

City of Kingston
**MAJOR
EVENTS**

**VENDOR
GUIDELINES**



City of
KINGSTON

Festivals Overview

The City of Kingston holds two major festivals annually where we invite vendors to apply to trade. These festivals are Carols by Kingston and Mordi Fest.

Each year we receive hundreds of vendor applications for the festivals and the selection process is highly competitive. While we would like to be able to include every applicant in the festival(s) of their choice, this is simply not possible. Vendors are asked to provide detailed information in their application to enable us to select the most appropriate and best mix of vendors for each festival. Vendor stalls are checked during the festival(s) to ensure the application is a true reflection of vendor activities.

In fairness to all applicants, vendors who have participated in a previous City of Kingston festival are not guaranteed acceptance of the same site location as in the past.

Festival Details

Each festival has its own theme that helps to determine programming and vendor selection. Successful vendors will be invited to participate in the festival(s) for which they have been selected.

Carols by Kingston

A family friendly celebration of the Festive Season, featuring well known performers and artists singing all your favourite Christmas carols, attracts a crowd up to approximately 15,000.

The site comprises of:

- A dedicated kids zone with amusement ride(s),
- Vendors selling main meals, snacks, desserts, cold drinks, ice creams and coffee. Up to 15 vendors
- 3 and a half hours of stage programming
- A locally run community group BBQ. This festival is alcohol-free and not open to licensed vendors.

Date: Sunday 8 December 2024
Venue: Bicentennial Park, Chelsea
Festival Times: 5pm – 9.45pm
Vendor Bump In: Sunday 8 December from 2pm until 4pm
Vendor Bump Out: Sunday 8 December (after site is clear at approx. 10.30pm)

Mordi Fest

The City of Kingston's premier 2-day food and music festival. Attracting crowds up to 40,000 across the 2 days.

The festival features;

- Four performer stages,
- Roving artists and performers,
- A kids zone,
- Amusement rides and
- A dedicated alcohol-free area and performer stage for families to chill out.

Dates: Saturday 1 and Sunday 2 March 2025
Venue: Peter Scullin Reserve, Beach Road, Mordialloc
Festival Times: Saturday 1 March, 11.00am – 10.00pm
Sunday 2 March, 11.00am – 7.00pm
Vendor Bump In: Friday 28 February from 8am – 2pm
Vendor Bump Out: Sunday 2 March (after site is clear at approx. 7.45pm)

Vendors

- The Festival seeks to showcase local and regional licensed vendors including: Up to 15 Licensed vendors selling beers, wines and ciders. Including 2 matched food & wine/beer offerings.
 - Please note spirits are not permitted
- Up to 25 food/beverage vendors selling main meals, single snack items, sweets and desserts, cold drinks, ice creams and coffee.
- This festival is not open to market stallholders.

Due to the number of expected attendees, we cannot guarantee that each vendor will be exclusive with their product offerings. We aim to minimise duplications where possible.

Site Layout

Due to the unique location of the festival, right next to the Mordialloc beach and foreshore, the site is divided into zones to maintain effective patron movement and allow for a safe festival site for all patrons, vendors and performers.

Zones will include: Main Stage | Beach Stage | The Dock | Eat Street | Kids Zone

Vendors are asked to identify their preferred Zone in the application. Main Stage and Beach Stage Zones are considered premium site locations. Successful vendors that identify these Zones will be asked to place a bid for a premium site. Bids are above the relevant site fee and the process will occur after all vendors have been selected and invited to participate.

Main Stage is one of two premium locations on site. Artists perform every 45 minutes from 11.00am

until 10.00pm on Saturday and 11.00am until 7.00pm on Sunday. Our headline acts are the final acts to perform on the main stage each day. Vendors must bid to trade in this location with allocation determined at the discretion of event organisers.

Beach Stage is our second premium location on this site. Artists perform every 45 minutes from 11.30 am until 9.30pm on the Saturday and 11.30am until 6.30pm on Sunday. Vendors must bid to trade in this location with allocation determined at the discretion of event organisers.

The Dock is our third stage location and is situated near a main entrance point. DJ's, acoustic artists and chill out music is played at The Dock from 12pm to 9pm on Saturday and 12pm to 5pm on Sunday.

Eat Street is central to the site and divides entrances to both the main stage and beach stage. It is in the heart of the site and provides easy access for festival goers to grab food and beverages in between the acts from both stages.

Kids Zone is a dedicated non-alcoholic area where the Kingston Freeza stage showcases local up and coming artists and gives performers a great opportunity to perform live possibly for the first time in front of an audience. A great family friendly area within the grounds of the site accompanied by several amusement rides.

Festival Site Fees

Festival fees are set according to Council requirements and endorsed in the Council budget.

In 2024/2025 vendor fees will be calculated per square metre. The below table indicates the fee payable for participation. All preparation and trading areas are to be included when calculating your square metre site. Cool rooms are exempt from fee calculation but still need to be identified for designation at the festival sites.

NAME OF FESTIVAL	DESCRIPTION	FEE
Mordialloc Festival - vendor site	Beer vendor – marquee (3mx3m or 6mx3m)	\$200 per square metre
	Beer vendor - truck / trailer / van (no size restriction)	\$180 per square metre
	Wine vendor - marquee (3m x 3m or 6m x 3m)	\$120 per square metre
	Wine vendor - truck / trailer / van (no size restriction)	\$100 per square metre
	Food vendor - marquee (3mx3m or 6mx3m)	\$120 per square metre
	Food vendor - truck / trailer / van (no size restriction)	\$100 per square metre
	Snack vendor - marquee (3mx3m or 6mx3m)	\$65 per square metre
	Snack vendor - truck / trailer / van (no size restriction)	\$50 per square metre
	Premium sites - minimum as above + additional fee	Determined by EOI
Carols by Kingston – vendor site	Food vendor - marquee (3mx3m or 6mx3m)	\$65 per square metre
	Food vendor - truck / trailer / van (no size restriction)	\$50 per square metre
	Snack Vendor - Commercial - marquee / truck / trailer / van (no size restriction)	\$20 per square metre
	Snack Vendor - Community - marquee / truck / trailer / van (no size restriction)	\$10 per square metre

Vendor Sites are not considered finalised until the full site fee is received. Changes to site specifications must be submitted to Festivals & Events before the invoice is raised.

Site fee payment schedule

- Full payment is required two (2) weeks prior to the festival
- No refund will be issued for cancellation within two (2) weeks of the festival(s) - late withdrawals will only be considered due to exceptional circumstances
- Applicants with outstanding debts to the City of Kingston will not be selected

Onsite Facilities (What we provide)

1. Marquees

Carols by Kingston

- Vendors who operate from a marquee may elect to bring their own marquee and all furniture, lighting etc or request for a marquee to be supplied by the City of Kingston.
- Vendors who operate from a truck, trailer or van will not be provided a marquee.

Mordi Fest

- For vendors who operate from a marquee the City of Kingston will provide either a 3x3m marquee, with four white walls plus 1 trestle table, 1 light and 1 chair, or a 6x3m marquee with four white walls plus 2 trestle tables, 2 lights and 2 chairs.
- Vendors cannot bring their own marquee to Mordi Fest.

As part of this inclusions, vendors must:

- Position cooking equipment to ensure it is not touching side panels.
- Avoid cooking with an open flame inside the marquee. Options for open flame cooking can be arranged, open flame cooking must provide protection of food from possible contamination
- Protect marquee walls with food grade plastic sheets if food dye or colouring is used
- Not pin, staple or otherwise puncture the marquee fabric
- Not use crepe paper or streamers inside marquees (the dye stains the fabric)
- Damage from heat, dye or signage will be charged to the vendor at cost to repair
- Vendors who operate from a truck, trailer or van will not be provided a marquee and cannot supply their own. If a marquee is required for operation, please discuss the options with the Festivals and Events Coordinator.

2. Power Supply

- Power is included in the vendor site fee. Vendors must outline their power requirements at the time of application.
- All electrical equipment including leads and power boards must be tested and tagged by a qualified technician prior to the festival and will be inspected at the festival. Equipment not tested and tagged or deemed unsafe will not be connected to the electrical system.

3. Sustainability - Green My Plate

Vendors are encouraged to include information regarding their sustainability initiatives and practices in their application. Information provided within the application will contribute to the overall assessment of the submission.

Carols by Kingston

City of Kingston has teamed up with Green My Plate and will partner with them for Carols by Kingston. Green My Plate is a service that supplies reusable plates and bowls to food vendors, washing and recirculating them back to vendors during the event.

If you are a successful vendor, this will be a requirement and condition of participation. Green My Plate will work directly with successful vendors to discuss specific requirements.

4. Wash Station

Designated taps and communal washing up facilities with hot water are available for washing pots and pans and filling water barrels at Mordi Fest. These areas will be identifiable on the site map.

5. Parking

- Each vendor will receive one temporary parking permit that must be filled out with contact details and displayed to access the allocated parking area.
- Passenger vehicles cannot remain onsite during the festival.

6. Security

- An external contractor manages security at all City of Kingston festivals. Security will be onsite during bump in and out, during the festival and overnight, where relevant.

- Security personnel can be approached with any concerns.
- The City of Kingston accepts no responsibility for damage or loss to property or goods during any of the festivals.

7. Bins

- Recycling and general waste bins will be placed throughout the festival site and near vendor stalls. A dedicated area for recycling cardboard is also provided.

8. Environmental Health Officers

- Vendors must comply with The City of Kingston's Environmental Health Officers (EHO's), the Food Act 1984 and all relevant food safety programs.
- Prior to trade and during the festival, EHO's will visit every vendor. If requirements are not met, vendors may receive a fine or be required to cease trade.
- Smoking is prohibited at all City of Kingston festivals

9. Safety Officers

- The City of Kingston's engages the services of Emergency Management Consultancy Services (ECMS) for the duration of all festivals to assist in maintaining a safe working environment for all our vendors, performers and patrons.
- Safety Officers are there for all vendors and can be approached at any time to assist with all safety issues.

10. First Aid

- The City of Kingston's engages first aid officers for the duration of both festivals to provide this service for all our vendors, performers and patrons.

Vendor Expectations (What you will need to provide)

1. Public Liability Insurance

- All successful applicants must provide a current Certificate of Currency (COC) for Public Liability Insurance to the value of \$20 million (food/beverage).
- **No insurance, no trade.**

2. Permits and Equipment

Licensed Vendors (Mordi Fest only)

- All successful licensed vendors must apply for and pay for a 'major event liquor licence'.
- Licensed vendors must display their Licence at all times on site and comply with the conditions outlined therein.
- Licensed vendors must provide the City of Kingston with a copy of their licence two weeks before the event.
- Permitted beverages include:
 - Beer and beer based seltzers - maximum percent alcohol to not exceed 8.99%
 - Ciders - maximum percent alcohol to not exceed 8.99%
 - Wine & sparkling wines
 - Aperitifs
- No presence or sale of:
 - Hard spirits in any drink in any capacity
 - Wine based seltzers

All Vendors

- All successful vendors must apply for a food trader application to trade at their selected festival.
- All vendors must have a certificate of business registration.
- All food vendors must apply for and have a permit to trade on a Total Fire Ban Day
- All food vendors must bring a legally operable fire extinguisher and fire blanket if cooking or connecting electricals
- All vendors using gas must bring their completed gas checklist form to site and has this ready to be checked by the City of Kingston Safety Officer.

City of Kingston festivals are glass free. Please ensure food and beverages are served in alternative containers. Refer to the attached City of Kingston Waste information sheet for more details.

3. Marquees & Site presentation

- All 'Food Vendor' marquees must have three walls and a floor covering.
- Vendors supplied with a marquee by the City of Kingston are provided walls but must provide their own suitable floor covering.
- If there are concerns or issues with accommodating this a Kingston Environmental Health Officer must be consulted prior to the start of the festival.
- All marquees must be clear of waste and all preparation areas must remain clean, clear and accessible at all times.

4. Refrigeration, Cool rooms & Ice

- All vendors need to make their own arrangements for refrigeration and must have this approved by the Festivals and Events Coordinator prior to the festival.
- Vendors engaging a cool room contractor must be present at the time of delivery.
- Cool rooms supplied must comply with the current Building Code of Australia requirements.
- All vendors requiring ice will need to source and supply your own.

5. Training

- All staff engaged by the vendor to work during the festival must have the appropriate certificates and training including current RSA and Food Handling certificates.

6. Sale of Products

- Vendors must clearly display their trading name and a comprehensive menu showing all products with the price to be sold during the festival.
- In fairness to all selected vendors and in line with vendor selection criteria, products sold during the festival must match those listed in the application.
- The City of Kingston reserves the right to request that additional products be removed from sale.

7. Bump-in

- Bump-in is timed to minimise congestion and ensure the safety of vendors and contractors while onsite.
- Vendors arriving later than their allocated time must wait until the next available opening.
- Vendors arrive at the allocated gate and present their completed Car Pass.
- All vehicles moving around onsite must be led by a spotter wearing hi-vis walking beside the car.
- Headlights and hazard lights must both be on when vehicles are moving.
- Please take direction on the evening from City of Kingston staff, safety contactors and security.
- All bump in personnel must wear personal protective and safety equipment including closed-toe shoes and hi-vis vests.

8. Festival Conduct

- Vendors and their staff must respond co-operatively to any direction given to them by all City of Kingston staff and all contracted bodies engaged in the management of the festival.
- Vendors and staff shall present and conduct themselves in an appropriate, cooperative, and respectful manner suitable to a family event.
- The use of bad language, shouting, or inappropriate behaviour will not be tolerated.

9. Photography

- Vendors may be filmed or photographed during festivals and consent to photographs or footage being used for promotional purposes by the City of Kingston.

10. Waste Management

- Waste management and disposal is the responsibility of all the vendors. Vendors must:
 - Keep site and surrounding area clean and tidy at all times
 - Dispose of water and oil responsibly. These must not be poured down drains or onto garden beds
 - Dispose of rubbish in the correct general or recycle waste containers
 - Remove all waste and rubbish from their vendor site
- Waste management is everyone's responsibility. Unprocessed used cooking fats and oils are category 'A' prescribed industrial waste (PIW) under the Environment Protection Regulations 2009, requiring strict management conditions.
- The minimum conditions the Environmental Protection Act (EPA) expects of industry can be viewed on their website at <http://www.epa.vic.gov.au/>.
- Ice and liquids are not to be dumped on grassed areas.
- The City of Kingston uses the Smart Waste public system to minimise waste and the festival's impact on the environment. See separate attachment for further waste requirements and regulations.

11. Vendor Information Sessions

- Vendors must attend the pre-festival Vendor Information Session or send a representative. Details will be provided to successful vendors prior to the festival.
- An online meeting request will be sent to successful vendors. It is anticipated the meeting will be held between 5 and 6pm approx. a week out from bump in.

12. Meal Vouchers – Mordi Fest

- The City of Kingston issues a range of vouchers to staff and volunteers redeemable at food and beverage stalls.
- Vendors should only accept original vouchers printed in colour.
- Vouchers must be completed in full and signed by the buyer.
- Not all vouchers are redeemable for alcohol, it is the vendors responsibility to ensure the purchase complies with the voucher conditions before completing the transaction.
- Vouchers will be reimbursed after the festival.
- Vendors who receive vouchers will be sent an email the week following the festival. The email will ask vendors to scan the completed vouchers and return to the events team for payment which will be made via EFT.

13. Legal Requirements

- Vendors operating at City of Kingston festivals are responsible for meeting current Commonwealth, State and Local Government regulations and acts relating to Occupational Health and Safety, Environmental Health, and comply with Liquor Licensing requirements.
- Failure to comply may compromise future selection for City of Kingston festivals. If requirements are not met, vendors may receive demerit points, financial infringement or be asked to leave.

Application Process

1. Application Form

The online application form is the only means by which vendor applications will be received. Submissions will not be accepted after the application date has passed. The application form requires:

- Contact details of the applicant and business
- Current PLI certificate
- Menu and prices of all products to be sold
- Photos of your set up and products
- Dimensions of your trading space, including preparation areas

2. List of Attachments

All vendor submissions need to include several documents to support your application and these include:

- Current public liability insurance certificate
- List of items and products for sale and their sale price
- Photos of your set up / trading space

3. Assessment Criteria

Applications for all festivals are assessed against the selection criteria matrix.

CRITERIA	DESCRIPTION	PERCENT
Festival theme	How well does your product fit within the theme/objectives of the festival	25
Uniqueness & product range	Is your product and range unique and how do they rank against other applicants	20
Professional presentation	How professionally presented is your stall, products and set up, and your staff as well	20
Pricing	Are you offering good value for money, how well do they rank against other applicants	20
Kingston Business	We recognize and support registered Kingston based businesses within the City of Kingston. This score is either 10 or 0 (zero)	10
Sustainability	What responsible and sustainability practices and initiatives do you engage	5
	TOTAL	100%

Important Dates

DATE	ACTIVITY
Friday 23 August 2024	Vendor applications open
Monday 23 September 2024	Vendor applications close
Friday 11 October 2024	Carols vendors notified
Sunday 8 December 2024	Carols by Kingston
Friday 13 December 2024	Mordi Fest vendors notified
Saturday 1 & Sunday 2 March 2025	Mordi Fest

Terms and Conditions

Applications

- The City of Kingston will have the sole discretion as to the acceptance or non-acceptance of a stallholder's application.
- The City of Kingston will rely solely on the information contained in the application regarding the applicant's suitability and whether the applicant meets the approved product criteria, quality, product distribution, diversity and availability.
- The City of Kingston will have the sole discretion as to the position of each vendors site at each festival unless accepted to operate at a premium site location for Mordi Fest.
- All images and information provided by the vendor must be a true and accurate reflection of the applicant and all images provided by the vendor must be the property of the vendor and have the right to publish.

Products

- All products offered for sale at the festival must match those listed in the application in both nature and in price.
- The City of Kingston reserves the right to request that additional products be removed from sale.

Glass, Plastic Bags, Straws

- City of Kingston festivals are glass free. No products can be sold in glass. All glass products must be de-centered into either compostable or approved recyclable materials before sold to the public.
- Plastic bags, plastic straws, polystyrene and balloons are also prohibited from City of Kingston festivals.

Fees & Insurance

- Vendor fees are outlined in the application procedure and at www.cityofkingston.vic.gov.au
- Vendor fees must be paid in full before the festival for which they have been accepted.
- All successful vendors must provide a current Certificate of Currency (COC) for Public Liability Insurance to the value of \$20 million covering the festival(s).

Permits

- All successful licensed vendors must apply for and pay for a 'major event liquor licence'.
- All successful vendors must apply for a FoodTrader (previously known as Streatrader) application to trade at their selected festival.
- All vendors must have a certificate of business registration.
- All food vendors must apply for and have a Total Fire Ban Day Permit (if required)
- All food vendors must bring a legally operable fire extinguisher and fire blanket if cooking or connecting electricals to gas

Festival Days and Bump In

- All vendors must trade for the duration of the festival and at the times as advertised.
- All vendors must bump in at their allocated timeslot and must be ready to trade at the commencement of the trading hours.
- All bump in personnel must wear personal protective and safety equipment including closed-toe shoes and hi-vis vests.
- Vehicles not part of the trade set up are not permitted to remain on site during festival hours.
- Vehicles will only be permitted on site for bump out after the public have vacated the site and once clearance has been given by the safety officer and event staff.

Cancellation and Refunds

- No refund will be issued for cancellations within two (2) weeks of the Festival(s) - late withdrawals will be considered due to exceptional circumstances.

Weather

- City of Kingston festivals are all-weather occasions and vendors must be prepared for all weather conditions. Council and vendors each incur the costs of production irrespective of weather.
- No refunds/credits are given for the cancellation of festivals and/or reduced trading hours due to adverse weather conditions
- City of Kingston will not be held responsible for any loss including fees paid by vendors or damage or injury resulting from adverse weather conditions

Waste

- All vendors are required to place rubbish, waste and recyclable waste in the appropriate vendor bins provided.
- Ice and liquids are not to be dumped on grassed areas.
- Unprocessed used cooking fats and oils are category 'A' prescribed industrial waste and must be left or dumped at the festival site
- The waste bins provided at the festivals for the general public are not for vendors to dispose of their waste.
- Vendors are responsible for leaving their site and surrounding area clean, tidy and undamaged.

Marquees, Stall Set Up and Equipment

- Mordi Fest - City of Kingston will provide a 3x3m marquee plus 1 trestle table, 1 light and 1 chair or a 6x3m marquee plus 2 trestle tables, 2 lights and 2 chairs for non-truck/trailer vendors.
- Carols by Kingston - Vendors trading at Carols by Kingston may provide their own marquees and stall set up which must be good in presentation and condition.
- Marquees provided by vendors must be secured by weights to the manufactures specifications
- No pegging or piercing of the ground is permitted.
- Stallholders using gas appliances must complete the Energy Safe Victoria (ESV) self-checklist prior to trading at each festival and present to the safety officer for inspection.
- Stallholders using gas and/or electrical appliances must have a suitable fire extinguisher/fire blanket on site.
- All fire extinguishers must be compliant with workplace regulations.
- It is the responsibility of all vendors to ensure they conform to any safety and compliance standards pertaining to their equipment
- Vendors must ensure that all electrical equipment and leads have current test and tag labels.
- All vendors need to make their own arrangements for refrigeration and must have this approved by the Festivals and Events Coordinator prior to the festival.

Festival Conduct

- All vendors and their staff must respond cooperatively to any direction given by City of Kingston staff and their representatives, including Security, Safety Officers and Environmental Health Officers.
- Vendors must not act in a verbally or physically abusive, dangerous, or disruptive manner
- Vendors must ensure that their activities do not endanger the safety or security of any people
- Vendors must not cause damage, make alterations or additions of any nature to, or carry out works of any nature to festival property and that, if any damage is caused, the costs of any repairs, making good or replacement are borne by the stallholder.
- The use of bad language, shouting, or inappropriate behaviour will not be tolerated.
- Accidents and emergencies must be reported to the Information Office. The degree of urgency should be relative to the nature of the incident. In the event of a major incident, the Emergency Management Plan will be implemented under the guidance of the Festivals and Events staff and/or Safety Officer.

Non-Compliant Demerit System

- Non-compliance with the vendor Terms and Conditions will result in receipt of a demerit point or more.
- Accrual of three demerit points over a period of two seasons will disqualify an applicant from City of Kingston Festivals for a period of one full season. If three demerit points are accrued during a festival the vendor will be asked to leave.
- Please note that three automatic demerit points apply for the following non-compliances:
 - Rubbish/waste left at site after festival – 3 demerits
 - Reportable OH&S offence – 3 demerits
 - No-show at a festival – 3 demerits
- Vendors with outstanding fees owed to City of Kingston will not be considered for our festivals.

Attachments

The following attachments need to be read and agreed to as part of the vendor application

- City of Kingston Festivals Waste Information
- City of Kingston Environmental Health Information