



NATIONAL CELTIC FOLK FESTIVAL

JUNE 7 – 10TH 2024

FOOD VENDOR GUIDELINES

The following guidelines apply to all food/drink vendors. Please read carefully.

1. STALL SITES

Own Set-up/Food Truck and Trailer Sites

- a. Site size will be 4m frontage x 4m depth OR 6m frontage x 4m depth
- b. Vendors must provide own safe, secure and presentable marquee, structure or food truck/trailer
- c. Steel frame marquee system with tubing no less than 30mm square or diameter with PVC covering is permitted
- d. Umbrella or sunshade style cover is NOT permitted
- e. A pop up / pull-out aluminium frame system with Gore-Tex roof covering or PVC is permitted

2. HOURS OF OPERATION

- a. All stalls must remain open for the following hours of operation:
 - o Saturday June 8th & Sunday June 9th - 10am - 7pm
 - o Monday June 10th - 10am - 3:00pm
- b. Optional operating hours
 - o Friday night (from 6 pm)
 - o Saturday & Sunday 7pm - late
- c. If you select the optional operating hours and that changes for any reason you are required to tell market management asap. Late night vendors will be given a location closer to late night venues, and it will impact guest experience if you are not open during the times you commit to.

3. SET-UP TIMES

- a. There are two set-up windows. Friday June 7th 10:30am - 3:30pm and Saturday June 8th 7:30am - 9:30 am
- b. Stallholders are strongly encouraged to set-up on Friday rather than Saturday morning. Vendors who set up on Friday can trade on Opening Night from 6pm.
- c. **ALL VEHICLES MUST BE OFF-SITE BY 4PM ON FRIDAY FOR SAFETY REASONS**
- d. All stall sites must be ready to operate by 10am every morning of the Festival
- e. No vehicles are allowed in the market area after 9:30am on any day of the Festival
- f. Load out will take place once the site is clear on Monday afternoon. If you would like to load out on Tuesday morning, please arrange with the Market Coordinator.

4. PARKING VEHICLES AND ACCESS

- a. All market stalls are required to load in and out during the allocated times
- b. Entrance to the Festival site on Friday and Saturday morning is from Newcombe Street, please drive slowly and carefully. You will be required to take instruction and directions from the Market Coordinator and site crew.
- c. Areas for unloading and loading of vehicles will be allocated on Festival site
- d. Stallholders can park their vehicles on The Esplanade or Fisher Street which has free all-day parking available close to Festival site



5. NO CAR ACCESS DURING FESTIVAL except for:

- a. Friday 10:30am - 3:30pm (for set-up)
- b. Saturday, Sunday & Monday 7:30am - 9:30am (for set-up, product drop off, refill, etc.)
- c. Monday from 3:30pm (for pack-up)

6. FLOOR PLAN OF SITE

- a. With your application please include a basic floor plan of your stall showing the exact overall dimensions, frontage and the infrastructure that you will bring with you such as tables and display stands
- b. Food Vendors must also include the location of cooking appliances, gas bottles, fire extinguishers, fire blanket, preparation areas etc.
- c. Food vendors using a cool room must include it within their stall size limit and show on plan

7. POWER REQUIREMENTS

- a. Power supply onsite is limited and only available to selected areas
- b. Stallholders requiring power will be provided with an inclusive 10A supply which will be supplied via a lead which is protected by a safety switch
- c. Additional power supplies will incur costs as listed under Site Fees and must be ordered prior to arriving onsite
- d. Stallholders requesting additional power without notice will be charged at double the rate and will need to be pay in full prior to connection
- e. Stallholders requiring power must detail all equipment and how much electricity each unit draws
- f. It is the Stallholder's responsibility to ensure that all electrical equipment has a current electrical test tag and is in good working order before connection to the site power
- g. All power leads must be taped, covered or strung overhead where applicable
- h. Double adaptors are not permitted and all power boards must have current overload protection
- i. A 30-metre lead is required for connection to NCFFF site power or nominated points, joints in leads will not be accepted

8. FOOD VENDOR GUIDELINES

- a. All food vendors must be registered under the Food Act 1984 (Vic) – all Statutory & Food Handling regulations and standards must be followed at all times
- b. Food vendors who are able to operate for extended hours on Friday, Saturday and Sunday nights will be given preference
- c. Register at your principal council OR City of Greater Geelong for appropriate Food Vendor permit
- d. Complete a Notification of temporary food premises (temporary and portable food registration for businesses – tent, stall or marquee) OR
- e. Complete a Notification by a community group for temporary food premises (temporary and portable food registration for community groups – tent, stall or marquee) OR
- f. Complete a Mobile food registration (van, cart or moveable vehicle where food is prepared or sold, including coffee and other drink vans or carts)
- g. Food stalls must ensure heating or cooking appliances are in good order and comply with all statutory regulations. A fire extinguisher in good working order and a fire blanket must also be supplied. An NCFE Electrician will inspect appliances and connect power whilst setting up.
- h. All gas bottles and appliances must be securely fixed to inhibit toppling
- i. A total of 2 bottles at any one time can be kept onsite, max size 10 kg
- j. All gas bottles shall be connected to appliances & there is no storage for spare gas bottles onsite



9. GENERAL GUIDELINES

- a. All stallholders are to provide their own tables and/or display equipment, chairs etc.
- b. Stalls should not extend their displayed goods beyond the boundaries of their nominated site – do not encroach onto the walkways with racks or displayed goods
- c. No smoking will be permitted inside stalls, within 10 metres of a building entrance, around combustibles or while handling hazardous materials
- d. It is the responsibility of the stallholder to ensure that your stall area is safe at all times and no part of your stall poses a hazard to any persons
- e. Council staff and/or NCFF organisers will conduct inspections of all stall sites and any stalls found to have inadequate facilities and/or contravening the conditions of this agreement will not be permitted to operate
- f. Stallholders will not assign, share or sublet all or part of site without written consent of the NCFF
- g. NCFF organisers reserve the right to enter any stall site and remove any article, sign, picture or printed matter that is not eligible for display, poses a risk or hazard or is deemed offensive
- h. Use of amplifiers or loud speakers to play pre-recorded music is not permitted without the consent of NCFF organisers

10. WASTE REMOVAL - ENVIRONMENTAL CONSIDERATIONS

This year, the Festival is continuing its efforts to reduce/eliminate waste across the festival site. Please read through our updated guidelines for 2024, and contact us if you have any questions. We are happy to help guide our stallholders towards making better decisions for the planet.

1. The NCFF is a no single use plastic or foam event. This means the following items are not to be sold by stallholders:
 - o Plastic bags
 - o Plastic straws
 - o Plastic stirrers
 - o Packaging that has a plastic component
 - o Plastic utensils
 - o Water or soft drinks sold in plastic bottles.
 - o Takeaway containers with a plastic component
 - o Tetra packs of any kind (juice box)
 - o Plastic, foam, or single use coffee cups
 - o Single serve sauce, condiment, sugar, salt, pepper, spice etc.
 - o Balloons

If you need to use any of these items in your BOH operations, we ask that you please try to keep it to a minimum. Stallholders are required to list the items they intend to use for service (types of containers, cups, cutlery, bags etc.) on their application. A reminder that we require all packaging to be compostable or recyclable.

2. The festival will have a resource recovery system where the following will be recycled. Paper/Cardboard (clean)
 - o Organics/compostable
 - o Paper (straws/serviettes/plates/carry bags)
 - o Cardboard containers for food
 - o Glass bottles
 - o Cans
 - o Bamboo cutlery

3. Disposing of waste

- o Stallholders can dispose of recyclable waste onsite as long as it is sorted and disposed in the Resource Recovery System categories listed in point 2.



- o Any landfill waste or products that do not fit into the Resource Recovery System categories will need to be taken off site and disposed of.
- o Stallholders will be charged a disposal fee if NCFE needs to dispose of your waste

Before you arrive onsite, please read and understand these guidelines and have a plan for your waste. A member of our waste management team will be coming around during bump in to discuss your plan and show you the proper sites to dispose of your sorted waste.

11. SECURITY

- a. Stallholders are totally responsible for the security of their stall, equipment and goods
- b. Stallholders will not be permitted to sleep overnight on site
- c. The market area is patrolled by professional security guards during the Festival

12. INSURANCE

- a. All stall holders MUST have Public Liability Insurance with a minimum of \$20 million cover
- b. Attach copy of your current Public Liability Insurance policy to the application (must be current over Festival weekend or supply once renewed)

13. BOOKINGS AND PAYMENTS

- a. Please do not send payment with Food Vendor Application Form
- b. Approved applicants will be sent written confirmation as soon as possible after closing date
- c. NCFE organisers reserves the right to refuse applications at its own discretion
- d. All fees are to be paid in advance once application has been approved and official confirmation received (30 days from receipt)
- e. Stall sites will not be reserved without payment and reallocated to applications on waiting list
- f. Successful stallholders will be able to pay their site fee once confirmation has been received by direct deposit (preferable) or cheque/money order
- g. Site fee will not be refunded unless notice is given minimum 1 week prior to Festival commencing

14. COVID SAFE EVENT

- a. The Festival will operate on the current public health advice in relation to COVID-19

15. STALL RATES

FOOD VENDOR	NO POWER		POWER	
Own Set-up (4m frontage x 4m depth)	\$475		\$575	
Own Set-up (6m frontage x 4m depth)	\$525		\$625	

ADDITIONAL POWER	TYPE	EXTRA COST	
10A Single Phase Supply	Standard Extension	\$75	
15A Single Phase Supply	Heavy Duty Extension	\$100	