

# Stakeholder Information Pack

## *Council-run major events 2021/2022 Season*

Council is asking for expressions of interest for four events in the 2021/2022 event season, open for stakeholders from a variety of categories. All events are pending COVID public gathering restrictions from the Victorian Government Public Events Framework. The events open for expression of interest are:

- **Pets' Day Out**, scheduled for Sunday 17 October at Ballam Park.
- **Frankston's Christmas Festival of Lights**, scheduled for Saturday 27th November.
- **The Waterfront Festival**, scheduled for Saturday 19 and Sunday 20 February 2022 at the Frankston Foreshore.
- **Ventana Fiesta** at The Waterfront Festival, details as above.
- **Party in the Park**, scheduled for Sunday 10 April 2022 at Cruden Farm, Langwarrin

### Application Process Key Dates

**Applications open:** Tuesday 1 June 2021

**Applications close:** Friday 2 July 2021

**Applicants Notified:** August 2021

Applications will be accepted through each individual event application portal, links to these portals can be found on the [Council website](#) from Tuesday 1 June 2021.

### Requirements of successful applicants

- Public liability insurance with a minimum cover of \$20million for food vendors and \$10million for all other stakeholders. The policy must state "Australia wide".
- All persons onsite must abide by relevant Occupational Health and Safety regulations.
- All stakeholders must have relevant permits and documentation to operate including but not limited to, COVID Safe plan, Working with Children Check or Victorian institute of Teaching card, Occupational health and safety documentation, Streatrader and health documentation and fire danger permits.
- All equipment and infrastructure must be brought onto the site, unless otherwise agreed. Including marquees, power, water, lightning technical equipment or instruments.
- The event site must be returned to the condition it was when you occupied (this includes back and front of house areas in performance areas)
- All events are smoke free, this includes staff and volunteers involved in the event. Smoking is only permitted outside the perimeter of the event and is not permitted in back-of house areas. All events except The Waterfront Festival (in the designated areas) are alcohol free events. Alcohol is not permitted in back-of-house areas or outside of designated areas for The Waterfront Festival.

Exhibitor categories are defined as per the below:

Exhibitor Category	Definition
Food Vendor	Food vendors who are providing a meal/substantial offerings
Beverage and Snack	Beverage providers (excluding liquor) and food vendors who are providing snacks (not substantial food)
Licensed alcohol vendor	Liquor beverage vendor
Stage Performer	Performer, including on stages, busking and roving entertainment
Roving Performer	Performers or activities throughout the event site without a fixed location, providing entertaining activities or interactive performances.
Demonstration	Demonstration activity in the main arena at Pets' Day Out
Community stallholder	Community group and/or not-for-profit group
Commercial Exhibitor	Commercial business selling products or services
Activity Providers	Businesses or groups that can provide and run an activity on the event site.
Market Stallholders	Small business selling products or services
Other	If you don't believe you fit into any of the categories above, please select other when prompted for your category to provide more information about your offering. We are always looking to incorporate cross-disciplinary arts and culture experiences within our events, so if this sounds like you, please get in touch.

Please check each event against the expression of interest callout on Council's website to determine which categories are being sought for each individual event.

### Selection Criteria

We get a number of applications for these events and as such, all applications will be assessed and ranked as part of our selection criteria. Selection criteria includes

- Priority given to suitable businesses **based in the Frankston City Council municipality** or surrounding municipalities.
- **Prior performance** is taken into consideration if you have been involved in Frankston City Council events before.
- **Relevance and suitability to the event.** A breakdown of each event requirements is below.
- **Benefit to and/or interactivity** with the community at the event.
- **Distribution of opportunities** across providers and provider types over the season and previous events.
- *(For food vendors)* **Food checker menu assessment.** All vendors are required to submit a menu assessment to be eligible. Council is working towards Healthy Food choices at events. (more information below)
- *(For performers)* **Quality of performance** or offering based on the web links provided.

## Proposed Fees

The fee structure for season 2021/2022 is still to be confirmed, below is the anticipated fee structure. Fees are subject to change with successful applicants notified of confirmed fees upon selection.

Please note, \$200 bonds may be applicable for food and beverage vendors.

Exhibitor Category	Site Size	Price
<b>Pets' Day Out</b>		
Beverage and Snack Stall	3m x 3m	\$215
Beverage and Snack Stall	6m x 3m	\$280
Food Vendor	3m x 3m	\$270
Food Vendor	6m x 3m	\$355
Food Vendor	9m x 3m	\$475
Market Stallholder	3m x 3m	\$100
Market Stallholder	6m x 3m	\$150
Community and Not-For-Profit	3m x 3m	\$50
Community and Not-For-Profit	6m x 3m	\$60
Commercial Exhibitor	3m x 3m	\$180
Commercial Exhibitor	6m x 3m	\$230
<b>Frankston's Christmas Festival of Lights</b>		
Food Trolley	Under 2mx2m	\$350.00
Beverage and Snack Stall	3m x 3m	\$410.00
Beverage and Snack Stall	6m x 3m	\$620.00
Food Vendor	3m x 3m	\$590.00
Food Vendor	6m x 3m	\$920.00
Food Vendor	9m x 3m	\$1,080
Community Stallholder	3m x 3m	\$0
Community Stallholder	6m x 3m	\$0
Commercial Exhibitor	3m x 3m	\$500.00
Commercial Exhibitor	6m x 3m	\$700.00

The Waterfront Festival		
Food Trolley	Under 2mx2m	\$400.00
Beverage and Snack Stall	3m x 3m	\$500.00
Beverage and Snack Stall	6m x 3m	\$710.00
Food Vendor	3m x 3m	\$790.00
Food Vendor	6m x 3m	\$1,120.00
Food Vendor	9m x 3m	\$1,620
Licensed Beverage Stall	3m x 3m	\$1,410
Community Stallholder	3m x 3m	\$0
Community Stallholder	6m x 3m	\$0
Commercial Exhibitor	3m x 3m	\$1,000.00
Commercial Exhibitor	6m x 3m	\$1,500.00
Small Market Stallholder	1.5m x 1.5m	\$200
Market Stallholder	3m x 3m	\$300
Market Stallholder	6m x 3m	\$500
Party in the Park		
Beverage and Snack Stall	3m x 3m	\$110.00
Beverage and Snack Stall	6m x 3m	\$220.00
Food Vendor	3m x 3m	\$180
Food Vendor	6m x 3m	\$355
Community Stallholder	3m x 3m	\$0
Community Stallholder	6m x 3m	\$0
Commercial Exhibitor	3m x 3m	\$110.00
Commercial Exhibitor	6m x 3m	\$160.00
Market Stallholder	3m x 3m	\$70
Market Stallholder	6m x 3m	\$100

### **Privacy Statement**

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### **Contact Us**

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