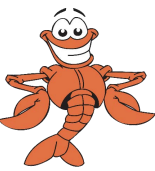


EXPRESSION OF INTEREST

Market Stall @ Kilcunda Lobster Festival 23rd January 2022

THIS IS A SINGLE USE PLASTIC FREE EVENT



NOTE: Hot food, cold drinks or seafood stalls may not be accepted as these are offered by our Association

Name of applicant:

Name of Stall/ business:

Address:

Contact Number

Email:

TYPE OF STALL/PRODUCTS YOU WILL BE SELLING:
(NOTE: you must provide details of all food products you intend to sell.)

WHICH STALL SIZE ARE YOU REQUESTING: (NOTE: there are very few powered sites available)

Please attach
2-3 photos - of
your products/
previous
markets stalls

I confirm that I have read, accepted & will abide by all the terms & conditions of the Festival organisers as attached.

I confirm that I, and all my staff are COVID compliant and can provide evidence of this.

I confirm that I have a valid Certificate of Currency for Public Liability

Signature:

Date:

1. Download this form to your desktop. Fill it out and save a version with your name in the title ie: **JOE SMITH_2022 EOI Festival stalls.PDF** Email your completed form to stalls@kcda.org.au **before Friday 31st December** to be considered for acceptance.
2. Once the application timeframe is closed, we will review all applications and contact both successful and unsuccessful applicants with the outcomes and the stall size we can provide.
3. Full payment & paperwork (including Certificate of Currency) must be received from all stallholders by **Friday January 14th 2022** or your site may be offered to other stallholders on the waiting list.

****Do not make payment until you have been advised by us that your application has been successful**

BANK OF BENDIGO

A/C Name – Kilcunda Community

BSB – 633-000 A/C Number - 163101561

Reference: Your name /Stall Name

Kilcunda Lobster Festival Stallholder Terms and Conditions
The T&C's will be strictly policed & may impact on participation at future festivals

1. 2022 Lobster Festival is a **SINGLE USE PLASTIC FREE EVENT** and we ask **ALL** Stallholders to join us on this journey so NO SINGLE USE plastic bags, plastic cutlery, plastic drinking straws, plastic or polystyrene cups or lids etc are to be used. If you need assistance in sourcing alternative products we are happy to assist.
2. The rubbish & recycle bins provided on site are for public use only – **all stallholders are to remove their own rubbish & recycling from site.** The KCA is focused on reducing the Festival's impact on the environment & waste that goes to landfill so your attention to managing your own rubbish is essential.
3. Stallholders must arrive between 7:30am and 8.45am to setup.
4. **Vehicle parking is not available on the festival site between 9:30am and 3.30pm,** unless the allocated site is on the beach side of the festival area where vehicles are allowed as wind-breaks as where possible (as bushes restrict several sites that will not allow vehicle space behind the stall). You will be advised prior to the Festival if you can leave your vehicle on your site. **IF YOU DO NOT RECEIVE PRE-APPROVAL THEN YOU ARE NOT ABLE TO LEAVE YOUR CAR ON SITE.**
5. Vehicle access to pack up will not be available until the end of the festival unless otherwise authorised. This is nominally set as 3.30pm, but may be declared earlier, for example if the spinning wheel has finished or if inclement weather occurs. If your vehicle is parked away from the festival area you will not be able to bring it back until the festival is closed or approval is received from Festival Organisers. If you are allowed to park in the festival area you will not be able to exit until the festival is closed. The restriction on vehicle movements is a health & safety requirement.
6. Sites are provided as ground space only. KCA does not provide equipment including tables, marquees, water or electricity unless otherwise agreed before the festival. The festival area is beside the ocean & can be very windy and **all equipment including marquees are to be suitable for this coastal environment & secured with all tethering ropes, etc. & set out to ensure they will not cause inconvenience or injury to the public.** Stall set ups will be checked prior to the start of the festival & any instructions from the Festival Organisers **must be actioned.** Food vendors must have appropriate Bass Coast Shire Council permits & be registered on Streatraders.
7. KCA reserves the right to accept stall applications at their sole discretion. KCA may decline requests for stalls selling similar goods, but this does not mean there may not be multiple stalls selling similar items.
8. KCA reserves the right to allocate stall sites at their sole discretion. We will attempt to meet stallholder requests regarding site allocation but please understand that we cannot meet every request. Requests from returning stallholders will generally be given priority over new stallholders.
9. All gas cylinders are to be stamped current to regulation & secured in a suitable container (e.g., milk crate). All mains power electrical leads are to be tested & tagged & suitably protected. If power is provided we cannot guarantee continuity due to outages beyond our control. Individual power supply provided is rated at either 10 or 15 amps only. If used, generators are to be well maintained & serviced & be within sound limits & operators are to ensure there are no fuel spills.
10. Cancellations 30 days prior to the Festival date will not be refunded and a “no show” on the day of the Festival will not be refunded. This is an All Weather event and no refund will be made for non-attendance due to inclement weather.
11. The discounted fee for local non-profit stallholders is subject to approval by the KCA Committee. Complying stallholders can also apply to Bass Coast Shire Council for public liability insurance coverage for the day for \$20.

COVID-19 requirements for Stallholders @ Kilcunda Lobster Festival 2022

Stallholders must abide by all current Covid-19 restrictions and market rules, including but not limited to:

- All stallholders must be double vaccinated and show proof on entry to Festival site.
- Each stall holder must have a Covid Safe Plan. This must be implemented, at your stall and available for inspection by authorities on the day.
- Each stall holder must have their own QR code that they display prominently at their stalls point of sale. Any customer that makes a purchase from your stall or spends an extended period of time at your stall must check in and you must request that they do so.
- Keep at least 1.5 metres from other people and actively encourage others to do so.
- Stay at home if you do not feel well, if you have symptoms get tested (if positive inform the Festival Stall Coordinator immediately if you have attended the market).
- Comply with all COVID-19 cleaning requirements.
- Limit the number of customers within your stall area to comply with the density quotient (4m²). If you are allowing patrons to enter your stall area you MUST display a sign at the front of your stall stating how many are allowed within your stall space at one time (in adherence with the 4m² rule) and enforce it.
- Actively control distancing of patrons in and around your stall. Stalls selling food for consumption at the market have a much greater obligation to do this.
- Stallholders selling food for consumption on market grounds, food vans and the like, and stallholders with a single dedicated sales point must provide at least 3 queue points at two metre intervals. Use non-permanent marker spray or another safe method to mark out these points. Customers not using queuing points must be advised to do so by the stall holder. If you have a broad sales point, for example a long table where you serve customers from many points, you are no longer required to provide queue markers but MUST still control distancing (1.5 metres at least for all patrons not from the same household) in and around your stall.
- Ensure that your stall is set-up so as to ensure that at least 1.5 metres is between you and the customer at all times.
- Payments via tap and go are preferred and stallholders are encouraged to use it. If stallholders do accept cash payments they are required to have a means to sanitise cash before using again and must sanitise their hands between every cash transaction.
- Tastings are allowed but you must provide the tasting on or in a disposable napkin, plate or cup with no possible contact between you, including your implements (tongs may not be used to drop samples into customers hands for example), and the taster.
- If a stall holder becomes unwell whilst at the market they must isolate themselves, cease trade, leave the market and get tested as soon as possible. If positive they must notify the market immediately.
- Stallholders are encouraged to provide hand sanitiser at their stall for customer use and must have it for their personal use, wash hands frequently as well.
- Stallholders are required to report any aggression to management, provide clear distancing signage at their stall, large and obvious and inform Festival Authorities of infringements relating to the above whether they be made by customers or other stallholders.

Those that do not abide by these COVID-19 rules or other rules as outlined in the stall holder info sheet will be asked to leave the market. We MUST all take this crisis seriously, anyone that does not do the right thing puts every other stall holder's future trade at risk.