

Invitation for Stallholder Applications

Winter Harvest Festival
29 June 2024 / 10am - 4pm
George Street, Kalbar

Winter Harvest Festival is a 'must do' event of Scenic Rim Eat Local Month.

Traditionally held on the last weekend, Winter Harvest Festival is a time for farmers, producers, residents and visitors to come together to celebrate Scenic Rim's premium food and beverages. The aim is for attendees to take a taste trip around the Scenic Rim by presenting them with a wide range of locally produced food and beverage options in the one location.

For the first time in 2024, the Winter Harvest Festival will relocate to the picturesque country town of Kalbar, just over one hour from Brisbane and 90mins from the Gold Coast. This exciting move marks the inception of the 'Winter Harvest Weekend', a curated series of events showcasing the abundance of fresh, local, and seasonal produce harvested throughout the region. The focal point of this weekend celebration is Saturday's much-anticipated signature Winter Harvest Festival.

Estimated attendance for Winter Harvest Festival ranges conservatively between 3,000 - 5,000 patrons depending on weather conditions.

We welcome applications from stallholders interested in showcasing a diverse array of high-quality products cultivated, produced, sourced, or originated from within the Scenic Rim region.

The festival provides an immersive experience for the visitor with live entertainment, cooking demonstrations, the tractor pulling competition, family friendly activities



and a stage dedicated to telling the stories of our producers in region.

Licensed beverage providers are encouraged to elevate the experience by offering product tastings, sales by the glass to be consumed on site, along with take home options.

Food providers are encouraged to tantalize taste buds with product tastings and sales. We ask that ready-to-eat dishes for on-site consumption are served in smaller portions (or tasting plates) priced between \$10 - \$15. The goal is to encourage festival goers to experience a variety of foods from across the Scenic Rim, rather than limiting themselves to one or two meal sized portions. You will also need enough stock to last from 10am to 3:30pm.

This approach will demonstrate to the public what the Scenic Rim is capable of supplying, as well as enticing visitors to buy your product.

For example:

- if you grow pumpkins, you might offer a 'tasting plate' of pumpkin scones, pumpkin soup or roast pumpkin salad.
- a butcher might offer as their taster an all-local mini burger featuring locally sourced meat, bread rolls, lettuce, tomatoes and onions!

We strongly encourage food providers to work together to cross promote products available in region. If you require assistance in sourcing local products, please do not hesitate to contact us or you can download our Local Producer Directory [here](#).

For further information or support to develop your ideas, please reach out to the event organiser. We eagerly anticipate making Winter Harvest Festival 2024 an extraordinary celebration of the Scenic Rim's culinary excellence.

Application Form – Winter Harvest Festival Stallholder 2024

Please complete the application form available online [here](#) by 31 March 2024.

Scenic Rim Regional Council will contact you in due course to advise of your acceptance as a stallholder, or placement on a standby list should the stalls be oversubscribed.

CONTACT

If you would like to discuss your involvement or need more information, please don't hesitate to contact:

Kelli Rabbitt

Regional Events Officer
Scenic Rim Regional Council

T: **5540 5263** M: **0409 368 647**

E: kelli.r@scenicrim.qld.gov.au

2024 Terms & Conditions

Winter Harvest Festival is coordinated by Scenic Rim Regional Council (the "Event Organiser").

SET UP/BUMP IN

Access to the event venue will be from 7am on Saturday 29 June 2024.

There will be no access prior to this date and time.

TRADING HOURS

Stallholders will be required to operate between the hours of 10am - 4pm Saturday 29 June. All stallholders must stay and be operational until the conclusion of the event.

DISMANTLE/BUMP OUT

No stallholders are to dismantle stalls prior to 4pm.

STALLHOLDER FEES

Market Stall Site Fees:

3m x 3m Market Tent - \$175

What's included in the Market Tent:

- 1 x trestle table
- 1 x tablecloth
- Signage fascia with name of stall

Food Van Site Fees:

3m in length - \$175

6m in length - \$350

Please be sure to measure full length including drawbar if you are selling from the side of your van.

Power Fees:

1 x 10amp - \$50

1 x 15amp - \$75

What's not included:

- Price list signage
- Plates, cutlery, cups/glasses, serviettes – whatever is needed to promote/sell your products
- Refrigeration, cooking equipment etc
- Access to power - unless full payment and details are included at the time of application

Payment of the market stall site and power fees are due on receipt of invoice. Fees are non-refundable after 1 June 2024.

POWER REQUIREMENTS

Access to power will be limited and charges will apply.

If you require power, you will need to provide us with accurate details of the appliances and equipment drawing power at your site and this MUST be included on your application form.

Final requirements are due no later than 1 June. Failure to supply these details may result in no access to electricity on the day.

Electrical leads must be tagged and tested by a qualified electrical contractor within the previous 12 months. Appliances not tagged and tested cannot be used.

It is essential that extension leads do not present a trip-hazard to the public. Excess cords must be coiled safely within the stall and not accessible to the public.

USE OF GAS

The use of gas cylinders must be declared in advance. Stallholders must comply with the Queensland Government [guidelines](#) and [checklist](#) for managing gas safely at public events.

All food outlets cooking with gas must provide a fire blanket and have at least a 20B (E) Dry Chemical Powder (or equivalent) fire extinguisher, each with current test tags. Any food vendors using a deep fryer must also have a 40B(E) Dry Chemical Powder (or equivalent) fire extinguisher.

PRODUCE/INGREDIENTS

All produce and key ingredients must be grown, produced, sourced or originated within the Scenic Rim region. Information of origin of produce and purchase outlets (if applicable) should be displayed at stall. Stallholders must not sell or promote any product/ service, which has not been approved by the Event Organiser.

STALL ALLOCATION AND PRESENTATION

Any structure erected by the stallholder must be secured including marquees, umbrellas, tents, awnings, signage or similar items, and must be weighted.

Stallholders will be allocated a position at the discretion of the Event Organiser. Stallholders MUST use the stall site allocated to them on festival day, and site locations will not be amended on the day.

We encourage all stallholders to present their products and stalls in a professional manner. You will be responsible for price list signs describing the product and its price. Remember to bring everything that you will require.

Stallholders are responsible for keeping their stall sites and surrounds tidy and clear of rubbish. You will need to leave the stall in the same condition that you found it in.

The Event Organiser reserves the right to enter a stallholder's allocated area and remove any article, sign, picture or printed matter that, in their opinion, may be a cause of offence to the public.

PAYMENTS AND CASH HANDLING

You must supply your own EFTPOS facilities and/or cash 'float', including enough change for the day. Access to WIFI will not be provided by the Event Organiser.

PARKING

Parking will NOT be permitted within the event area. All vehicles must be parked in the designated stallholder area after unloading. No vehicles will be allowed to remain in the event footprint unless by prior negotiation with the Event Organiser.

INSURANCE/LICENCES

The Event Organiser will not be under any responsibility or liability whatsoever for damages to stands or displays by loss, damage, theft, fire etc.

All stallholders are required to have their own 'Public Liability (& Product Liability where applicable) Insurance' for an amount not less than \$20,000,000 for the duration of the setup,

during the event and dismantle periods. Proof of this insurance will need to be attached to the application form.

Wine or alcoholic beverage producers warrant that they have appropriate licences in place and will be required to provide a copy of these to the Event Organiser.

Do I need a Food Licence?

For further information and to determine if you require a food license contact Scenic Rim Regional Councils Environment & Health Department on 5540 5111.

It is the stallholders' obligation to ensure that all Council and Government guidelines and health regulations are met, and that all appropriate food licenses are obtained; and the setup of their stall meets all Council, health and safety requirements during trading.

SECURITY

As the Winter Harvest Festival is a licensed event, security will be on site from 9am on day of the event. Security of the stallholder's goods, including equipment etc is the sole responsibility of the trader. The Event Organiser will not be held liable for the loss or damage of property.

EVENT SET UP AND DISMANTLE PROCEDURE

All vehicles that are admitted to the site for the purpose of unloading equipment and produce MUST be off site by 9am sharp. There will be no exceptions to this rule. If you arrive late, you will have to carry your goods into your stall site. There will be NO vehicle access during the event.

Vehicles must follow the directions of the Event Organiser and their staff, marshals or security at all times and must drive at a walking pace with hazards lights on.

Stallholders must be ready to trade from 9:45am. Stallholders are required to trade from 10am - 4pm. All stalls must be prepared to cater for the crowd size (estimated attendance between 3,000 - 5,000 patrons).

Access for vehicles to bump out will only be permitted from 4:15pm once the crowd has dispersed, and under the guidance of the Event Organiser.

WASTE AND RECYCLING

This event aims to be environmentally responsible and stallholders must comply with the Queensland Government's [ban on the use of single-use plastics](#).

Stallholders must use bio-degradable/reusable items for all food service such as bamboo/ wooden cutlery, biodegradable cups and cardboard food containers.

We strongly encourage the minimisation of waste and the use of recycled or compostable products and packaging made from a sustainable source.

Each market site is to be left clean and all rubbish removed. The event's waste removal and cleaning contract is for lightweight rubbish and recycling only, not for stallholders produce, rubbish and/or boxes. If you bring it in, please take it home.

Stallholders will be provided with access to potable water.

Please do not wash and tip any waste onto the park or roads. This includes all wastewater, oils and other liquid waste, which must be removed from the site at the end of the event.

Stallholders are responsible for leaving their site and surrounding area clean, tidy and undamaged. A minimum cleaning fee of \$100 will be charged if any stallholder leaves rubbish behind or a mess to be cleaned up.

ADVERSE WEATHER CONDITIONS

The event will operate in varying weather conditions and stallholders must be prepared for adverse weather. The Event Organiser will not be held responsible for any loss, damage or injury whatsoever resulting from adverse weather conditions.

If the event is to be cancelled due to extreme weather conditions, the Event Organiser will contact all stallholders via e-mail. Announcements will also be made via social media platforms.

SAFETY

Stallholders must comply with all laws, including workplace health and safety laws and demonstrate due diligence at all times.

Stallholders are not permitted to consume alcohol on site and smoking is not permitted within the event site.

The safety of our community is always at the forefront of our minds and we will continue to monitor the current Covid-19 restrictions and rules in all aspects of our planning. All events will need to comply with any Queensland Government Covid Safe directives and guidelines at the time of the event.

ANIMALS

Animals other than registered Assistance Dogs are not permitted at the event at any time.

PERSONAL INFORMATION COLLECTION NOTICE FOR STALLHOLDERS REGARDING COUNCIL PHOTOGRAPHY, RECORDING, BROADCASTING AND TELECASTING OF WINTER HARVEST FESTIVAL

Council (or third parties appointed by the Council) may during the course of your attendance as a stallholder at the event broadcast, telecast, film and/or record coverage of the event.

As part of these activities, Council (or third parties appointed by the Council) may photograph, video or audio record you during your attendance at the event.

Your photograph as well as images and audio recordings of you forming part of the recordings may be treated as personal information under the *Information Privacy Act* (Qld) where your identity is clear or can reasonably be ascertained from that image or recording.

Third parties may be appointed by Council to broadcast, publish, license or use any photographs, film, recordings or images of you taken at the event they have collected or provided to them by Council on any media (including social media) including for event coverage, marketing or promotional purposes.

The photographs and recordings are being collected for the following purposes:

- (a) coverage of this event; and
- (a) current and future event marketing and promotion.

Council (or third parties appointed by Council) may disclose the photographs and recordings to members of the public by broadcasting, publishing and using the information on any media (including social media). Individual members of the public may view the photographs and recordings (for example, on a social media website).

The photographs, films, recordings or images collected by Council may also be stored by Council or third parties for the purposes of each of these potential uses or disclosures. Servers on which the information is stored may be located overseas (i.e. outside Australia). Council, the third parties and anyone acquiring from them a right to use the material are not liable to you in any way for its use.

Where Council (or a third party nominated by Council) covers your event, Council will display the above collection notice in a prominent position(s) at the event including at the entrance to the event.

PERSONAL INFORMATION COLLECTION NOTICE FOR STALLHOLDERS - PERSONAL INFORMATION PROVIDED AS PART OF APPLICATION AND ADDITIONAL POTENTIAL PRIVACY OBLIGATIONS OF STALLHOLDERS

Following your completion of this application form, Council will store in its records information in relation to your application including the contact name and contact details provided and may use this personal information for the purposes of contacting the nominated individual(s) in relation to: the consideration and outcome of your application; matters concerning the operation and holding of the event and the operation of your store generally; and post event research and marketing of future events to stallholders. You may receive correspondence from Council for these purposes by post, phone, email or SMS text message. Council will not disclose your personal information to any third party unless it is authorised to do so under the *Information Privacy Act 2009*.

Stallholders *may* have additional responsibilities to comply with the Commonwealth Government's *Privacy Act 1988* in carrying out activities involved in operating your stall. This legislation applies to certain businesses including small business operators in particular circumstances. You must obtain your own independent advice in relation to complying to any obligations you have under the Commonwealth Government's *Privacy Act*. Council bears no responsibility for providing you with advice about how to comply with any responsibilities you have under the Commonwealth Government's *Privacy Act*.



Checklist

Please make sure you have:

- Thoroughly read through the Terms & Conditions
- Completed the online application form
- Attached a copy of your Public/Product Liability Insurance (to the online application form)
- Attached any relevant licences as stated in the Terms & Conditions (to the online application form)

Scenic Rim Regional Council will contact you in due course to advise of your acceptance as a stallholder, or placement on a standby list should the stalls be oversubscribed.

Council reserves the right to accept or refuse an application if not all conditions are met and based on the description provided. We ask that you take care when completing the form and if you have any questions, to please ask. If you arrive on the day with different requirements we may not be able to accommodate you.

Council also reserves the right to make last minute changes without notification for the good of the event if deemed necessary.

Thank you for your application.

