

Overview

This document outlines the terms and conditions that Darwin Festival ("the Company") expects of a food vendor stallholder ("stallholder") and provides information on which to base an application. **It is important that applicants read this document carefully before preparing an application.**

While the Company endeavours to provide accurate information, the nature of events, costs and regulations means that details herein may be subject to change during the planning and delivery of the event. The Company will update all parties of any changes as a matter of priority.

The application form is available on the Company website and must be completed in full and submitted before the closing date. **Late applications will not be accepted.**

As part of their engagement with the Company (if successful), the stallholder is required to:

- Acknowledge their responsibilities and undertakings as per the Terms & Conditions
- Acknowledge their responsibilities and undertakings with the Company
- Provide the following mandatory insurances and documents:
 - **Current** Public Liability Insurance Certificate for (minimum) \$20 million
 - **Current** Workers Compensation or Volunteers Insurance Certificate
 - Property Damage Insurance
 - NT Health Department *Registration of a Food Business* certificate
 - Copy of driver's licence (or alternative photo ID)
 - Photographs of the entire stall set up, including detailed images of all cooking, electrical and gas equipment.
 - Proposed menu and pricing
 - Food Vendor Operations and Safety Checklist
 - COVID Safety Plan Commitment

If selected, the successful applicant will be issued (via email) with a contract detailing the terms of trading under the Company, and invoices for a site fee and refundable bond. Stallholders who fail to submit the signed contract, mandatory documents, site fee, and bond by the due dates will forfeit their opportunity to trade at Darwin Festival.

Key Dates

Tue 16 March 2021	Food stallholder applications open
Fri 16 April 2021	Food stallholder applications close (5:30pm ACST)
Mon 26 April 2021	Offers of acceptance sent to stallholders. Agreements and indicative invoices issued
Mon 17 May 2021	Signed agreements and accompanying documents due
Thurs 27 May 2021	First instalment payment due to secure site booking (equal to 25% of Stallholder site fee) Refundable bond payment due in full
Thurs 24 June 2021	Second instalment payment due (equal to 25% of stallholder site fee) Food Vendor Pre-Event Safety Checklist and COVID Safety Plan due Last chance to withdraw without penalties applying (cancellation after this date forfeits refundable bond)
Thurs 8 July 2021	Stallholder Information Briefing
Tues 3 August 2021	Site bump in for food stallholder –Festival Park
Wed 4 August 2021	Site bump in for food stallholder – Darwin Amphitheatre site
Thurs 5 August 2021	Opening Night Concert – Darwin Amphitheatre
Fri 6 August 2021	Festival Park Opening Night
Sat 7 August 2021	National Indigenous Music Awards (NIMAs) - Darwin Amphitheatre
Sun 8 August 2021	Site bump out for food stallholder – Darwin Amphitheatre site
Mon 9 & 16 August	All sites closed (no trading)
Thurs 12 August 2021	Third instalment payment due (equal to 50% of stallholder site fee)
Sun 22 August 2021	Final day of trading – closing time TBC
Mon 23 August 2021	All food stallholder infrastructure offsite by COB
Fri 10 September 2021	Bond returned (if site cleared, no damage done, all fees paid in full and written final site sign-off undertaken by stallholder and Company site manager)

Venue & Event Details

Festival Park	
Location	Festival Park - Civic Park, Cnr Smith St & Harry Chan
Dates	Bump in: 3 August 9am- 2pm Safety Inspection: 4 August 3pm Event: 5-22 August 5pm-11pm Bump out: 23 August 9am-3pm (under the guidance of Company staff)
Audience & Venue	Estimated attendance of 1,500-2,500 people per night (subject to government guidelines). Festival Park is the central hub providing a range of food, drink and entertainment options in both free and ticketed venues. 15 trading days: 5pm - 11pm Friday 6 - Sunday 22 August (excluding Mondays) The Company presents a bar serving alcoholic and non-alcoholic beverages and retains the liquor license over the Festival Park site.
Site Deposit And Fees	Refundable bond: \$1,000 (ex GST) Site fees Small: 2mx3m \$2,000 (ex GST) Medium: 4mx3m \$4,000 (ex GST) Large: 6mx3m \$6,000 (ex GST)
Amphitheatre	
Location	The Darwin Amphitheatre , Darwin Botanical Gardens.
Dates	Bump in: 4 August 9am- 1pm Safety Inspection: 4 August 1pm Event: 5 August 5pm-10pm 7 August 6pm - 10pm Bump out: 7 August (under the guidance of Company staff)
Audiences & Venue	Darwin Amphitheatre will host two large scale events: <ul style="list-style-type: none"> • Thursday 5 August - Santos Opening Concert • Saturday 7 August - National Indigenous Music Awards Estimated minimum attendance of 3,000 per event. There are four food vendor sites available at the Amphitheatre. The Company presents a bar serving alcoholic and non-alcoholic beverages and retains the liquor license over the Amphitheatre site.
Site Deposit And Fees	Refundable bond: \$400 (ex GST) Site fee: \$400 (ex GST) per event
Teddy Bears' Picnic	
Location	To be confirmed

Dates	Set up: 8 August 6am- 8am Safety Inspection: 8 August 8am Event: 8 August 9am-12pm Pack up: 8 August 12pm-3pm (under the guidance of Company staff)
Audiences & Venue	<p>Teddy Bears' Picnic is a much-loved children's event in the dry season calendar, with an average attendance of 3,000.</p> <p>The Festival aims to provide healthy food options at family events. Breakfast and brunch options are looked upon favourably. Food vendors are permitted to sell hot beverages such as coffee and tea</p>
Site Deposit And Fees	Refundable bond: \$200 (ex GST) Site fee: \$200 (ex GST)

Administration

Hours of Operation Festival Park

Festival Park Operating hours are as follows, unless otherwise directed or approved by Company management. Stallholders who fail to comply with the operating hours will forfeit their bond, will not be permitted to trade for the remainder of the Festival, and will be excluded from future opportunities.

Tuesday – Thursday	5pm – 11pm
Friday – Saturday	5pm – 12am
Sunday	5pm – 11pm
Mondays	Closed (no trading)

Restocking is available from 9am-2pm daily.

There will be no vehicle access to sites after 2pm each day. All vehicles **must** be off-site by 3pm.

The Amphitheatre and Teddy Bears' Picnic hours are clearly stated above in the venue and event details.

Site Fees and Bond

All stallholders must pay a refundable bond (via EFT) before the due date stated above. Bonds will be returned once the Company is satisfied that: the stallholder's site was sufficiently cleared; no damage was incurred to surrounding areas or property; water usage was within the 200L p/day limit; the stallholder did not violate the terms and conditions outlined in the contract; and the stallholder and the Company countersigned the final site sign-off. Bonds will be refunded by the due date stated above.

Stallholder Information Briefing Festival Park

All stallholders are required to attend the stallholder briefing scheduled for Thursday, 8th July 2021.

Stallholder Accreditation

The security and safety of Company staff, performers, stallholders, and patrons is imperative. Stallholders will be issued with accreditation for their stall and key staff. Accreditation must be carried by stallholders during all operations outside of trading hours and worn when entering shared stallholder back-of-house areas. Stallholder accreditation does not grant the bearer unrestricted access to shows; venues; restricted back-of-house areas or dressing rooms; production areas; bar stores; or any other areas unrelated to food stalls. Stallholders found in restricted areas will be removed and may forfeit their bond.

Meal Vouchers

Food stalls are required to provide meals for accredited staff and volunteers as in-kind support to the Company. This gesture of support will be reciprocated through the marketing and promotion of food vendors in our print program guide and on our website.

Festival volunteers and staff unable to leave site during their shifts are provided with meal vouchers to the value of \$15. Vouchers are issued daily by Company management. Stallholders are responsible for retaining used vouchers; recording the value of each meal; and tallying the meal vouchers redeemed at their stall for the duration of the Festival. Company management will collect the vouchers daily so that they are stored safely and recorded accurately.

We greatly appreciate this gesture of in-kind support for our staff and volunteers, who work tirelessly to deliver the Festival. Thank you for your cooperation.

Insurance requirements

All stallholders are required to carry a current Public Liability Insurance Policy to the value of \$20 million (minimum). The policy must have The Darwin Festival Limited ABN (15 616 936 371) noted as an interested party, indicating coverage until after the event.

All stallholders must cover their employees and/or volunteers with an insurance policy in accordance with NT WorkSafe requirements.

All stallholders are responsible for Property Damage Insurance for their own property used at the Festival.

A certificate of currency for each insurance must be provided during the application process.

The Darwin Festival will not be liable for any loss or damage to any trader's property or produce.

Site Management

Stall Presentation

The professional presentation of the Festival sites is imperative. Stallholders and their staff (both front- and back-of-house) must always be well-presented.

The Company retains the right to insist stallholders professionally maintain their stall. Failure by the stallholder to comply may result in the Company taking direct action such as repair, remediation, waste removal, or stall shut down. Any costs incurred through these actions will be deducted from the stallholder's bond.

The Company retains the right to enter any stall at any time to remove any article, picture, or printed material that is considered either offensive, substandard, or otherwise not suitable for display. This extends to any items (e.g., A-frame signs) located outside the stall.

Equipment Supplies

The Company will provide stallholders with access to the following infrastructure:

- 1 x bamboo hut site per vendor. Size negotiated at a site allocated by the Company*
- Mains or tank water (200L per day max)
- Wastewater disposal service **
- Power
- A limited number of back-of-house bins
- Shared cool room facilities**
- Lighting for the stall and back-of-house catering area**

** This applies to Festival Park site ONLY*

*** Excludes Teddy Bear's Picnic & Amphitheatre site*

The Company will **not** provide the following:

- Marquees
- Trestle tables and chairs.
- Fire safety equipment and signage.
- A food Industry compliant First Aid kit.
- Internal electrical equipment (e.g. extension leads, power boards).
- Cooking oil drums or removal.
- Hand basins or washing/hygiene stations.

Permits and Inspections

The Company requires a copy of applicants' current NTG Department of Health (NT Health) *Registration of a Food Business* certificate. Stalls **must** display their certificate for the duration of the Festival. For further information, contact NT Health on (08) 8999 2400 or at: <https://nt.gov.au/industry/hospitality/register-or-renew-a-food-business>.

Stall inspections will be made prior to opening and during delivery by NT Health Officers and Company management to ensure all stallholders comply with the *Food Standards Code*. Any stall that fails to meet the standards and does not make required changes within 24-hours will forfeit their bond and the stall will be shut down for the remainder of the event.

Menus

The Company strives to provide diverse and healthy food options for its patrons. Stallholders must provide a list of intended foods and products to be sold. Stallholders are **not permitted** to sell alcohol, soft drinks, coffee, tea, flavoured milk, water, juice or ice. Ice cream, frozen yoghurt, and homemade iced beverages may be sold, subject to approval by the Company.

Pricing

The price points between stallholders should be set at a similar value and remain reasonable and accessible for patrons. Please keep prices to whole dollars and fifty cents. Pricing cannot change during the delivery of the Festival. Part of the application selection process will focus on reasonable menu pricing.

Parking

No on-site parking or camping is permitted at any Company venue or event. Vehicle access to stallholder sites is restricted to bump in and bump out times and prescribed re-stock times, and under strict instruction from Company staff. **Failure to move vehicles under instruction will result in forfeiture of the bond.**

Security

Licensed security monitors Company sites when not supervised by site management for the duration of the Festival. While every effort is made to secure sites, no responsibility will be taken by the Company for loss or injury of any goods or person. **It is the stallholder's responsibility to ensure their stall and belongings are secure for the duration of trade and at close of business.** Stallholders may choose to remove stock and equipment from site each evening, and it is strongly recommended that they remove expensive equipment and daily earnings.

Sustainability

Environmental Policy

The Company requires its food vendors to assist in reducing its environmental impact by using compostable service items. Single use plastics will not be accepted on-site.

Successful applicants are required to use compostable plates, cutlery, napkins and any other required packaging. Those already using compostable service items must provide a sample (via photograph or link to supplier website is acceptable) to the Company for approval. Those not currently using such items can speak with a Company representative for procurement advice.

Furthermore, any practices to reduce or remove items like plastic wrap, aluminium foil, and single use foam eskies from food preparation and trade will be viewed favourably. Stallholders are encouraged to consider these practices in their applications.

Waste Collection

Back-of-house food waste, compostable, and general waste bins will be collected daily. Stallholders may contact the Company site manager if bins require additional emptying.

The Company and its waste contractors have implemented a detailed on-site waste processing program. Cross-contamination of bins destroys this process. Any stall not complying with the waste program will forfeit their bond.

Power Usage

Access to on-site power is limited. Stallholders must include a list of **all** equipment and amp usage (with a maximum of amps required, based on 10- and 15-amp circuits), in their application. Only the calculated amount of power requested by the stallholder will be made available during delivery.

An on-site electrical team will assist with any issues once the Festival commences. Overuse of power or faulty equipment can interrupt power supply and affect trade. Any stallholder found using additional power not approved by the Company will forfeit their bond and may be invoiced for further costs incurred.

Water Usage

Water should be used conservatively. No sewer is available on-site, though wastewater collection containers will be provided. Wastewater **must not** be disposed of in the grass, street, gutters, or drains. Offenders will be reported to local authorities and will no longer be permitted to trade at the Festival, forfeiting the bond and site fees.

Stallholder water use is metered so that the Company can gather data for waste reduction initiatives and identify excess water usage. Stalls that use over 200L per day will be charged for the excess at a rate of \$50 per day (ex GST). This charge will be deducted from the stallholder's bond.

Safety Compliance

The Company maintains a high standard of safety across its sites. While on-site, all stallholders and their employees and/or volunteers are required to comply with National Work Health & Safety (WHS) standards with NT Work Health and Safety Legislation and Codes of Practice, as well as Company site rules.

Company staff and external consultants will inspect stalls regularly to ensure compliance. Any concerns regarding safety **must** be remedied immediately by the stallholder to ensure safety standards are maintained and trade can continue.

In the event of an emergency, the stallholder **must** comply with directions given by Company staff or by any member of NT Emergency Services.

Pre-Event Safety Checklist

The Pre-Event Safety Checklist ("the checklist") complies with NT Worksafe Guidelines and is available on the Company website. Successful applicants **must** complete and return the checklist by the due date as a condition of trade. If the successful applicant's operations do not meet the checklist requirements, they will not be permitted to trade until the requirements are met.

Applicants may request a copy of the checklist for their information during the application process.

Safety Inspections

Workplace safety inspections will be held prior to site opening and during delivery by Company staff and external authorities. All compliance requirements **must** be met, or vendors will not be permitted on-site and bond and fees will be forfeited.

Health

Stallholders take responsibility for the quality and safety of the food and beverages they serve and must take precautions to ensure they meet the requirements of the *Food Act 2001* and Food Safety Standards.

Adhering to COVID-19 guidelines is mandatory and the responsibility of all stallholders and their staff. All vendors must supply the Company with a COVID-19 safety plan by the due date.

Food Handling Staff

Stallholders must ensure that all food handlers have received adequate training in safe food handling. Staff must be suitably dressed, in good health and able to explain and practice the principle of safe food handling.

Protecting Food

Food includes any substance used, or represented as being used, for human consumption (whether it is live, raw, prepared or partly prepared). This includes beverages. Stallholders must protect food from cross-contamination, store it in appropriate conditions and prepare and serve it with clean food handling tools and packaging. Food on display must be protected by wrapping, stored inside a display case or behind a sneeze guard.

Temperature Control

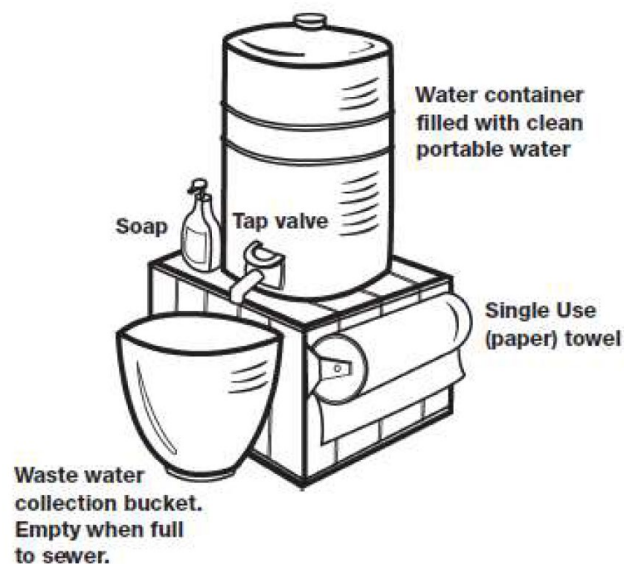
Potentially hazardous foods (raw or cooked) must be held at safe temperatures. Stallholders must have an accurate thermometer at their stall and keep a written record of temperature checks every day. Food belonging to the stallholder that is kept in communal storage areas (walk-in cool rooms) remains their responsibility. Stallholders must ensure that food is covered, clearly marked with their stall name and the date, kept at a safe temperature and stored in their allocated area.

Hand Washing Facilities

Stallholders are required to provide easily accessible hand washing facilities for their staff (with running water, liquid soap and disposable paper towels). An electric urn set to 40°C with a catch basin underneath may be sufficient. Stallholders may not use a food preparation sink or a pot washing sink as their hand washing facility.

Food stalls must be equipped with proper hand wash, food grade sanitizer, detergent and temperature probe thermometers. These are essential aspects of food safety and will be required on site on a day-to-day basis.

Hand wash set up must look like this:



Electrical

Stallholders are responsible for bringing their own extension cords. Cords or cables that run at ground level in public traffic areas or access ways, or that are suspended on stands, must be arranged so they do not obstruct foot traffic. When run on the ground, extension cords must be suitably protected from mechanical or thermal damage.

All cords and cables must be tested and tagged to comply with the *WHS (National Uniform Legislation) Act 2017* ("the Act"). The Act requires ALL electrical leads are to be tested annually and tagged. Electrical appliances; power boards; safety switches (RCDs); and extension cords must be tested and tagged every twelve months by a competent person to a standard defined by *AS/NZS 3760:2010 Testing of Electrical Equipment*.

All electrical equipment supplied through a socket outlet and used in a hostile environment such as a market, must be protected by a Residual Current Device (RCD) otherwise known as a safety switch. (RCDs are required to be tested before being used. (press the test button to ensure the unit turns off)"

Electrical equipment may be subject to random spot checks by external authorities, and any that are not tagged will be removed from site. Electrical equipment must be of an approved design that complies with Australian Standards. The use of homemade electrical equipment **is not** acceptable and will be removed from site.

Should a stall fault or short-circuit the power supply due to unapproved or incorrect use by the stallholder, the stallholder responsible will be charged for any costs incurred (e.g., electrician call-out).

Gas

All gas bottles **must** be in good condition and within current compliance dates. All appliances, regulators, connectors, and hoses must be of an approved design. The use of homemade gas equipment **is not** acceptable and will be removed from site.

An approved flexible pigtail hose, connected from the regulator to the gas cylinder, must be used, and should be **no less than** 1.5m in length. The hose must also have an excess flow valve that slows the flow of gas should the hose become damaged.

All gas regulators must be a low-pressure, dual-stage regulator. The cylinder regulator must be low pressure (3-kPa max outlet pressure) when all appliances are operating. A cylinder regulator should be rigidly fixed to an adequate support independent of the cylinder and mounted with the diaphragm vertical and the vent pointing vertically downwards. Regulators **must** be connected to the gas cylinder in accordance *AS 5607*.

Ring burners and portable wok burners are not accepted on-site unless the burner is certified with an integral pan support. Appliances must be placed on a non-combustible surface and secured to prevent movement. Stallholders must provide evidence that the equipment is Type A or commercially rated. The following Australian Gas Association marking should be visible to certify this.



Fire Safety

All fire safety equipment must be *AS/NZS 1841.5* certified and have current inspection tags. All stallholders are required to supply the following:

- 1 x ABE fire extinguisher (at least 1.5kg).
- 1 x fire blanket (at least 1.2 x 1.8m).

Stallholders **must** supply the relevant signage with their fire safety equipment, and the Company can assist with signage installation. Fire safety equipment may be subject to random spot checks by external authorities.

First Aid

All stalls are required to have a member of staff with a current First Aid certificate, and a Food Industry Compliant First Aid kit.

For more information on stallholder's safety guidelines

Contact NT Worksafe

Toll-free 1800 019 115

Email ntworksafe@nt.gov.au

The NT Worksafe guide to electrical equipment and gas installations at markets, shows and sporting events is located at the following website.

<https://worksafe.nt.gov.au/forms-and-resources/guides/electrical-equipment-and-gas-installations-at-markets,-shows-and-sporting-events>

General

- **No** alcohol or glass products are permitted on-site. Failure to comply will result in instant removal from site by security and/or police and forfeiture of the bond and site fees.
- The Company has total control over signage and items being displayed or sold at the event and will prohibit or remove any materials that are offensive or infringing on copyright.
- Unauthorised use of the Darwin Festival name and branding is prohibited.
- The Company has exclusive rights to all third-party sponsorship undertaken at the event.
- The sale of prohibited, hazardous, or dangerous goods is **not** permitted.
- Spruiking and microphones are **not** permitted.
- The travel of pedestrians must **not** be impeded.
- The conduct of raffles or fundraising is **not** permitted.
- No damage will be done to the road, footpath, or any other property.

Contact Us

For assistance or enquiries, please contact us.

Darwin Festival Food Coordinator/Curator

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