

STALLHOLDER SELECTION CRITERIA



General information

Applications to become a stallholder at this year's Feast of the Senses Market Day Extravaganza are now open! Make sure you get in quick – we have strict timelines and guidelines this year which will mean some previous stallholders will need to reassess their eligibility to be at Feast of the Senses.

Feast of the Senses has built a reputation for showcasing the best that the region has to offer and we want to provide an exceptional experience to all those that come to visit. This means that our Market Day Extravaganza needs to have a diverse and interesting range of high-quality products.

Stallholder Selection Criteria

Application forms can be completed on line through a pdf fillable form. Please ensure that you save your completed form before returning to us with any attachments required.

Applications will be assessed on a case-by-case basis to determine the suitability of all products. The selection criteria for 2019 are as follows:

Produce

1. Food produce and products must be grown in Tropical North Queensland, or made in Tropical North Queensland using local produce. This includes fresh produce for sale/sampling and edible products for sale/sampling.
2. Theme/food concept. New and innovative food concepts and outlet themes are strongly encouraged.
3. Information of origin of produce & purchase outlets (if applicable) should be displayed at stall.
4. Ingredients used in value added products must be available on request (correct labelling is required).
5. Stallholders must not sell or promote any product/service, which has not been approved by the Festival Manager.
6. General stall produce must include a high percentage of local value adding. This means, for example, jewellery may be made of silver from elsewhere, but the design and craftsmanship is local.
7. Local, for the benefit of this festival, is produce from Ingham to the Cape.
8. Suitability of products – high quality, appropriate and suitable price point of products for Feast of the Senses visitors as determined by event organisers.
9. Stallholders must demonstrate a commitment to sustainable environmental practices and eco-friendly products (e.g., compostable serveware must be used).

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10. To ensure balanced product representation across Feast of the Senses Market Day Extravaganza and Feast Street and due to the limited number of stall spaces available, event organisers may limit the number of stalls offering similar products or falling within the same product category. This means that certain product areas will be hotly contested so ensure your application really tells us why your products should be in the Market Day Extravaganza over others that may be similar.

Key event information

Saturday 30 March : Canecutter Court only

- Bump in : 8.00am to noon – negotiable with event organisers
- Trading times: noon to 5:00pm and 6:00pm to 10:00pm
- Bump-out : From 10pm (approx.), unless trading Sunday

Sunday 31 March : Market Day Extravaganza

- Bump in : 6.00am to 8:00am
- Trading times: 9:00am to 3:00pm
- Bump-out : 3:00pm to 5:00pm

Other Considerations

1. Refrigeration is NOT provided; you must supply your own. Those using supplied coldrooms do so at their own risk.
2. Requested stall sizes, power requirements, and other requests, such as stall location will be considered, but ultimately are determined by a broad range of factors which are at the sole discretion of event organisers.
3. Stallholders offering products/produce that showcases a current food trend will be highly regarded.
4. Please note that participation in previous Feast of the Senses events does not guarantee selection in 2019.
5. Stallholders must address the Stallholder Selection Criteria and ensure they can provide high quality product offerings to be considered.
6. The presentation of each stall is fundamental to the overall operation and presentation of the Market Day Extravaganza. It is important that stallholders dress their stalls to a high standard
7. The selection decision made by the Selection Panel is final and no correspondence will be entered into with unsuccessful applicants.
8. Site allocation is at the discretion of the Festival Manager.
9. All stalls must be set up and **ready to operate by 8.30am**, with limited access thereafter.
10. All stallholders must be courteous and considerate of their fellow stallholders & all officials. Failure to do so may result in expulsion from this and future festivals.

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11. All stalls must be prepared to cater for crowd size (estimated attendance between 6,000 and 8,000 patrons). Estimated number of stalls will be around 100 – 50% are anticipated to be food outlets).
12. All stalls must stay in place and be operational until the conclusion of the event. **No stalls are to be dismantled before 3pm without prior approval from the Festival Manager.**
13. **Vehicle access will be from 6am to 8am and 3.30pm to 5.00pm in market area. No vehicles will be permitted in the area outside these times.** Vehicles must follow the directions of the officials (Festival Marshalls & Staff, SES and/or traffic controllers) at all times and must drive at a walking pace with hazard lights on. **Please be courteous to these officials at all times.**
14. Stallholders must make their own arrangements for parking on the day and consider customer parking.
15. Stallholders are responsible for the provision and construction of their own stalls. All structures / tents must be weighed down correctly to prevent the structures from being affected by wind/rain. Pegs are NOT permitted in grassed areas. **Chocks may be required if level tables are necessary.**
16. NO alcohol is to be provided from stalls, except for approved and licensed liquor outlets.
17. Raffles may only be conducted at this event with the authority of the Festival Manager and only by Not-for-Profit organisations and sales activity must be contained to individual stall area.
18. No advertising sign, display or equipment shall be fixed to any council owned structures, trees or posts without the written consent of the Festival Manager.
19. Display racks when erected must be safe & of sound construction. This is the responsibility of the stallholder.
20. Spruiking or soliciting outside boundaries of that particular stallholder's nominated stall area is NOT permitted.
21. Public address systems, microphones, amplified equipment of any type of audible demonstrations or musical instruments are not to be operated outside of Busker Booths.
22. The Feast of the Senses Inc. Committee and/or the Festival Manager will not be responsible for loss or damage to any property of a stallholder.

Photography and Videography

A condition of participating in the Feast of the Senses is that all vendors and staff must agree to their likeness being captured by promotional videography and photography by Feast of the Senses official photographers throughout the event.

How do I apply?

Stallholder applications are now open, **closing on Friday 8 March, 2019**. All applications will be assessed against the stallholder selection criteria and **successful applicants will be notified by Friday 15 March, 2019**.

If you have any questions during your application process, please contact event organisers at manager@feastofthesenses.com.au

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Application form – apply now!

The application form is attached. Please complete (online) and submit with necessary attachment documents to manager@feastofthesenses.com.au

FAQ:

If my application is accepted?

If your application is successful, you will be sent an acceptance email by Friday, 15 March 2019 which will include an invoice and a stallholder agreement, that must be signed and returned to us. As the event approaches, you will receive further information with details such as stall location, bump-in and bump-out processes and schedules. It is a condition of your inclusion as a stallholder that you read, understand and comply with all of the provided information.

We are here to help make your Feast of the Senses experience an enjoyable and successful one!

And if I have been unsuccessful in my application?

We may not accept every application. Not only do we assess each application according to our selection criteria, but we also need to ensure there is a wide range and balance in the variety of products.

What other guidelines do I need to adhere to?

In partnership with the Cassowary Coast Regional Council, event organisers work to ensure there is no unnecessary damage or disruption during the event. There are several guidelines that all stallholders within the Market Day Extravaganza and Feast Street must adhere to during their time at the event.

Detailed information regarding stallholder conduct will be circulated closer to the event, but includes:

- Removing all rubbish from your stall at the end of the day to rubbish bins or skip onsite.
- Removing all grey water and oil waste from the site and arranging safe disposal offsite.
- Stall presentation must be to a high standard for the duration of the event.

Accurate and Correct Details of how you will power your site **must** be included on your application form. Failure to do so may result in your expulsion from Market Day if your inaccurate information results in power failure across multiple stalls.

Do I need Public Liability Insurance?

Yes, all stallholders must hold and maintain public liability insurance for the duration of the event and a copy must be supplied to event organisers prior to the festival.

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Do I need a Food Licence?

Please contact the Cassowary Coast Regional Council Environmental Health Officers on 4030 2277 to determine your food compliance requirements. A “Temporary Food Licence” will be required if preparing food and proof of this licence will be required by the Feast of the Senses prior to Market Day.

As a condition of entry to the Market Day Extravaganza your details will be provided to the Cassowary Coast Regional Council to ensure that correct licencing is in place.

Inspections will take place at the event and we endeavour to ensure that all is correct to prevent any unnecessary disruption on the day.