



Stanthorpe Berry Festival invites applications from businesses and not-for-profit community groups wishing to be a part of the 2021 Festival.

This is a boutique event which promotes the regions Summer Strawberry and incorporates Berries, Brews and BBQ's.

We have two stalls categories available, Food vendors and Market stalls. Please see below for specific stallholder descriptions. We do not require jumping castles, kids toy stalls, second hand, imported goods stalls or facepainters.

Food Vendors: Limited sites available. If you can incorporate the summer strawberry in a menu item, that is available on the day to purchase that would be great.... If not that is ok also 😊

Your menu will need to be sent with your application

Strawberries will need to be sourced locally from one of the many local growers. (Ashbern Farms, Eastern Colour, Pinata)

Market Stalls: Limited Boutique market stalls available. Must feature strawberry or berry produce including jams, preserves & strawberry themed/inspired products.

Please ensure you detail all products for sale and the locality of the produce used (if applicable) in your application.

ALL stallholders are required to have current public liability insurance (\$20m) and attach a copy with your application

Applications open 20 August 2021 and close when all site allocations are full

All applications are to be made via the online application form. Please ensure all your supporting documents are sent with you application or alternatively emailed to admin@berryfestival.com.au

Applications will be reviewed on a case by case scenario. Once sites have been exhausted, applications will close

If your application is successful, payment to secure your site will be required within 7 days from date of invoice issued

EVENT DETAILS

Date: Saturday 13th November 2021
Bump in: Friday 12th : 12pm – 6pm (offsite by 7pm)
Saturday 11th: 5am – 8am (LIMITED vehicle access)
Gate Opens: 10.00am
Event Concludes: Saturday 13th Nov, 5.00pm
Bump Out: from 5.30pm (no vehicle access till 6pm)

STALLS INFORMATION

Bump in: Friday: You will be permitted to drive into your site location on FRIDAY ONLY. Please seek Onsite Coordinator before driving into the park for directions (will be in high vis vest). Please take care when driving on grassed areas of the park. You are required to use your hazard lights when your vehicle is in operation at a speed of no more than 10kph.

It is the responsibility of the vendor to secure all goods and chattels before, during and after festival hours. Stanthorpe Berry Festival will not be responsible or liable for any goods or chattels.

Bump in: Saturday: LIMITED Vehicle access on Saturday. This will depend on your stall location. Please contact the coordinator prior to the event to confirm your bump in. You will be required to trolley all items to your site via one of the 2 entry points after 8am.

Sites: 3 x 3 or 6 x 3 sites.... If a larger site is required, please let us know
Should you require additional area outside of this scope, please indicate on your application

Power: Limited sites available at extra fee (\$50 per day) (standard and 3phase power available)

Powerleads: Tag and tested within the last 3 months

Stallholders are responsible to bring in all setup equipment, tables, props, marquee + weights, displays & any other setup requirements for trade.
Stanthorpe Berry Festival does not supply or hire any items for market stallholders

Stall Presentation: It is most important to create a colourful and festive atmosphere for Stanthorpe Berry Festival. It is recommended that you decorate your stall in a manner that reflects your goods or organisation. You will attract more people if your stall is bright, interesting and interactive. It is the responsibility of each site holder to maintain their site in a clean and tidy manner. All efforts should be made to recycle where possible. Removal of rubbish from your site is YOUR responsibility.

Vehicles: There is no parking for your vehicle at your site. If your vehicle is part of your stall, e.g. ice cream van, food truck, this must be indicated on your application form.

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.

COVID Safety: All stallholders are responsible for their own COVID Safe Checklist. Your statement of compliance showing any completed training, information regarding management of social distancing, hygiene and queue control at your stall is requested as a part of your application.

Health & Safety: All food vendors are to comply with all relevant Health and Safety Laws.

You must include your current food business licence which is valid for Saturday 13th November 2021 with your application.

You must display your current licence and contact details of your Food Safety Supervisor at your stall on the day of the festival. Please contact Southern Downs Regional Council on 1300 MY SDRC, should you have any questions regarding food safety.

If you are a Not-for-Profit Community Organisation, please refer to the Qld Governments Food Safety for Fundraising Events (pocket book guide) to assist with food safety management. This is available from your local council.

If your food stall operates from a mobile food vehicle and is currently licensed with a local government in Queensland, you are not required to obtain a Temporary Food Licence to operate in the Southern Downs. You must however display your mobile food licence on the day of the festival and also submit with your application.

A Temporary Food Licence is required for any current takeaway/restaurant operating in the Southern Downs, who wishes to hold a food stall at the festival. Applications for a Temporary Food Licence are available from the SDRC website. This will also need to be supplied to us prior to the event and displayed at your stall the day of the festival.

Single Use Plastic Ban: As at 1 September 2021, operators in QLD are no longer able to supply, single use plastic straws and stirrers, single use plastic cutlery, single use plastic bowls and plates, expanded polystyrene takeaway containers and food cups

Please ensure your stall is compliant.

Sullage waste from Mobile Food Vans: The disposal of wastewater and sullage contents is the responsibility of each stallholder and must be conducted by a licenced liquid transport.

Disposal point for sullage waste only: Folkstone Street Carpark area (T-intersection of Folkstone & Creek Streets)

Water: Limited access and locations to potable water on site. You are encouraged to provide your own water supply. Please indicate on your application of your water requirements should you be unable to supply your own water on the day of the festival.

Rubbish: All stallholders are responsible for the removal of rubbish from their stall site area to the signed General waste disposal areas. Please ensure your stall remains tidy during the festival programming.

Please minimise waste and use recyclable products for serving where possible.
The Festival Coordinator will inspect all sites during bump out, ensuring you have left your site in a clean and tidy manner.

Vendor Marquees: The Marquee is required to be of a professional standard that will tolerate all weather conditions. It should be able to withstand strong winds.

The Vendor will be financially liable for any damage caused to their own structure or property or by their structure to patrons, other vendors, staff, Stanthorpe Berry Festival or Council infrastructure due to inclement weather, incorrect installation or being insufficiently anchored. It is the responsibility of the vendor to ensure their marquee is anchored securely for all weather conditions. Vendors must have their marquee securely pegged and weighted. Stanthorpe Berry Festival management reserves the right to remove a marquee that they deem not securely anchored.

It is the responsibility of the vendor to secure all goods and chattels before, during and after trading hours. Marquees must remain on their allocated site for the duration of the event

Banned Items not permitted or for sale at the Festival: Stallholders are reminded that all items banned by the Stanthorpe Berry Festival 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 Stanthorpe Berry Festival Management.

Wristbands: The Vendor will be allocated a number of wristbands depending on the size of their site. Additional wristbands are available for purchase at a discounted rate at the time of applying (maximum of 5 tickets per application). ALL STAFF MUST WEAR A WRISTBAND during the festival. Lost wristbands will not be replaced – you will be required to purchase new wristbands at the gate price. Tickets are not refundable. Please see the site coordinator on bump-in to collect your armbands.

Stanthorpe Berry Festival Management reserves the right to refuse any vendor that does not comply with the above requirement.

Animals: No pets will be permitted into Stanthorpe Berry Festival

Cancellation: Written notice of cancellation must be given to the Vendor Coordinator four weeks prior to the Berry Festival – 16 October 2021. If you cancel after this date, Stanthorpe Berry Festival will retain 60% of your total site fee. Your acceptance to future events may also be affected

If you require any assistance with the completion of the application or questions regarding the event, please email admin@berryfestival.com.au or alternatively call Amy 0488 020 808