

CELEBRATING
20 YEARS!

SPLENDOUR IN THE GRASS

FOOD VENDOR

APPLICATION: AGREEMENT INFORMATION

| | |
|------------------------------|--|
| Venue: | North Byron Parklands Wooyung NSW 2483 |
| Event Dates: | Thursday 21 to Sunday 24 July 2022 |
| Close Date for Applications: | Friday 17 June 2022 |
| Notification of Acceptance: | From Monday 20 June 2022 |
| Vendor Fee Due: | Friday 24 June 2022 (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 Splendour in the Grass representatives, managers or other persons authorised by the Stallholder Management may have. It is a condition of participation at Splendour in the Grass, that all terms and conditions are accepted without reservation. Splendour in the Grass management reserves the right to refuse participation at Splendour in the Grass, at any time if any terms and conditions are not adhered to. Any decision as such by Splendour in the Grass management will be final.

:: Selection Criteria

1. THINK GREEN

Splendour in the Grass continues to work hard towards sustainable outcomes, including the commitment to reducing impact on the environment and to prioritise ethical practices.

Please submit evidence of how you minimise food and general waste and use organic produce.

Please provide detailed proof and explanations within your policy outlining how you buy in bulk and source local produce, how you reduce, re-use and recycle including which supplier of recyclable packaging you intend to engage.

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: Use only COMPOSTABLE straws.

2. THE STALL

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

Make sure your application clearly explains the theming and decoration of your stall. Amazing and unique stalls will be given the best locations.

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3. FLOOR PLANS

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

- a) Name of stall
- b) Frontage
- c) Serving area, prep etc
- d) Cool room positioning
- e) Hand wash location / sinks
- f) Cooking equipment
- g) Patron seating area
- h) Awning, towbar, doors etc
- i) Back of house (incl 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 Splendour Suppliers/or Brand of your marquee – provide Certification for Structure, Wind and Fire ratings etc.)

4. THE MENU

We are seeking amazing, tasty, and unique menus. Vendors who can demonstrate how the operation can be run in an environmentally friendly manner and support local producers will be given preference. 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-package items. You are not permitted to sell anything not listed in your application form.

Please provide photos of signature dish(es) and a write up, why it would be a 'must have' at Splendour in the Grass.

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 the Event, as well as the Event's approved COVID Safe plans. Provide your COVID Safe Plan for your stall, outlining your cleaning policy including products used.

6. INSURANCES & REPORTS

You must supply a copy of your Public Liability Insurance (PLI). Please ensure it is in date and includes the event and bump in and out dates. Your PLI must not be less than \$AUD20,000,000.

You must list Splendour in the Grass Pty Ltd & The CMC Solution Pty Ltd as Interested Parties on your PLI.

You must supply Workers Compensation Insurance and if not applicable, please provide notification on your letterhead stating your exemption.

All caterers and staff will be expected to abide by SITG WH&S policies and procedures. SITG22 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.

You must supply a recent Health Inspection Report from your local regulatory authority in addition to one from Byron Shire Council Environmental Health Department.

If you have a marquee set up, provide brand, specification for structure, wind, and fire ratings.

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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 have a six-month shelf life.**

:: Key Dates and Times *(Subject to Change)*

| | |
|-------------------|---|
| Application Due: | Friday 17 June 2022 |
| Stall Approval: | Week Commencing Monday 20 June 2022 |
| Payment Due: | Friday 24 June 2022 <i>(Non-negotiable)</i> |
| Bump In: | Friday 15 July to Sunday 17 July 2022 |
| Campground Open: | Staff Campground Monday 18 July 2022 Patron Campers arrive from 10.00am Wednesday 20 July 2022 |
| Event Open: | Thursday 21 July 2022; 9.00am until midnight |
| Event Continues: | Friday 22 to Sunday 24 July 2022; 9.00am to 2.00am each day |
| Campground close: | 14.00hrs Monday 25 July 2022 |
| Bump Out | Monday 25 July 2022 after 14.00hrs. No traffic movement until the last patrons have left! |

EQUIPMENT HIRE:

You are responsible for all infrastructure and equipment you need 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 |
|---|--|---|

Some of our preferred local suppliers for sustainable packaging...

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|-------------------|--|
| Green Pack | www.greenpack.com.au |
| PacMan Packaging | www.pacmanpackaging.com.au |
| Alpacka Packaging | www.alpackapackaging.com.au |

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 Splendour in the Grass 2022.

- 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 18 July)
Tag your post @splendourinthegrass in your post

Stall name: Cuisine: Facebook page:
Instagram page: Website: Dietary specifics (e.g., Gluten free, vegan etc):

100 words or less describing / promoting your stall and the food/product you provide.

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:: Food Vendor Fees

Splendour in the Grass 2022 will be cashless and the SQUARE POS system, will be utilised. All Vendors will be issued with one Square Terminal, which is incorporated in the base fee. Final Site Fee will be calculated on Base Fee or 25% of gross sales, whichever is greater.

PLEASE NOTE: All Prices include GST

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

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| VENDOR LOCATION | BASE FEE |
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| <p>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.</p> <p>1 x 10 amp 1 x 15 amp 1 x 20 amp 1 x 3 phase – you supply distro board 1 x 3 pH – plus distro board supplied</p> | <p>\$330.00 \$420.00 \$450.00 \$740.00 \$1,045.00</p> |

| Additional Square Units and Printers | | | Fee ex GST |
|---|--|----------|-----------------|
| <p>One Square Terminal will be provided in the fee. Additional Terminals need to be pre-ordered. Failure to return the Square will result in a penalty of \$800.</p> <p>Menus / items must be uploaded into Square prior to bump in. A link will be provided to you if your application is approved.</p> | | | |
| Hardware | Purpose | Quantity | |
| 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. Note that Square Point of Sale 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. Note that Square Point of Sale 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. Note that Square Point of Sale 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 |

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|---|---|
| <p>Waste 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</p> <ol style="list-style-type: none"> General Organic Material (for composting) Paper Plastic Glass <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 Bond. Gas Cylinders, Bread and milk crates must be removed off site.</p> | <p>\$800 fine (Post event taken off)</p> |
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| VENDOR LOCATION | BASE FEE |
|--|---|
| Staff Names with ID (<i>Driver's License or Passport</i>) – TBC prior to obtaining wrist bands Food Stalls will receive the requested wrist bands, stipulated above. Additional wristbands MUST be purchased at the same time as you pay your Base Site fees and Power | \$400.00 |
| Camping Camping is free of charge to stall holders wearing wrist bands. Camping is only permitted in the Staff Camping area. Camping within your stall is NOT PERMITTED . | \$0 |
| Plumbing If a plumber is required, a fee will be charged \$80 per hour. Payment will be CASH ONLY . | \$80 per hour Cash payable on site |
| 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 equipment / lead. Cash payable on site. |
| Waste Bond 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 | \$800.00 |
| Square – non-compliance fine All Vendors MUST use the Square terminals provided by Splendour in the Grass 2022 for <u>all</u> 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 site deposit and closure of Stall. Please note that there will be mystery shoppers to monitor Square Usage. Failure to return the Square bundle will result in a \$800 fine. | \$500.00 |

| CHECKLIST | Tick | Notes | Tick |
|---|------|-------|------|
| Public Liability Insurance – list in interested party Splendour in the Grass Pty Ltd & The CMC Solution Pty Ltd | | | |
| Workers Compensation Insurance – if no insurance, then place on letterhead reason | | | |
| Food Safety Supervisors Certificate – ensure it is in date | | | |
| Marquee – hire from recommended Hirer or Provide Brand of marquee & specifications (Wind & Fire rating) | | | |
| Logo in jpeg format | | | |
| Floor Plan – showing BOH | | | |
| Photo of your Operation | | | |
| Menu showing dietary requirements met | | | |
| Staff Required | | | |
| Byron Health Permit | | | |
| Power Requirement | | | |
| Square | | | |
| Confidentiality Agreement | | | |

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:: Terms and Conditions

All applicants agree that by applying for a stall at Splendour in the Grass 2022, this entire document, including the following terms, must adhered to. Failure to do so will result in termination.

CANCELLATIONS

Cancellation or withdrawal must be received in writing no later than June 24, 2022. Cancellation received after this will result in the forfeit of site fee. No substitutions will be accepted.

SITE FEE

The base site fee will be payable by **Friday June 24** (Non-negotiable). If payment is not received by COB, the site will be reallocated.

Stallholders agrees and understand that there is no guarantee in the profits made. No refunds will be made for any vendors that did not do well. Final fee will be base fee or 25% whichever the greater.

Square Terminals: All Vendors **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 SITG. Repeated offences will result in forfeiture of site deposit and closure of Stall. Please note: that there will be mystery shoppers to monitor Square Usage.

ELECTRICAL, GAS, FIRE EXTINGUISHER AND WORK SAFETY.

- Food business operators should ensure that sufficient Power is requested for the stall. No additional Power will be supplied after request is made and finalised.
 - Work Cover NSW require electrical appliances and leads be tested at least annually, and identification tags attached
 - Gas should be installed by a licenced 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 Fire and Rescue NSW 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.

SECURITY

- Whilst there is 24-hour security on site, please ensure your 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 person/s or property that occurs while bumping in, bumping out or during the event, which arose from the stallholder's own fault, act, or omission; and
- Stallholders release the Stallholder Management, Splendour in the Grass and any other agent involved, from any claims, actions or losses arising from the Stallholder's own fault, act, or omissions during participation of Splendour in the Grass.

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 Splendour in the Grass Management.

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

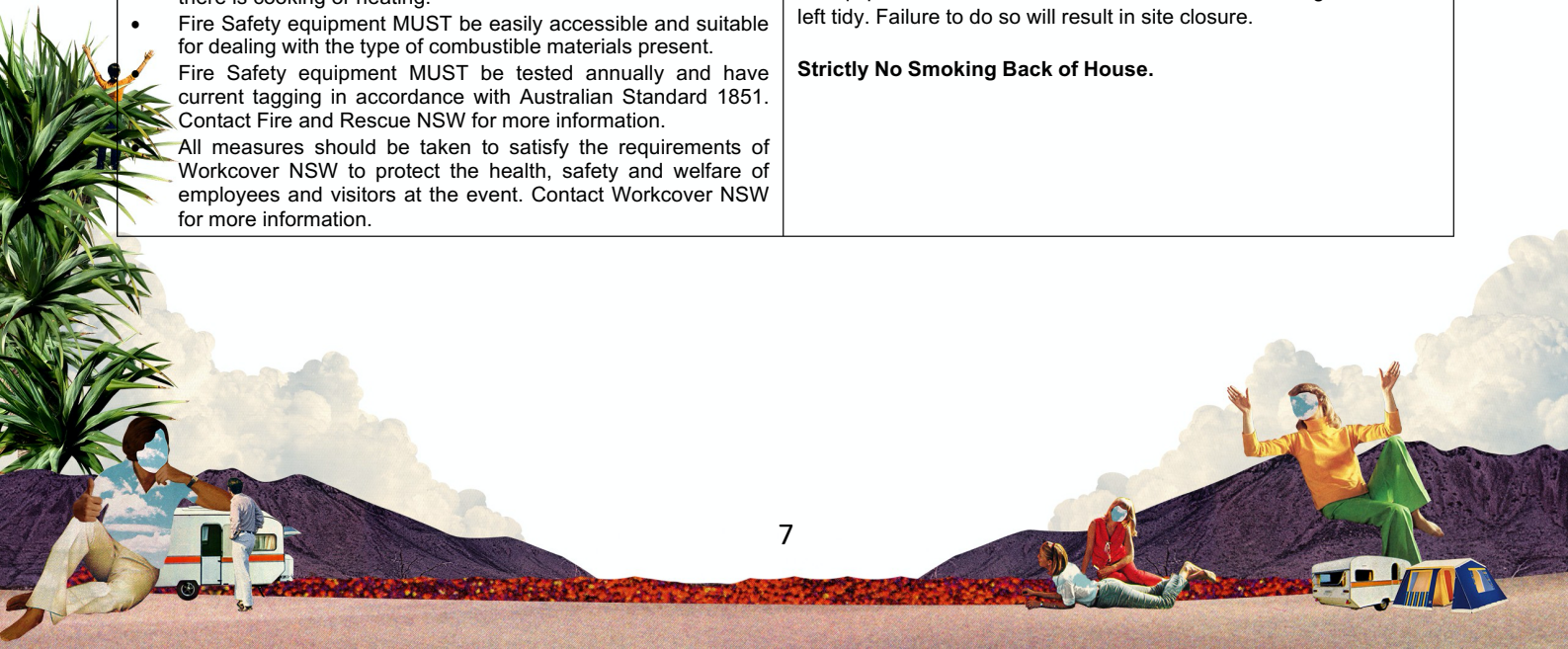
The requirements also apply to pre-packaged food and low-risk food. Factsheets and user guides (Including for charitable and community not for-profit organisations) are available on the Food Authority website www.foodauthority.nsw.gov.au

All cool rooms, baine 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.



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CONFIDENTIALITY / PHOTOGRAPHY

You agree and acknowledge that you 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. You further agree that you must:

- not give press or other media interviews, on or off the record.
- endeavour to protect the public image of the Event at all times, and will 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.
- respect the privacy and public image of all Event patrons, and must not photograph, film, or record in anyway any Event patrons.

SAFETY AND COMPLIANCE

- Stallholders are responsible for the safety of staff, crew, suppliers / agents involved and members of the Public.
- Stallholders must submit a copy of current Workers Compensation Insurance or a letter stating exemption
- Stallholders are responsible under the Occupational Health and Safety Act 2000 and its regulations to ensure the health, safety, and wellbeing of all who come in contact with their stall / site.
- Stallholders understand that they participate at SITG at their own risk. Stallholders must take full responsibility for any injuries or damages, incurred at this event.
- Stallholders release the Stallholder Management and its representatives Splendour in the Grass, and all other agents involved, from any claims, rights of action or cause of action.
- Stallholders must comply with all relevant laws, Australian Standards, regulations, and guidelines that are applicable to the Event including Occupational Health and Safety legislation and Food Health Requirements.
- All Food Stalls will be required to supply own fire Extinguisher and blankets. All Extinguishers must be tagged – even if it is brand new.

INSURANCES AND RESPONSIBILITIES.

- Stallholders must have their own current Public Liability Insurance for no less than \$AUS20M.
- List Splendour in the Grass and The CMC Solution Pty Ltd as Interested Parties on your Public Liability Insurance.
- 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.
- Stallholders must submit a copy of current Workers Compensation Insurance or a letter stating exemption.
- Submit a recent copy of Health Inspection report
- Stallholders providing their own marquee MUST submit marquee brand, and structural, fire, wind certification from the manufacturer

PRODUCTS BANNED FROM STALLS

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, long or heavy chain jewellery/ accessories, professional video cameras including go pros and sound recording equipment, glo-sticks or similar, containers of liquid fuel, skateboards, roller blades, boogie boards, surfboards, drugs / alcohol, Styrofoam and other environmentally unfriendly products. Any products than can be used as a weapon are banned from this event. Any banned products found at SITG, will be closed down immediately and excluded from future events.

BUMP IN & BUMP OUT

Hi Vis Vest and enclosed shoes MUST be worn

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.

OH&S SITE RULES

Successful applicants are expected to abide by the following rules. Please read before applying.

You agree

- All Stallholders will be required to wear enclosed shoes during Bump In, Bump Out and whilst operating the stall.
- All stallholders must wear Hi-visibility clothing
- All stallholders must carry out a risk assessment on their activities and provide 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 the OH&S 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 have current operating certificates on their person at all times.
- Person/s working outside must have sun protection at all times, 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 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 protections
- All incident/s to be reported immediately to Workplace Health & Safety Officer or your Site Manager.

MORE INFORMATION

For further information email: foodandmarkets@splendourinthegrass.com

Event information: www.splendourinthegrass.com