

# Vendor Application Form



Thank you for expressing interest in becoming a vendor at Wangaratta Jazz – 28 Oct to 30 Nov, 2011.

Completed applications must be returned by close of business **31 July, 2011**, with all necessary attachments and payment. Applications will not be considered without prior payment.

Based on feedback from the 2010 Festival, site numbers will be limited as indicated below. There will be no 'exclusivity' on sales of specific products at any locations unless provided in accordance with a separate sponsorship agreement. All sites will be allocated with a view to giving Festival patrons a comprehensive choice of reasonably priced gourmet food and beverages. There will be no coffee vendors in Reid Street. Preference will be given to businesses representing food and beverage from the High Country tourism region. The Festival retains the right to alter or amend these policies. (Also refer Stallholder Responsibilities over page.)

Please refer all queries to the Bonnie McIntosh, Vendor Coordinator on 5722 1666.

<b>Vendor Type</b>	<input type="checkbox"/> <b>Food</b> NB/ can sell non-alcoholic drinks by arrangement	<input type="checkbox"/> <b>Non-alcoholic drinks and/or ice cream</b>	<input type="checkbox"/> <b>Wine</b> <input type="checkbox"/> <b>Boutique Brewery</b>	<input type="checkbox"/> <b>Other Alcohol</b> <input type="checkbox"/> <b>Other Products</b> (describe below)
<b>Preferred Location:</b>	<input type="checkbox"/> Reid Street <input type="checkbox"/> The Blues (Apex Park)		<input type="checkbox"/> Hot Jazz Café (Ford St) <input type="checkbox"/> Jazz on Ovens (St Patrick's School)	
<b>Contact Name:</b>				
<b>Business or Trading Name &amp; Address:</b>				
<b>ABN / ACN &amp; Phone Nos:</b>	<b>ABN/ACN:</b>	<b>Mobile:</b>	<b>Phone:</b>	
<b>Email:</b>				
<b>Website:</b>				
<b>Description of Product &amp; Price Structure</b>				
<b>Power Requirements</b>	<b>Appliance Description</b>		<b>KW</b>	<b>Amps</b>

Vendor Type:	Food		Non-alcoholic drinks and/or ice-cream		Wine / Boutique Brewery		Other Alcohol & Products		
	Fees Inc GST	Fee	Sites	Fee	Sites	Fee	Sites	Fee	Sites
<b>REID STREET</b>		<b>\$770.00</b>	8	<b>\$385.00</b>	2	<b>\$770.00</b>	8	<b>\$3,080.00</b>	1
<b>HOT JAZZ CAFÉ</b>		<b>\$577.50</b>	2	<b>\$262.50</b>	1	<b>\$577.50</b>	2	<b>\$2,310.00</b>	1
<b>JAZZ ON OVENS</b>		<b>\$262.50</b>	1	<b>\$192.50</b>	1	<b>\$262.50</b>	1	<b>\$1540.00</b>	0
<b>BLUES VENUE</b>		<b>\$770.00</b>	2	<b>\$385.00</b>	1	<b>Sponsor</b>	1	<b>Sponsor</b>	1

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## DUE DATES & PAYMENT

Applications are due by **COB 31 July 2011**. Late applications or those without prior payment will not be considered. We will advise ASAP if you are successful and send you a confirmation and receipt by email. If your application is unsuccessful, your cheque will be returned or payment refunded.

### Payment methods:

- By cheque payable to 'Wangaratta Festival of Jazz Inc'
- By EFT to Wangaratta Festival of Jazz Inc BSB: 033 260 Account: 153186

## APPLICATION CHECK LIST (all mandatory):

- Attach cheque or proof of bank transfer
- Copy of current Public Liability Insurance certificate
- Photographs/brochures or details of products and pricing structure
- Green Vendor Form
- Completed Application to Operate a Temporary Food Premises (if applicable)
- Copy of Food Act Registration Certificate & Food Safety Plan (if applicable)
- Copy of Liquor License (if applicable)
- Copy of CFA Section 40 Permit (if applicable)

### If your business is located outside the Rural City of Wangaratta we also require:

- Food Safety Program information i.e. Business Details and "what activities happen at this business"

**Please return to:**  
**Bonnie McIntosh**  
**Vendor Coordinator**  
**Wangaratta Festival of Jazz**  
**PO Box 860**  
**Wangaratta VIC 3676**  
**Or email as a PDF file to:**  
[manager@wangarattajazz.com](mailto:manager@wangarattajazz.com)

### Privacy Statement:

The personal information requested on this form is being collected by the Wangaratta Festival of Jazz ('the Festival') in order to process your application. The personal information will be used solely by the Festival for that primary purpose or related purposes. The applicant understands that he or she may apply to the Festival Council for access to and/or amendment of the information. Requests for access and or correction should be made to Festival Manager.

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## STALLHOLDER RESPONSIBILITIES

1. Stallholders must have current public liability insurance to the value of \$10,000,000 (ten million dollars) and will be required to provide a certificate of currency before confirmation of their application can be confirmed.
2. The final location of the stall will be at the discretion of management, with the vendor's preferences taken into account.
3. The **Wangaratta Festival of Jazz** has overall control of signage, material and products sold or displayed at the event. Please note that any signage, material or products may be refused inclusion entirely at the discretion of the management. If you have further questions re signage, you are encouraged to raise these with management prior to the actual event.
4. Stalls must be kept clean and tidy – waste disposal is the responsibility of the stallholder. For catering sites, sullage water stations will be provided.
5. Where cooking is to take place, stallholders must provide fire extinguishers and material to protect the ground surface, beneath cooking appliances, from spillage.
6. Stallholders must situate all dangerous appliances away from public access.
7. All electrical equipment to be used on the site **must have** a current test tag. If your equipment has not been tagged an electrician will be available to check and tag any electrical equipment. Any necessary tagging will be **at the cost of the stallholder**.
8. Stallholders are required to serve all food and drink items in 'green event' packaging at the event site and to participate in the 'green event' waste management systems. A list of the suppliers of biodegradable items is on the following page. No plastic bags and/or limited packaging.
9. Stallholders must ensure that their activity meets Commonwealth, State and Local Government regulations relating to health, fire, safety, license requirements etc.
10. Although Festival Management will make reasonable attempts to minimise the impact of adverse weather, they reserve the right to cancel or relocate the festival in the event of inclement weather.

## RCOW CHECKLIST FOR ON-SITE FOOD & WINE AT THE FESTIVAL:

- Stalls must be setup **at least 1 hour** prior to trading.
- Wineries are required to advise where glasses are being washed.
- Hand wash facilities are required, there will be **no exceptions**. Water is to come out of one outlet. Liquid soap and paper towel must be provided at the wash hand facility. (Buckets are not acceptable).
- Hot water must be available at the stall and waste water must be disposed of via the sewer.
- Mobile cool rooms must be locked.
- Probe thermometers are required at all sites (*except alcohol vendors*) and must be in working order. You must do all Food Safety Program record sheets for the entire weekend.
- Bain-maries, refrigeration and freezers **must** be operational and at the correct temperature, prior to use.
- Bain-maries are not to be used for defrosting or heating food up. They are for keeping hot food **hot**.
- All food must be protected whether in storage or display. For example bain-marie inserts will need lids; this will also help maintain temperature control.
- A separate person for money handling is required. Food handlers are to wear protective clothing i.e. aprons, long hair tied back.
- Rubbish is to be disposed of appropriately in the bins provided.

Queries in relation to any of these requirements can be directed to the Rural City of Wangaratta's Environmental Health Officer prior to the festival on 5722 0888.

**Please Note: YOU MUST BE ABLE TO MEET THESE REQUIREMENTS OR YOU MAY BE ASKED TO CEASE TRADING UNTIL THEY CAN BE MET.**