



Festival Vendor Information Pack

Celebrating the best food, produce, wine & brews of our region

This document is in draft for 2024

It is provided FYI

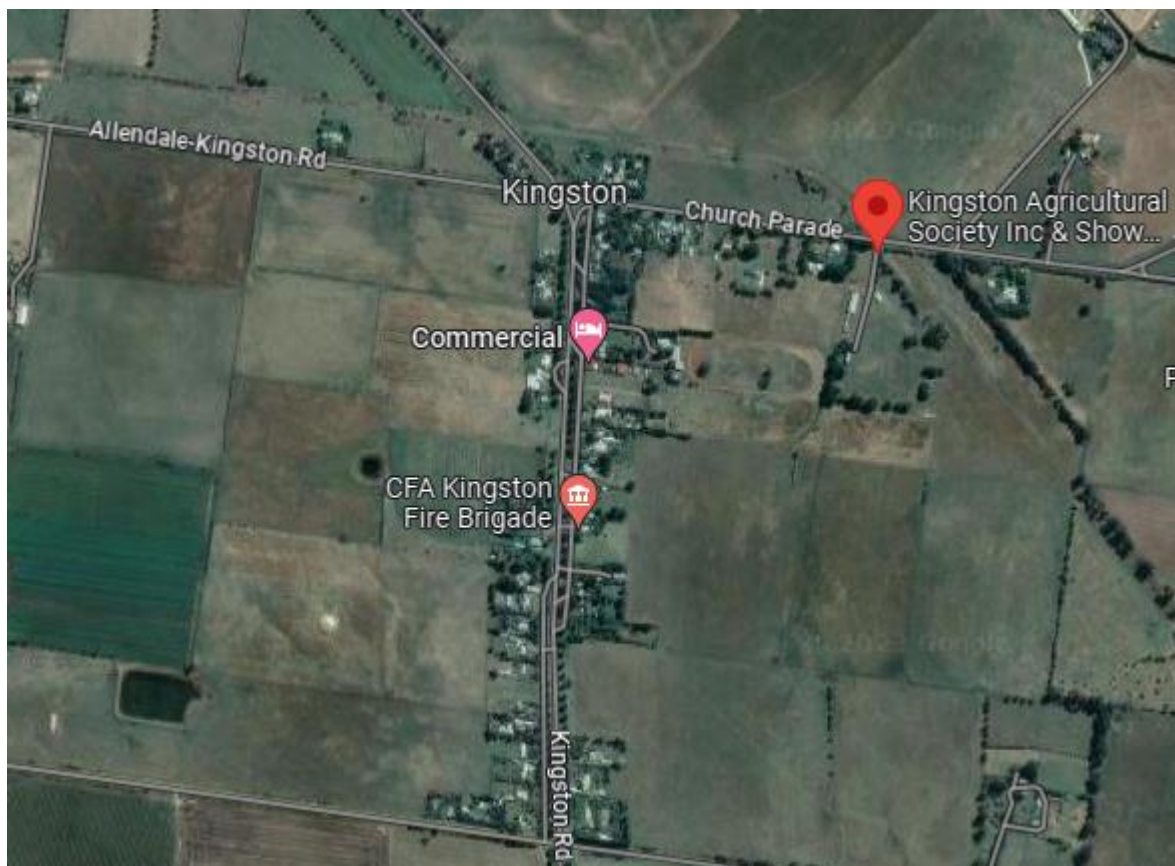
When?

Date: Saturday October 26th, 2024. Time: 11 am – 6 pm.

Location & Access

The festival will be held at the iconic Kingston Showgrounds, 54 Church Parade, Kingston VIC 3364.

The grounds are in the Hepburn Shire between Ballarat and Daylesford.



GPS coordinates -37.37341943189809, 143.96087851559

The site has a single entrance laneway which must be maintained to ensure ready access for emergency traffic.

Views of the site can be seen via Google and also at www.kingstonagsociety.org.au

Onsite parking will be provided for vendors and patrons.

Patron Ticket Prices

Prices:

- Adults – advance bookings online \$TBD
- Adults – at the gate - \$TBD
- Children under 18 – free
- Group rates – 6 or more \$TBD each, \$TBD on the day

Each vendor has access to 3 staff tickets. Please advise if more are required.

Vendor Site Fees

- Basic 3m x 3m site \$TBD
- Powered Site \$TBD
- Food trucks – no power \$TBD
- Food trucks – power required - \$TBD
- Local Community Non-Profit Group - \$TBD
- Trestle Table Hire - \$TBD

Stall Sizes

Stalls are approximately 3 metres x 3 metres in size.

If you require a site larger than these dimensions or have any other special requirements, please indicate on your Expression of Interest. If you have a van or caravan from which you operate, this can be accommodated but it's important that you provide that detail on your application.

Power

There will be a limited number of powered sites available to stall holders on the day. It is important that we know the stall holders who require power so appropriate sites can be allocated. If you require a powered site, please indicate on your Expression of Interest and:

- Describe your powered appliances.
- Provide the current rating of your appliances.

Stallholders need to provide their own extension leads. It is their responsibility to ensure the safety of those leads.

The festival will endeavour to provide but cannot guarantee continuity of supply. We reserve the right to refuse or limit power if information provided for any appliance is incorrect. However, electrical supply for the 2023 event was excellent and met all vendor and musicians requirements.

Connectivity

The site is typically well serviced with Telstra and Optus towers nearby. There will not be an ATM on site.

Water

Water points will be marked on the site map which will be issued prior to the event. This water is mains water provided by Central Highlands Water. There is a single water tank which collects rainwater. This is not to be used.

Weather

Please be aware that this is an all-weather outdoor event and will run unless confronted by extreme conditions. We will have large marquees, a grandstand, and sheds for patrons.

Entertainment

We will be:

- Employing local artists who will provide entertainment and ambience throughout the day.
- Providing children's activities to ensure families are well supported.

Public Liability

A condition of acceptance of a stallholder's application is that the stallholder presents us, prior to the event, with a Certificate of Currency of Public Liability Insurance of at least \$10 million valid for this event. This includes not for profit community groups.

Liquor Licensing

Stallholders intending to sell liquor must have the appropriate liquor licence and provide a copy to us prior to the event. Stallholders selling liquor must display the appropriate signage.

Foodtrader

Stall holders operating food and wine stalls must have the appropriate registration with Foodtrader and provide evidence of this. It is the responsibility of stall holders to comply with all food safety regulations and liquor licencing regulations. Food safety inspectors may be present on the day.

OH&S

All stalls are required to maintain good housekeeping practices.

It is the responsibility of the stallholder to ensure your stall area is always safe and no part of your stall poses a hazard to any person. All equipment, power leads, stock, guy ropes, packaging, furniture, or any other item used at or in construction and running your stall must be safe and secure at all times. All gazebos/marquees/signage/etc must be suitably secured.

The festival organisers will not accept any responsibility for any damage or injury caused to any person or property by the negligence in part or in whole by any and all stallholders.

As patrons will receive a wine glass upon entrance, we will be monitoring for broken glass. If at any time you sight broken glass, then please mark the area, and notify us immediately.

PLEASE NOTE: If our supplies of wine glasses are exhausted then vendors will need to provide suitable tasters.

Fire Safety

Vendors using cooking equipment must have a portable fire extinguisher and fire blanket on site.

If you are cooking with gas:

- Please ensure compliance with Energy Safe Victoria (ESV) requirements
- Please complete the self-checklist and take this with you to the event.
- Gas bottles situated inside of a mobile food van must be certified by the ESV.

Solid fuel cooking equipment is not permitted without proper guards or barriers.

First Aid

A registered first aid provider will attend the festival. Please ensure you are aware of the location of the first aid facility upon arrival.

Set Up and Pack Up Times

Bump In: Saturday October 28th 7:00 am to 9:30 am (contact us if you need to arrive earlier)

Stallholders must have completed their set-up and removed their vehicle to the stall holder car park by 9:30 am on Saturday October 28th. If you are unable to set-up during the allocated period, please contact us and other arrangements could possibly be made e.g. If you wanted to set up the day before.

Bump Out: UNDER NO CIRCUMSTANCES WILL VEHICLE ACCESS AND SITE PACK-UP BE PERMITTED UNTIL 6 PM.

Rubbish

We ask all vendors to assist to keep the festival site clean and maintain their own area by collecting and removing cardboard, bottles and general rubbish. Any stall found with rubbish post event will be charged a cleaning fee of \$100.

Rubbish bins will be provided throughout the festival primarily for the use of patrons.

Payment

If accepted, you will be electronically invoiced by Kingston Agricultural Society. Direct deposit is preferred. Cheques can be accepted. No cash.

Contact Details

Contacts:

Carmel Masterson 0466 277 668

Mark Shalless 0448 477 656

Greg May 0447 734 004

Full contact details will be available from our website www.kingstonfoodandwine.org.au

Host

The Kingston Food and Wine Festival is an initiative of Kingston Agricultural Society.

Interested?

Please complete our Expression of Interest online www.kingstonfoodandwine.org.au