

SPLENDOUR *in the* GRASS

FOOD VENDOR APPLICATION INFORMATION & AGREEMENT

Venue:	Ngarindjin / North Byron Parklands Yelgun NSW
Event Dates:	Thursday 20 to Sunday 23 July 2023
Close date for Applications:	Friday 28 April 2023
Notification of Acceptance:	From Friday 5 May 2023
Vendor Fee Due:	Monday 8 May 2023 (no exceptions)

**PLEASE ENSURE YOU READ AND UNDERSTAND EVERYTHING IN THIS DOCUMENT BEFORE YOU APPLY!
INCOMPLETE DOCUMENTATION WILL NOT BE ACCEPTED.**

By applying for a stall at Splendour in the Grass (SITG), you agree to abide by all the conditions outlined within the documentation provided. Stallholders agree to comply with any additional reasonable requests that SITG representatives, managers or other persons authorised by SITG management may have. It is a condition of participation at SITG that all terms and conditions are accepted without reservation. SITG management reserves the right to refuse participation at SITG at any time if any terms and conditions are not adhered to. Any decision as such by SITG management will be final.

SELECTION CRITERIA

1. THINK GREEN

SITG continues to work hard towards sustainable outcomes, including the commitment to reducing impact on the environment and to prioritise ethical practices, such as:

- minimising food and general waste
- reducing, re-using, and recycling

Please note it is **MANDATORY** to use only compostable packaging for items sold.

COFFEE: Fair trade or single origin certified coffee beans are the preferred choice for any coffee vendor at SITG.

STRAWS: Supply straws only if it is requested by Patrons and only **COMPOSTABLE** straws are permitted.

Some of our preferred local suppliers for sustainable packaging:

Green Pack	www.greenpack.com.au
BioPak	www.biopak.com
VegWare	www.vegware.com.au
Alpacka Packaging	www.alpackapackaging.com.au

2. THE STALL

- a) Create a visually pleasing stall (plants, lighting etc.)
- b) Incorporate undercover seating for your patrons, with tables and chairs
- c) Creative signage
- d) Innovating lighting
- e) Cleanliness front of house as well as back of house

Make sure your application clearly explains the theming and decoration of your stall.

3. FLOOR PLANS

You must provide a detailed stall floorplan including dimensions (in metres) showing:

- a) Name of stall
- b) Frontage showing width & depth in metres
- c) Serving area, prep etc.
- d) Coolroom positioning
- e) Handwash location / sinks
- f) Cooking equipment
- g) Patron seating area (if applicable)
- h) Awning, towbar, doors etc.
- i) Back of house (inc. size) – clearly label staff rest area, storage, gas etc.
- j) If you plan to use your own marquee, provide information on who is supplying your marquee (i.e., from the approved list of SITG Suppliers or provide the brand of your marquee and provide Certification for Structure, wind, and fire ratings etc.) Note: flooring MUST be provided for compliance.

4. THE MENU

Please supply a proposed menu with prices and include a clear description of each item. **Highlight dietary requirements** i.e., vegetarian, vegan, GI, etc. No pre-packaged items. You are not permitted to sell anything not listed in your application form.

Please provide photos of signature dish(es) and supply a write up as to why it would be a 'must have' at SITG

Important Notice: All Stallholders must adhere to any sponsorship or commercial arrangements that may be in place at SITG. Management will advise of such arrangements in due course.

5. COVID SAFE PLAN / POLICY

You agree to comply with all relevant government COVID-19 public health and emergency directions, or any directives specifically related to SITG, as well as SITG's approved COVID Safe plans.

6. INSURANCES & REPORTS

You must supply a copy:

- Public Liability Insurance (PLI). Your PLI must not be less than \$AUD20,000,000. List Splendour in the Grass Pty Ltd & The CMC Solution Pty Ltd as Interested Parties.
- You must supply Work Cover Insurance and if not applicable, provide notification on your letterhead stating reason for your exemption.
- All staff will be expected to abide by SITG WH&S policies and procedures. SITG will not be liable for injuries to you or your workers. All workers must be over 18.
- You must supply a current Safe Work Method Statement; this should include a list of the risks associated with your activities and how you intend to mitigate these risks.
- You must supply a current Food Safety Supervisor's Certificate.

7. ELECTRICAL & FIRE SAFETY

All equipment (leads, power boards and electrical equipment) must be tagged and tested for electrical safety regularly, with testing having been done within 12 months. All fire extinguisher / fire blankets must be in date.

Please note that fire extinguishers used on event sites must have a six-month shelf life.

BEST IN SHOW AT SPLENDOUR IN THE GRASS

The Best in Show Competition will again be in place for Splendour in the Grass 2023. We will be looking for unique products, beautifully presented outlets, cleanliness, and friendly / happy staff.

Congratulations to 2022 Winners of Best in Show - GOVINDAS!

PRIZE:

1. Guarantee site for Splendour in the Grass 2023
2. 2023 Stall at half price.
3. A sign on your stall, letting patrons know that you have won this competition.
4. Social media mentions during the show, both on the SITG Facebook and Twitter sites, to let everyone know how awesome your stall is as well as your location.

KEY DATES AND TIMES (Subject to Change)

Application due:	Friday 28 April 2023
Stall approval:	Week commencing Friday 5 May 2023
Base Site Fee due:	Monday 8 May 2023 (non-negotiable)
Deadline for applicants to notify of any site withdrawal or cancellation:	Friday 23 June 2023
Bump in:	Friday 14 July to Sunday 16 July 2023
Staff Campground open:	Monday 17 July 2023
Patron Campground open:	Wednesday 19 July 2023
Event open:	9am - 12am Thursday 20 July 2023
Event continues:	9am - 2am Friday 21 to Sunday 23 July 2023
Campground close:	2pm Monday 24 July 2023
Bump out:	From 2pm Monday 24 July 2023 No traffic movement until last patrons have left!

CAMPING

If you are a local, you will not be allocated a campsite or a camping wristband. Camping will be available at SITG from Monday 17 July to Sunday 23 July 2023. Staff camping and arriving separately MUST aim to arrive during bump in, in order to be allocated a space.

EQUIPMENT HIRE

You are responsible for all infrastructure and equipment required to operate your stall, including structure, lighting, flooring, patron seating etc. Only approved suppliers will have site access.

Infrastructure Event Rentals 1300 762 009 Lismore Party Hire 02 6625 1222 Bob's Hire 07 5665 8800	Sinks / Plumbing Scott Bielenberg Elite Waste 0417 748 532 scott@elitewaste.com.au	Cold rooms Cold Room Hire 1300 667721 Kleer Cold Room Hire 07 54 793 788
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PROMOTION & SOCIAL MEDIA

You will be required to do two (2) social media posts in the lead up to the festival, to create excitement and awareness around being part of SITG 2023.

- 1 x post announcing your involvement in the festival alongside our official food vendor announcement
- 1 x post in the week of the festival (Monday 17 July)
- Tag @splendourinthegrass in your post
- Inc. your stall name, cuisine, dietary specifics (e.g., gluten free, vegan etc.)
- 100 words or less describing / promoting your stall and the food / product you provide

SOFT DRINK

Soft drinks and water must be purchased through SITG Bars. Do NOT bring your own soft drink! Illegal beverages will be confiscated. Only SITG approved beverages may be sold.

WASTE OIL

IMPORTANT CHANGE!

Waste oil MUST BE taken off site and disposed of appropriately. Do not leave waste oil behind.

This is your responsibility!

Failure to take waste oil off site will incur a \$800 penalty and the inability to return to Splendour in the Grass.

FOOD VENDOR BASE SITE FEES

The Base Site Fee will be payable by Monday 8 May 2023 (non-negotiable). If payment is not received by COB on this date, the site will be reallocated.

The Base Site Fee for the stall depends on the vendor location and is set out below. SITG will calculate the stallholder's gross sales following the event. If 25% of the stallholder's gross sales (being the "Final Amount") exceeds the Base Site Fee, SITG will retain the Final Amount (less any Base Site Fee paid by the stallholder prior to the event) and will remit the balance to the stallholder's nominated account within 7 days following the event. **PLEASE NOTE: All prices include GST.**

VENDOR LOCATION AND BASE SITE FEE INFORMATION

<p>Food Stall Includes six (6) event and camping tickets, water access and one (1) Square Terminal. The base fee does not include power or plumber visits.</p>	\$5,200.00
<p>Truck Stop Space of approx. 6m frontage will be allocated. Includes six (6) event and camping tickets, one (1) Square Terminal, promotion in food related press release, festival lighting, patron seating and water access. The base fee does not include power or plumber visits.</p>	\$6,200.00
<p>Restaurant 9m x 6m and greater. Includes six (6) staff tickets and camping tickets, one (1) Square Terminal, and water access. The base fee does not include power or plumber visits.</p>	\$8,400.00
<p>Food Hall 1 3m x 6m space inside the Food Hall. Includes six (6) staff and camping tickets, one (1) Square Terminal, flooring, patron seating, and access to water. The base fee does not include individual structure inside the food hall, power, or plumber visits. Additional size only available upon request.</p>	\$7,200.00
<p>Food Hall 2 & 3 3m x 6m space inside the Food Hall. Includes six (6) staff and camping tickets, one (1) Square Terminal, flooring, patron seating, and access to water. The base fee does not include individual structure inside the food hall, power, or plumber visits. Additional size only available upon request.</p>	\$6,700.00
<p>Global Village (Curated by Kate Little): There are two sections within the Global Village. The World Stage: featuring great bands and dance performances, and the Bohemian Lounge: for Chill, Chai, Cabaret & Workshops.</p>	
<p>Up to 6m x 6m space – includes six (6) event and camping tickets & one (1) Square Terminal. The base fee does not include power, water, or plumbing.</p>	\$5,200.00
<p>12m x 12m space (limited sites) – includes six (6) event and camping tickets & one (1) Square Terminal. The base fee does not include power, water, or plumbing.</p>	\$7,200.00
<p>Campgrounds There are three sites located in each of the three campgrounds with food hubs, servicing SITG patrons.</p>	
<p>Camp Pod 1 The Stall will be either a 3m or 6m frontage. Back of house will be limited. Includes six (6) staff tickets and camping tickets, one (1) Square Terminal, and access to water. The base fee does not include structure, power, or plumber visit. Larger site (Upon application)</p>	\$3,900.00
<p>Camp Pod 2 & 3 Stall will be approx. 3m or 6m frontage. Back of house will be limited. Includes six (6) staff tickets and camping tickets, one (1) Square Terminal, and water. The base fee does not include structure, power, or plumber visit.</p>	\$4,600.00

POWER FEES

Power	
Must be ordered in advanced. Any illegal connection will be disconnected. All leads will be tagged with SITG Lead Marker. If a lead is plugged in without a marker, then it will be removed.	
1 x 10 amp	\$350.00
1 x 15 amp	\$420.00
1 x 20 amp	\$500.00
1 x 3 phase – you supply own distro	\$750.00
1 x 3 phase – plus distro board	\$1,045.00

SQUARE INFORMATION AND ADDITIONAL SQUARE UNITS & PRINTER

SITG is a CASHLESS event. The point-of-sale system for SITG is Square. All vendors will be issued with a Square Stand Bundle with one square terminal incorporated in the Base Site Fee listed previously.

Included in the Base Site Fee, each stallholder will receive the Square Stand Bundle. This includes iPad Air, Square Stand, Contactless + Chip Card Reader and Charging Dock. All you need to process card and mobile wallet sales.

You will need to load your products into the square system. You must provide SITG with your final products list and pricing no later than Monday 3 July. A link will be provided to you if your application is approved.

PRICES BELOW ARE FOR ADDITIONAL SQUARE REQUESTS ONLY. Any additional terminals need to be pre-ordered.

Failure to return your Square Stand Bundle will result in a penalty of \$800.

SQUARE HARDWARE FEES

Square Stand Bundle	Includes iPad Air, Square Stand, Contactless + Chip Card Reader and Charging Dock. All you need to process card and mobile wallet sales.	\$120.00
USB Printer	A wired USB printer for order tickets. Note that USB printers only connect to one POS at a time. Square POS can send customers receipts via text or email. It is suggested you do not order a printer if your only purpose is to give customers receipts.	\$60.00
Bluetooth Printer	A wireless Bluetooth printer for order tickets. Note that Bluetooth printers only connect to one POS at a time. Square POS can send customers receipts via text or email. It is suggested you do not order a printer if your only purpose is to give customers receipts.	\$60.00
Ethernet Printer	A wired ethernet printer for order tickets & receipts. Note that Ethernet printers can connect to multiple POS at a time provided they are on the same network. Square POS can send customers receipts via text or email. It is suggested you do not order a printer if your only purpose is to give customers receipts.	\$60.00
USB Barcode Scanner	To scan barcoded items through your Point of Sale	\$60.00

ADDITIONAL FEES	
Staff Tickets with ID (Driver's License or Passport) – prior to obtaining wrist bands Food Stalls will receive the included wristbands stipulated above. Additional wristbands MUST be pre-purchased at the same time as paying your Base Site Fees and power.	\$400.00
Camping Camping is free of charge to stall holders wearing wristbands. Camping is only permitted in the Staff Camping area. Camping within your stall is NOT PERMITTED.	FREE OF CHARGE
Plumbing If a plumber is required, a fee will be charged \$80 per hour. Payment will be CASH ONLY.	\$80 per hour Cash payable onsite
Electrical Compliance - Testing and Tagging Equipment and leads, not tagged and in date will be either discarded or tested for safety by the site electrician. Testing will incur a cost of \$60 per item. CASH ONLY.	\$60 per equip /lead Cash payable onsite
Waste Bond You will be required to bring your own bins and put them out in front of your stall for emptying each day. Be prepared to provide enough bins for separate waste disposal. <ol style="list-style-type: none"> 1. General Organic Material (for composting) 2. Recyclables <p>Important Note: Waste Oil is your responsibility and must be removed off site in sealed containers. Failure to do so will result in loss of your bond. Gas cylinders, bread and milk crates must be removed off site.</p> <p>Clean up before you go. If we think that you have left behind milk crates, bread crates, oil drums, gas cylinders, there will be a penalty of \$500.</p>	\$800.00
Square - non-compliance fine All Vendors MUST use the Square terminals provided by SITG 2023 for all transactions. Failure to do so will result in immediate fine of \$500 and the inability to attend future events. Repeated offences will result in forfeiture of any Base Site Fee paid and closure of Stall.	\$500.00
Please note that there will be mystery shoppers to monitor Square Usage. Failure to <u>return</u> the Square bundle will result in a penalty.	\$800.00

VENDOR CHECKLIST	TICK
Public Liability Insurance (\$20M) – listing interested parties Splendour in the Grass Pty Ltd & The CMC Solution Pty Ltd	
Work Cover Insurance – if no insurance, then place on letterhead reason for exemption	
Food Safety Supervisors Certificate – ensure it is in date	
Marquee – hire from recommended hirer or provide brand of marquee & specifications (Wind & Fire rating)	
Floor Plan – showing BOH	
Covid Safe Plan	
Photo of your operation & logo in .jpeg format	
Menu showing dietary requirements met (Word Document)	
Staff Numbers Required	
Byron Bay Health Permit (Do not apply until you have been accepted)	
Power & Square requirements	
Stallholder Terms and Conditions (see below)	

STALLHOLDER TERMS AND CONDITIONS

All applicants agree that by applying for a stall at Splendour in the Grass 2023 (“the Event”), they have read and understood the terms of this document and agree to adhere to the terms contained herein. Failure to do so will result in cancellation of your site.

SITE FEE

- The Base Site Fee will be payable by Monday 8 May 2023 (non- negotiable). If payment is not received by Splendour in the Grass by COB on this date, the site will be reallocated.
- The Base Site Fee for the stall depends on the vendor location and is set out in the ‘Food Vendor Site Fees’ section above.
- Splendour in the Grass will calculate the stallholder’s gross sales following the Event. If 25% of the stallholder’s gross sales (being the “Final Amount”) exceeds the Base Site Fee, Splendour in the Grass will retain the Final Amount (less any Base Site Fee paid by the stallholder prior to the Event) and will remit the balance to the stallholder’s nominated account within 7 days following the Event.
- Stallholders agree and understand that there is no guarantee of sales or profits to be made at the Event.
- No refunds or deductions of any kind will be provided for any vendors that did not reach anticipated sales / profits.
- Square Terminals: All stallholders MUST use the provided square terminals for all transactions. Failure to do so will result in immediate fine of \$500 and the inability to return to the Event. Repeated offences will result in forfeiture of Base Site Fee and closure of stall. Please note that there will be mystery shoppers to monitor square terminal usage.

CANCELLATIONS

- Any site cancellation or withdrawal must be received in writing by no later than Friday 23 June 2023.
- NB: Any requested cancellation or withdrawal received after this time will result in the forfeiture of the Base Site Fee. No site substitution will be provided.

INSURANCES AND INDEMNITY

- Stallholders must have their own current public liability insurance for no less than \$AUS20 million, with Splendour in the Grass Pty Ltd and The CMC Solution Pty Ltd listed as interested parties.
- Splendour in the Grass and the stallholder management accept no responsibility for any damage or injury to any stallholder’s personnel, equipment, or property before, during or after the Event.
- At least 14 days prior to the Event, stallholders must provide Splendour in the Grass with the following documents in a form satisfactory to Splendour in the Grass: (a) a certificate of currency of the stallholder’s current workers compensation insurance (or evidence of any exemption, if applicable); (b) a copy of a recent health inspection report; and (c) if the stallholder is providing their own marquee, the marquee brand and structural, fire and wind certification from the marquee manufacturer.
- Stallholders indemnify Splendour in the Grass, the Event management and their staff, crew, suppliers, representatives, agents, and patrons (each an “Indemnified Party”) for any losses or costs suffered as a result of the acts or omissions of stallholders or their staff, crew, suppliers, representatives and agents, and stallholders release the Indemnified Parties from any claims or causes of action arising from such acts or omissions.

SAFETY AND COMPLIANCE

- Stallholders are responsible for the health and safety of their staff, crew, suppliers, representatives, agents and patrons and members of the public at the Event in accordance with applicable laws.
- Stallholders understand that they participate at the Event at their own risk. Stallholders must take full responsibility for any injuries or damages they or their staff, crew, suppliers, representatives, agents, or patrons at the Event.
- Stallholders must comply with all applicable laws, Australian Standards, regulations, and guidelines that are applicable to the Event including occupational health and safety legislation and food health requirements.
- All stallholders must supply their own fire extinguisher and blankets at the Event. All fire extinguishers must be tagged.

BUMP IN & BUMP OUT

- Stallholders must comply with all reasonable directions provided by Event management relating to the stallholder’s site and their attendance at the Event.
- Hi-visibility vest, wide brimmed hat, long sleeve shirt, pants, enclosed shoes, and sunscreen MUST be worn by stallholders at all times during bump in and out for the Event.

SECURITY

- Whilst there is 24-hour security on site at the Event, stallholders must ensure their stall is secure at night. Stallholders are responsible for their own personal security and property.
- Stallholders are responsible for their own float and cash handling management.
- Stallholders are responsible for any injury or damage to persons or property that occurs while bumping in, bumping out or during the Event, which arose from the stallholder’s fault, act or omission, or the fault, act or omission of their staff, crew, suppliers, representatives, or agents.

WH&S SITE RULES

- Stallholders must abide by the following health and safety rules:
- All stallholders must wear enclosed shoes whilst operating the stall.
- All stallholders must wear hi-visibility clothing.
- All stallholders must carry out a risk assessment on their activities and provide Splendour in the Grass with, at least 14 days prior to the Event, plans to manage and mitigate all risks.
- The Stallholder must understand the hazards and risks associated with their activities and have an established system and procedure for managing any work health and safety risks. This includes recently inspected and approved fire extinguishers, tagged electrical leads, gas compliance etc.
- Site speed limit is 10 - 15 kph (walking pace).
- All machinery operators must always have current operating certificates on their person.
- Persons working outside must always have sun protection, including long sleeve shirt, pants, hat, and sunscreen.
- No person is to work under the influence of alcohol and / or drugs. Persons taking prescribed medications should advise the delegated Workplace Health & Safety Officer.
- No person is to lift a load greater than 20kg without assistance
- No person to work at a height of 2.4m or greater without a fall arrest system.
- Persons working in an area where work is occurring overhead are to wear a hard hat for protection.
- All incidents are to be reported immediately to the delegated Workplace Health & Safety Officer or the stallholder’s Event site manager.

ELECTRICAL, GAS, FIRE EXTINGUISHER AND WORK SAFETY

- Stallholders should ensure that sufficient power is requested and obtained for the stall in advance of the Event. No additional power will be supplied after request is made and finalised.
- Work Cover require electrical appliances and leads be tested at least annually, and identification tags attached.
- Gas should be installed by a licensed gas fitter and must comply with the appropriate provisions of Australian Standards AS1596- 1997 and AS 5601-2000. A current compliance plate must be attached to the vehicle for new installations or for any change made to existing gas appliances.
- Gas-fired appliances used in the open should not have a gas bottle greater than 9kg capacity. The bottle should be adequately secured so that it cannot be tipped over.
- All gas bottles must be pressure checked.
- Fire extinguishers and fire blankets must be supplied where there is cooking or heating.
- Fire safety equipment MUST be easily accessible and suitable for dealing with the type of combustible materials present.
- Fire safety equipment MUST be tested annually and have current tagging in accordance with Australian Standard 1851.
- Contact State Fire and Rescue agency for more information.
- All measures should be taken to satisfy the requirements of Workcover NSW to protect the health, safety, and welfare of employees and visitors at the event. Contact Workcover NSW for more information.

FOOD HANDLING

- The requirements for handling food for sale for human consumptions are outlined in 3.2.2. Food Safety Practices and General Requirements and 3.2.3. Food Premises and equipment for the Food Standards Code. The information is located on the Food Standards Australia New Zealand website at www.foodstandards.gov.au.
- The requirements also apply to pre-packaged food and low-risk food. Factsheets and user guides (Including for charitable and community not for-profit organisations) are available on the Food Authority website www.foodauthority.nsw.gov.au
- All cool rooms, bain marie etc. must have a temperature log.
- All stalls must have temperature probes, alcohol wipes, dedicated hand wash with hot / cold water, paper towel, liquid soap, and sanitisers. Cleaning products to be clearly labelled and stored in appropriate dispensing bottles.
- All equipment must be cleaned at the end of the evening and the site left tidy. Failure to do so will result in site closure.
- STRICTLY NO SMOKING BACK OF HOUSE.

COVID SAFE PRACTICES

- You agree to comply with all relevant government COVID-19 public health and emergency directions, or any directives specifically related to the Event, as well as the Event's approved COVID Safe Plans.

PRODUCTS BANNED FROM STALLS

- Products banned from stalls include non-recyclable packaging of any kind, phone charging unless approved, native American head dresses or other products deemed to be culturally inappropriate, promotion of nudity, non-biodegradable glitter, umbrellas, cigarettes, body piercing / tattooing service, pets / animals, studded leather / studded products, permanent tattoo service, metal water bottles, professional still cameras, laser lights, paint and spray cans, fireworks, flares, fire twirling paraphernalia, glass products / bottles, water pistols, weapons of any kind, long or heavy chain jewellery / accessories, professional video cameras including go pros and sound recording equipment, drones, glo-sticks or similar, containers of liquid fuel, skateboards, roller blades, boogie boards, surfboards, drugs / alcohol, styrofoam and other environmentally unfriendly products. Any products that can be used as a weapon and any other items considered illegal or dangerous are banned from the Event. Any banned products found will result in the stall being closed immediately and the stallholder being excluded from future events.

USE OF LOGO / NAME

- The use of Splendour in the Grass logo / name etc. before, during or after the Event is strictly forbidden without the written consent of Event management.

CONFIDENTIALITY & PHOTOGRAPHY

- Stallholders agree and acknowledge that they will not divulge, use, or disclose any confidential information to any entity or person (other than as required by the Event) at any time. 'Confidential Information' means all information which you become aware of which concerns the general business activities and affairs of the Event, the Event organisers or any patrons or vendors at the Event. Stallholders further agree that they must:
 - not give press or other media interviews regarding the Event, on or off the record.
 - endeavour to always protect the public image of the Event, and not record, disclose, post, or circulate any information, stories
 - incidents, images etc. that may in any way harm the public image or reputation of the Event; and
 - respect the privacy and public image of all Event patrons, and must not photograph, film, or record in any way any Event patrons.

FOR FURTHER INFORMATION PLEASE CONTACT

foodandmarkets@splendourinthegrass.com

www.splendourinthegrass.com