

Expressions of Interest – Food Vendors Information Pack

The City of Joondalup is proud to deliver a suite of well attended community events every year, including outdoor concerts, children’s events, and a major festival.

If you are a food vendor who delivers quality food and exceptional presentation, we encourage you to submit an *expression of interest* to participate in the 2023-24 events season.

Event Information

Little Feet Festival

Sunday 29 October 2023

Edith Cowan University, Joondalup

Estimated attendance: 5,000 people

Music in the Park – November Concert

Saturday 11 November 2023

Timberlane Park, Woodvale

Estimated attendance: 3,000 people

Music in the Park – December Concert

Saturday 9 December 2023

Bramston Park, Burns Beach

Estimated attendance: 3,000 people

Valentine’s Concert

Thursday 8 February 2024

Joondalup Resort, Connolly

Estimated attendance – 7,000 people

Joondalup Festival

March 2024

Various locations

Further information TBC



Application Process

Register your interest by completing a Food Vendor Expression of Interest (EOI) Application Form. You are only required to submit one application for the entire 2023-24 events season.

How to Apply

Be sure to read this Information Pack thoroughly, particularly the selection criteria and terms and conditions of trade prior to submitting your application.

Once satisfied that the selection criteria and terms and conditions have been met, complete the Food Vendor EOI Application Form, found at joondalup.wa.gov.au.

Applications will close Friday, 11 August 2023.

Vendors who are selected to trade will be contacted by Friday, 1 September 2023 to confirm their interest and availability.

Please note that unsuccessful applicants will not receive notification and should consider the application unsuccessful if no further correspondence from the City is received.

Mandatory Requirements

- A Certificate of Currency for public liability insurance
- Evidence of food registration with the relevant Local Government Authority (LGA)
- A copy of a recent inspection report (completed within the six months prior to the event date) from the relevant LGA

Support Materials

- A detailed menu
- A breakdown of menu pricing
- Images of the products that will be sold
- Images of the food structure/truck

Please ensure that mandatory information and detailed support materials are included in your application. Applications without this information will not be considered.

Fees

- The fee to trade at a City of Joondalup event is \$150.00 (per day).
- Only food vendors selected to trade will be required to pay a fee.
- Payment must be made via credit card by contacting the City's events team.
- All fees are non-refundable.

Selection Criteria

Preference will be given to applicants with food offerings that best suit the target audience for an event with broad appeal and a unique point of difference. Applications will be assessed on three criteria including the quality of the food menu, overall presentation and sustainability practices.

Food Menu

- Professionally presented food offerings.
- Diverse menu that can service diverse customer groups and price points.
- Offering healthy food and drink options (including gluten free and vegetarian foods)
- Using local fresh, seasonal and high-quality produce.

Presentation

- High quality presentation of the food truck/stall including clean equipment, clear signage and menus.
- Professional staff standards (neat hair, appropriate clothing and foot-ware).
- Space and power requirements (in relation to the event site).

Sustainability Practices

- Reducing the use of plastic straws by offering alternatives.
- Using alternative packaging to plastic, polystyrene and styrofoam for the service of food and beverages, including bio-degradable cutlery, utensils and serving containers.
- Appropriate measures in place for the disposal of waste including separation of food waste and recyclables.

Other considerations

- Selection of food vendors is at the City's discretion.
- Canvassing of Elected Members will automatically disqualify applicants.



Terms and Conditions

The following terms and conditions apply to all food vendors who are selected to trade at an event during the City of Joondalup 2023-24 events season.

1. Health and Safety Requirements

1.1. Inspection of Sites

It is the responsibility of the food vendor to trade in accordance with all relevant legislative requirements including the City's local laws, the Food Act 2008 and the Australia New Zealand Food Standards Code.

The City's Environmental Health Officers may inspect food vendors prior to each event day's trade. Food vendors not meeting the City's minimum health and safety requirements for selling food will not be permitted to trade unless any required improvements are made to the satisfaction of the City.

1.2. Structural Safety

Stallholders' structures will be required to comply with safety standards and have an assessment of structural sufficiency. Stallholders may be asked to submit certification by a suitable qualified person (rigger or installer with sufficient experience) for any structure that does not require a building permit.

Any guy ropes or other tie down points shall be located away from public areas.

The City has the right to reject a stallholder's involvement in City events due to their site being unsafe or inappropriate.

1.3. Electrical Safety

All food vendors are required to ensure all electrical devices installed at the event are compliant with the ANZ standard 3002 (Electrical Installations: Shows and Carnivals) ensuring all equipment is tagged and tested to AS/NZS 3760:2010.

On event day a licensed electrician will be onsite to inspect all electrical devices and cables being utilised by food vendors, where required the electrician will undergo testing and tagging of equipment to ensure all equipment is compliant with standard 3002 (Electrical Installations: Shows and Carnivals) at the cost of the vendor. Any food vendors that are not compliant with the above-mentioned standard will not be permitted to trade.

1.4. Fire Safety

The City requires all food vendors to have the appropriate serviced fire safety equipment available in their set up when trading at City events in case of an emergency.

1.5. Sale of Food

Food vendors are required to conform to minimum safety standards. Further details regarding the sale of food and food safety may be obtained from the City's website.

All food vendors must be registered with the Local Government Authority (LGA) in whose jurisdiction the business is based and must provide evidence of such registration with their application for each event.

Additionally, the City requires a copy of a recent inspection report from the relevant Local Government Authority. Where an inspection has not taken place within six months prior to the event date or the inspection report indicates compliance issues, another inspection may be required before approval to trade is granted. An inspection can be conducted by City Environmental Health Officers at a cost to the food vendor of \$70.00.

1.6. Accidents, Incidents and Risk Management

It is the responsibility of each food vendor to promptly report any incident to the Event Manager outlined in your event briefing pack, including:

- Property damage
- Illness, accident or injury
- Anti-social behaviour
- Lost children
- Any observed disruptive behaviour
- Any other issues raising concern for the health, safety or security of food vendors or the public
- Hazards and near misses

1.7. Personal Safety and Security

Food vendors are required to maintain an appropriate level of personal safety and security. The City will not be liable for the loss of goods, cash or personal items or damage to any goods including loss or damage as a result of on-site power failure.

2. Trade Requirements

2.1. Attendance

Payment of the food vendor fees constitutes agreement by the food vendor to attend the event on the agreed dates. If unable to attend, food vendors must notify the City a minimum of four weeks prior to the event day.

Failure to attend on the agreed dates may result in the City withdrawing permission for the food vendor to trade at subsequent event days.

2.2. Non-refundable Trading Fees

Only food vendors selected to participate will be required to pay a fee. All fees are non-refundable.

2.3. Trading Times

All food vendors must be set up and ready to trade by no later than 30 minutes prior to the commencement of the event however depending on the event type you may be required to bump-in your vehicles at an earlier time which will be communicated to you prior to the event. Food vendors must trade for the entire duration of the event. Food vendors must supervise their structure/truck for the duration of the event.

2.4. Infrastructure

All infrastructure requirements and catering equipment necessary for trade must be provided by the food vendor. All infrastructure must be stable and firmly secured, to avoid the possible risk of injury. Please ensure that the infrastructure and equipment is set up and maintained in an appropriately safe and secure manner.

Food vendors must confine their equipment, displays and signs to the site area and keep all pathways and thoroughfares clear and unobstructed. Any guy ropes or other tie down points shall be located away from public areas. All signage must directly relate to the products being sold. No commercial signs will be permitted.

2.5. Site Location

Successful applicants will be advised of their site position after payment of fees is received and no later than two weeks before the event. Food vendors must advise the City of their required site size when submitting their application to ensure adequate space is available onsite.

Food vendors with genuine practical or logistical reasons for requesting a particular location may contact the City to discuss this request; however, there is no guarantee of the preferred position being allocated.

Site areas will not be perfectly to scale on site maps. Food vendor sites may be relocated at any time and for any reason as required by the City.

2.6. Sub-Letting and Assignment

Food vendors are not permitted to share, sub-lease or assign a site to another person without the prior written approval of the City. Vendors are not permitted to organise a replacement vendor if they are no longer able to attend the event, they must notify the City to ensure adequate approvals can be collated prior to the event.

2.7. Supervision of Sites

Food vendor areas must be supervised at all times by an adult for the duration of the event day.

2.8. Power and Lighting

Access to single-phase 10Amp or 15Amp electrical power is available; food vendors must notify the City of their specific power requirements when applying. Food vendors must supply their own power boards and extension cords of at least 30 metres in length, tested and tagged in accordance with Clause 1.3.

If additional/specific lighting is required, food vendors are permitted to bring their own tested and tagged safe and working lights.

2.9. Public Address Systems and Hawking

Loud or amplified product promotion by food vendors is not permitted. Public address systems are not to be used without the prior written approval of the City.

2.10. Disposal of Rubbish

General waste and recycling bins will be provided by the City. It is the food vendor's responsibility to dispose of or remove any rubbish appropriately and ensure that the area is kept clean and tidy.

Large boxes and packaging are not to be disposed of on site. Food vendors are responsible for removing these items.

2.11. Competitions

Raffle tickets may not be sold, nor competitions run at any event without any necessary statutory approvals and without the prior written consent of the City.

2.12. Samples, testers and promotional flyers

Product samples or testers and promotional flyers may not be distributed at the event outside the confines of your stall site without the prior written consent of the City.

3. Access

3.1. Traffic Management

The City may implement traffic management measures such as road closures or reduced speed limits at its discretion. Food vendors are required to comply with all requests and instructions by City officials or their representatives with regard to traffic management.

3.2. Vehicle Access

While on site, all vehicles must remain in first gear and keep their hazard lights on. A 5km speed limit applies at all times when driving on site. All vehicles must be removed from the event area during trading periods. No vehicles may enter the event area during trading times (excluding emergency vehicles).

3.3. Food Vendor Parking

Dedicated parking space is not set aside onsite for food vendor vehicles. Parking will be available near to the site.

3.4. Set-up

Successful applicants will be provided detailed bump-in/out instructions. These instructions will be emailed prior to each event and must be followed by all food vendors. Bump in/out instructions are subject to change and food vendors will be notified of any variation by the City.

3.5. Pack-up

Food vendors must not commence pack-up until the advertised closing time of each event. This is both a safety issue and a trading requirement.

4. Promotions

The food vendor consents to the City using any photographs submitted as part of the food vendor's application to promote any City event.

The City may engage photographers to record activities at event days. The food vendor consents to any photos of the food vendor or food vendor's produce taken by City photographers to be used for promotional or archival purposes.

5. Sales

Although the City is committed to the successful promotion and delivery of all event days, the City does not take any responsibility for the level of sales that a food vendor may achieve.

6. Cancellation by the City

The City reserves the right to cancel the approval for any food vendor without refund and/or ban the food vendor from participation in future event days if it determines that the food vendor has breached any of the Terms and Conditions; or the food vendor is selling goods other than those specified in its application, without the prior written approval of the City.

7. Liability & Indemnity

The City shall not be liable for any injury, loss or damage incurred by a food vendor who trades at an event day unless such injury, loss or damage is caused by the City's negligence.

The food vendor agrees to indemnify the City against any liability for injury, loss or damage which may be incurred as a result of the food vendor trading at an event day.

8. Insurance

The food vendor is to affect and maintain a policy of public liability insurance in an amount of not less than \$20million for any one event.

9. Amendments

The City reserves the right to amend the Terms and Conditions and will notify food vendors of any changes prior to their coming into effect.

