



EXPRESSION OF INTEREST

Market Stall at Kilcunda Lobster Festival

28th January 2024



Instructions for applicants:

1. Download this form to your device.
2. Fill it out and save a version with your name in the file name. e.g.: [Joe Smith 2024 EOI.pdf](#)
3. Email your completed form and supporting documents to kca.stalls@outlook.com by Wednesday 29th November 2023 as per timeline below to be considered for acceptance.

Timeline:

- Wednesday 29th Nov. 2023: **Closing date** for Expressions of Interest (EOI's)
- 30th Nov to 6th Dec. KCA will review all EOI's
- Wednesday 6th Dec. 2023: **Offers emailed** out and unsuccessful applicants notified.
- Wednesday 13th Dec. 2023: Acceptance of offers due.
- Wednesday 20th Dec. 2023: **Payment** and Certificate of Currency due.

NOTE: Failure to meet these dates may result in forfeiture of your site.

Applicant details:

Stall / Business Name:

Contact Name:

Address:

Contact Number:

Email:

Stall details:

Please **attach a few photos** of your stall from previous events.

Please describe your proposed stall and the products you intend to sell.

Site Preferences: (Note: very few powered sites are available.)

Please select from the options below. (Click in the box)

On-site Parking:

Note: On-site parking will be limited to pre-approved vehicles only. All other vehicles must be removed after set-up. Please indicate your preference below. (Your choice may affect our ability to offer you a site.)

Checklist:

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

I confirm that I have read, accepted, and will abide by the terms and conditions of the festival organisers as attached.

I have attached photos of my stall as requested.

I have completed all sections of the form above.

Completed by (name):

Date:

Kilcunda Lobster Festival Stallholder Terms and Conditions

These T's & C's will be strictly policed & may impact on participation at this or future festivals.

Organisation / Administration.

1. The Kilcunda Lobster Festival is organised by the Kilcunda Community Association (KCA). All decisions of the KCA are final and binding.
2. Sites are provided as **ground space only**. KCA does not provide equipment including tables, marquees, water or electricity unless otherwise agreed before the festival.
3. All equipment, stock, etc. must be **contained within site boundary** (or, at the discretion of organisers, behind the site, away from public areas).
4. KCA reserves the right to accept or decline applications and 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. We may decline requests for **stalls selling similar goods**, but this does not mean there shall not be multiple stalls selling similar items.
5. If power is provided by the organisers, we **cannot guarantee continuity** due to outages beyond our control. Individual power supply provided is rated at either 10 or 15 amps only.
6. **Cancellations** 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.

Insurance.

7. All stallholders must have valid **Public Liability Insurance**. (Food vendors Minimum \$20 million.) A Certificate of Currency will need to be provided.

Waste.

8. The 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.
9. 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 and the waste that goes to landfill so your attention to managing your own rubbish is essential.

Site Access.

10. **Arrival time** is between 7:30am and 8.45am and setup is to be completed by 9:30am.
11. **Vehicle parking** is not available on the festival site between 9:30am and 3.30pm, unless pre-approved. All stallholders will be clearly advised in their site offer whether vehicle approval has been granted. **If you do not receive pre-approval then you will NOT be able to leave your vehicle on site.**
12. Vehicle access for **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.

Safety / Regulatory.

13. The festival area is beside the ocean & can be **very windy**. Therefore, all equipment including marquees are to be **suitably 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.
14. **LP Gas** cylinders are to be stamped current to regulation & secured in a suitable container (e.g., milk crate). Mobile catering vans must have a valid Energy Safe Victoria (ESV) compliance plate. Anyone using LP Gas should complete the ESV checklist available at:
<https://www.esv.vic.gov.au/about-us/publications/brochures-and-merchandise/gas-safety-public-events>
15. All mains power **electrical leads** and other equipment are to be tested & tagged & suitably protected.
16. If used, **generators** are to be well maintained & serviced & be within sound limits & operators are to ensure there are no fuel spills.
17. **Food vendors** must have appropriate Bass Coast Shire **Council permits** & be registered on **Stretraders**.