



TRADER EXPRESSION OF INTEREST

Friday 10th March 2017, 4pm – 9pm



Down by the River is a free community event - proudly presented by the Rural City of Wangaratta, in partnership with Lure Events..... providing an opportunity for fine food, local artisans and live entertainment, celebrated on our beautiful riverside.

TRADING NAME									
ORGANISATION						ABN			
STALL TYPE*	SEE STALL TYPES FOR DEFINITION	<input type="radio"/> FOOD	<input type="radio"/> PRODUCE	<input type="radio"/> BEVERAGES	<input type="radio"/> ALCOHOL	<input type="radio"/> GENERAL			
CONTACT									
PHONE					MOBILE				
EMAIL									
ADDRESS									
PROPOSED CONCEPT BRIEF OUTLINE REQUIRED					SIZE CIRCLE PREFERRED (REFER TO TRADER FEES & CHARGES SCHEDULE)	6m x 3m	3m x 3m	POWER SUPPLY	TOTAL COST

PRODUCT SUMMARY Please list your main items for sale and their price. Have you done markets or the like before? Maybe you have some pretty pictures you would like to share. Photos are always helpful!

PRODUCT	PRICE

By signing, I confirm that I have read and accept the terms & conditions over page.

Signed:

Date: / /

Please complete and return this page to dbtr_market@outlook.com by **4pm Monday 20th February 2017**

In accordance with Council's Privacy Policy, the personal information that is collected on this form may also be used for our own event planning and research purposes to improve the services to the community. Council will not reveal personal information we collect to third parties, unless you have opted below to do so, or disclosure is required or authorised by law.

TERMS & CONDITIONS

Participation is subject to your acceptance of the following terms and conditions. For the purpose of this document, the Event Manager is the Rural City of Wangaratta.

This is an Expression of Interest (EOI). It does not guarantee that you will be offered a site or that you must accept a site offered to you. If you are offered a trader site, the EOI will constitute a formal registration form.

CANCELLATION

- In the case of cancellation of the event through an emergency, weather conditions or any other cause not within the control of the Event Manager, 50% of a trader's site fee will be refunded.
- 50% cancellation fee will apply from 21 working days up to and including 8 working days prior to the event.
- Fees will be forfeited within 7 working days from the event.

ENVIRONMENT AND WASTE

- Traders must try to avoid the use of biodegradable and polystyrene waste and use recycled and/or recyclable packaging and materials.
- The clean-up of each site at the conclusion of the event is the responsibility of the trader.

FEES & CHARGES

Please refer to the Trader Fees & Charges Schedule.

INSURANCE

It is the responsibility of all traders to acquire and maintain public liability insurance to cover risks within their control as a trader for the entire event including setup and dismantle periods. The Event Manager will not accept liability for losses, damages, costs and expenses incurred in respect of any injury or damage sustained by any person resulting from or arising out of the trader's use of the stall in the course of the event.

- Traders are required to have a minimum of \$10 million Public Liability & Products Liability insurance.
- A Certificate of Currency stating the level of cover, period of cover, and exclusion clauses must be provided to the Event Manager as part of this Expression of Interest.
- Incidents arising out of the activities or actions of a Trader involving either personal injuries or property damage should be reported to the Trader's own Insurer.
- Traders shall as soon as practicable inform the Event Manager in writing of any occurrence involving the responsibilities of both the Trader and the Event Manager, that might give rise to a claim. The Trader shall keep the Event Manager informed of subsequent developments concerning the claim.
- The Event Manager, its employees and contractors will not be liable to the trader for any damage caused by water, heat, fire, electricity or suspension of services to the venue or loss from theft except where the damage arises from the negligence of the Event Manager.

KEY SELECTION CRITERIA

The below mentioned points will be considered when assessing all Expressions of Interest.

1. The type of products, compatibility with the theme/focus and the overall mix.
2. Stall setup, including aesthetics and physical and technical constraints.
3. Flexibility and ability to fit in with event and site planning.
4. Any other matter that may be considered relevant to the success of the event.
5. Stall selection will be based on a first-in-best-dressed policy with all completed paperwork (incl public liability), with a maximum of 3 similar stalls (final discretion residing with the Event Manager).

The decision of the selection panel is final and not open to appeal.

OCCUPATIONAL HEALTH AND SAFETY

- All traders must comply with all statutory requirements regarding Occupational Health and Safety.
- It is the responsibility of each trader to: comply with Fire Regulations, have a working knowledge of equipment use and comply with health regulations.
- Traders should immediately notify the Event Manager of all near misses and accidents resulting in fatalities, serious bodily injuries, injuries to its staff, contractors, subcontractors or members of the public, as well as fire and environmental impairment (i.e. chemical/toxic release).
- Flammable materials must be stored in accordance with such requirements in a safe and proper manner.
- Substances classed as dangerous and/or hazardous must have a material safety data sheet (MSDS) available on site. Chemicals must be stored securely.
- Any operation of equipment, mobile plant, and vehicles must be undertaken by a person deemed competent/licenced.

POWER SUPPLY

- Traders requiring power are advised that a generator is the preferred option as power at the venue is limited.
- Where utilities are confirmed, traders are required to supply their own extension leads and hoses for connection to booked services.
- A minimum of a 25 metre tagged electrical lead will be required where applicable.
- All traders must use electrical leads that are rated for outdoors.
- All electrical items including electrical leads must have current inspection tag that is within 12 months of the event date.
- Traders will be advised whether utilities are available following receipt of applications and allocation of sites.

RISK MANAGEMENT

- A Risk Assessment and Risk Management Plan shall be carried out and addressed by the Trader before the commencement of the event. A copy will be provided to the Event Manager.
- Traders acknowledge that they will be responsible for complying with emergency and incident management procedures and risk management practices implemented by the Event Manager in relation to the event provided that they receive reasonable notice of such procedures.

SITE INFORMATION

- Allocation of sites will be at the sole discretion of the Event Manager. There is no guarantee of site location.
- There is a limited capacity for the number of trader sites.
- All product and personnel must remain within the boundaries of the site allocated.
- All stalls must be in position, completed and occupied by the hours nominated in the specific event documentation. Any stall not in position in accordance with these requirements will become available for other stallholders as determined by the Event Manager.
- All traders are responsible for the provision of their own stall.
- Traders are encouraged to use signage so long as it does not present a hazard to patrons.
- Traders must provide a listing of all equipment they intend to use on the day.
- Traders must ensure that their site is staffed during event hours unless otherwise agreed.
- No stall shall be removed during event hours.
- Traders will not contract site space to any other third party without the prior permission of the Event Manager.
- No vehicles may be left onsite during event hours, or used as part of the stall, without permission of the Event Manager.

STALL TYPE

FOOD: Any item proposed for and/or sold at the event with the expectation of immediate human consumption and which is either prepared on site or prepared offsite and brought to the event pre-packaged.

PRODUCE: Any food item proposed for and/or sold without the expectation of immediate human consumption at the event and which is prepared offsite and brought to the event pre-packaged.

BEVERAGES: Any hot or cold non-alcoholic beverage item whether made on site or pre-packaged. Examples include coffee, soft drink, water.

ALCOHOL: Any alcoholic beverage item. Special conditions apply. All alcoholic beverage stalls must provide RSA trained staff and evidence of current certificates/cards must be supplied no less than two weeks prior to the event. Application and attaining of a liquor licence, and associated costs, is the responsibility of the trader.

GENERAL: Any item which does not fall into any other category.

TRADER FEES & CHARGES SCHEDULE

TYPE	COMMERCIAL		SMALL BUSINESS		COMMUNITY		POWER SUPPLY
	6mx3m	3mx3m	6mx3m	3mx3m	6mx3m	3mx3m	Per site (only if approved)
FOOD	\$120	\$70	\$100	\$60	\$60	\$40	+ \$20
PRODUCE	\$100	\$60	\$80	\$50	\$60	\$40	+ \$20
BEVERAGES	\$100	\$60	\$80	\$50	\$60	\$40	+ \$20
ALCOHOL	\$160	\$90	NA	NA	NA	NA	+ \$20
GENERAL	\$100	\$60	\$80	\$50	\$60	\$40	+ \$20

These categories are for the purpose of this document only:

COMMERCIAL

- five (5) or more paid staff

SMALL BUSINESS

- less than five (5) paid staff

COMMUNITY

- community group located within the Rural City of Wangaratta

CHECKLIST

Information you should include with your application, if available:

- Complete EOI form
- Copy of Public Liability insurance certificate
- Food Safety compliance documentation
- Photographs of your stall set-up and merchandise - (photographs will not be returned)
- Any other relevant supporting documentation