Coordinator – Christine Wilson and addressed to The President - market@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



To learn more about us please visit: www.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:	