

# Council-run Major Events Information Pack

## Terms and Conditions

These terms and conditions apply to all events run by Frankston City Council.

## Public Liability Insurance

You must provide a Certificate of Currency from your insurance company providing a minimum cover of \$10 million (food vendors must have minimum cover of \$20 million) and it must state the policy is 'Australia Wide'.

## Health and Safety

- All persons onsite must abide by the Occupational Health and Safety regulations in Victoria.
- Please bring your own trolleys and lifting equipment and ensure your staff adhere to all occupational workplace safety standards at all times.
- Please keep walkways clear, avoid placing any objects where anyone can trip and fall over.
- **Pegging is not allowed**, please also ensure all banners, marquees etc. are securely tied and weighted down.
- All marquees, inflatables and temporary infrastructure must be adequately weighted as per the engineer certificate of compliance specific to your structure.
- If you are unable to obtain a certificate of compliance for your marquee, inflatable or structure you must adhere to the guidelines compiled by the Hire and Rental Industry Association (HRIA).  
The full HRIA document can be found here: [HRIA Weighting Guide- September 2016](#)

If you notice any hazards please report these immediately to the Event Manager or Safety Officer onsite.

## Site Conditions

The event site must be left in the condition in which it was found. This includes sites and back-of-house or green-room areas. All rubbish must either be disposed of in the event bins provided or taken home with you.

## Cancellation

Notification of non-attendance is required. There will be no refunds given for site fees in relation to non-attendance unless in extreme circumstances, where notice has been given. Any refund is at the discretion of Frankston City Council.

In the case of inclement weather **on the event day**, some or all aspects of the event may be cancelled, delayed or changed. Site fees will not be refunded under these circumstances.

In the event of cancellation of the event by Frankston City Council **prior to the event** refunds may be provided at the discretion of Frankston City Council.

## Damage

Should any equipment or the site be damaged you will be required to meet the cost of repair or replacement. Where you are required to pay a bond prior to the event, bonds will be retained, partially or in full, as a result of damage to the event site. Council takes no responsibility for the loss or damage of any equipment.

## Smoking and Alcohol Free Events

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. Staff and

volunteers who are working the event are not permitted to consume alcohol during their shift. Smoking and alcohol possession will not be tolerated and may result in ejection from the event site at the discretion of the Event or Safety Officers.

#### **Photography and Videography Consent**

When signing your letter of engagement you acknowledge to be a part of our event, you consent to your photograph or videography being taken by our official contractors which may be used for promotional purposes for the event and other future events at Frankston City Council.

#### **Exclusivity**

Council endeavours to choose a wide range of stalls, exclusivity cannot be guaranteed.

#### **Working with Children Checks**

Frankston City Council is committed to the health, safety and wellbeing of all children and to protecting them from child abuse. Council does not tolerate child abuse and all allegations and safety concerns will be treated very seriously, reported and investigated. Council will at all times listen to children respectfully and advocate for their right to feel safe, valued and protected. Council will work in partnership with local organisations and services to protect children in our community from child abuse regardless of their age, gender, race, ability or their family's religious beliefs, sexual orientation, or social background.

An extension of this commitment in line with the Child Safety and Wellbeing Act 2005 and the updated guidelines in 2017 we will be requesting a Working with Children Check or a valid Victorian Institute of Teaching card for teachers from those who are over the age of 18. This includes all performers, activity and demonstration staff, some contractors and volunteers engaged on event sites. For more information on Working with Children Checks and to apply, please visit their [website](#).

#### **Indemnity**

All exhibitors and performers agree to indemnify and keep indemnified Frankston City Council; its servants, agents from and against all actions, costs, claims, charges, expenses and damages whatsoever, which may be brought or made against them or any of them arising out of or in connection with the activity, except to the extent that Council, its servants, agents contributed to the loss or liability.

Exhibitors and performers also agree to:

- Abide by all event terms and conditions
- Not engage in any dangerous or unsafe acts, and will uphold and maintain a high standard of occupational health and safety
- Maintain a high level of customer service to all event patrons
- Communicate with all events staff, fellow stall holders and contractors in a friendly and respectful manner
- Comply with all directions from event staff
- Make payment of site fees, bond and equipment fees (if applicable) prior to the event date as per invoice. Please note if payment is required and not received by the invoice due date your site booking will be cancelled.

# Frequently Asked Questions

## Exhibitors

### What is included in my site fee?

- Site size as per chosen option
- Power (if requested and can be accommodated). Power is unavailable at Pet's Day out. Requests for power at Party in the Park and The Mayor's Family Picnic may not be accommodated
- Cardboard skips and rubbish disposal units/facilities (short walk from site)
- Event facilities including security, traffic management, bathrooms and hydration station

### What is not included in my site fee?

- Marquee, infrastructure or equipment (unless specified)
- Staff or stock
- Rubbish collection from your stall, this must be taken to the skips provided
- Car Parking
- Water supply and hand washing facilities

### Presentation, Products and Price

We expect that all sites and staff are presented in a tidy, professional manner with clear signage indicating the cost of products. Whilst the management does not set prices, there is an expectation participants will strive to provide value for money to all event patrons. Council reserves the right to request exhibitors refrain from including certain items to be sold at the event.

### Healthy Choices Policy and Waste Wise Events Policy

All exhibitors will need to comply with the Healthy Choices and Waste Wise events policies. For more information please visit [our website](#).

### Site Fees and Bonds

Site fees and bonds may be required for your site. If you are required to pay a site fee or a refundable bond you will be notified of this upon notification of acceptance for the event/s. This bond is refundable provided you have left your site in a presentable manner and no damage was caused.

### Food Safety Requirements

Exhibitors selling edible items must comply with the Health Department regulation - this includes registering with Streatrader. An Environmental Health Officer may be onsite checking all health regulations including waste management and recycling procedures are being adhered to.

### Water

There is no commercial water supply for the event. All necessary water must be brought to the event and taken from the event, this includes a hand wash basin with sanitiser separate to any food preparation area. A hydration station for drink bottle refills will be available.

Waste water is **not** to be disposed of at the event site. Please ensure you bring adequate storage containers for your waste water with you.

### Fire Safety

Total fire ban and fire danger period permits will be required for all exhibitors with an open flame if vending within a total fire ban period. Please visit the [CFA's website](#) for more information and to apply.

Exhibitors are required to have a mounted fire extinguisher (please ensure size and type is suitable) and blanket (1.8mx1.2m commercial model) at the event. Please ensure that this equipment is compliant.

### **Gas Supply**

Please refer to [Energy Safe Victoria](#) for the [Code of Practice for the Safe use of LPG's at public events in Victoria](#). Any exhibitor using gas at the event must complete the Gas Safety Checklist on the day of the event and have it available for our Safety Officer to view upon request.

Safety checks will be completed on the event day to verify certificates of compliances and that all gas is stored correctly.

### **Lighting**

Frankston's Christmas Festival of Lights and The Waterfront Festival exhibitors must supply their own lighting for evening trade.

## **Performers, Activity and Demonstration Providers**

### **Call time at Stage/Demonstration Area**

You will be provided with a call time, this is when you are required to be present at the stage for your performance or demonstration. Failure to present at this time may result in your slot being reallocated to another performer.

### **Performance Adjustments**

Frankston City Council reserves the right to make adjustments to performance times and set lengths as per the requirements of the event. If this is to occur, affected performers will be notified as soon as possible.

### **Technical Requirements**

A standard vocal audio setup will be supplied at each event during the changeover period. Any other requests should be listed when applicable during the application process, or by consulting your Frankston City Council contact. Backing track requirements must be discussed prior to the event to ensure the equipment is available. Our contractors will also provide technical support.

When requested you will also need to provide a stage plan you will use for your performance.

### **What is provided?**

A backstage green room area will be provided to all involved in performances and demonstrations. Bottled water will also be available in addition to the public-use hydration station. We strongly encourage everyone to provide their own re-useable drink bottle. If you require anything outside of this please consult your Frankston City Council contact upon confirmation of involvement. Unless previously agreed to in writing we will not accommodate riders.

### **Language and Behaviour**

All event are family-friendly; as a result, all programmed content needs to be suitable for all persons onsite. All music, lyrics and content is required to be appropriate for a family-friendly audience at all times.

## 2020 – 2021 Expressions of Interest Exhibitor Requirements

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)
Performer	Performer, including on stages, busking and roving entertainment
Demonstration	Demonstration activity in the main arena at Pets' Day Out
Commercial Exhibitor	Commercial business selling products or services
Community stallholder	Community group and/or not-for-profit group
Licensed vendor	Liquor beverage vendor
Market & Craft Stallholder	Small business selling products or services
Buskers	Amateur and professional artists at Ventana Fiesta
Activity Providers	Businesses or groups that can provide and run an activity on the event site.

### The Mayor's Family Picnic

This September, our much-loved, FREE annual event has been adapted to be COVID-19 friendly. We will be celebrating all things Frankston City. 'Supporting local' will be the flavour of this event with an opportunity to have a picnic wherever you may be.

We are currently seeking expressions of interest to get involved in an online showcase of the Frankston Municipality. This event is seeking local performers, community groups, market stallholders and businesses.

**Performers** are to be musical acts who are comfortable recording their music for the online event.

**Market Stallholders and local businesses** are encouraged to submit an item for our Ultimate Picnic Basket campaign. This campaign allows a pre-packaged food, beverage or picnic related item to be showcased and added to our shopping list for the community to create their own picnic baskets.

**Community Groups** are expressing their interest to have their organisation highlighted in our online event.

### Pets' Day Out

This event is seeking **pet related demonstrations, food vendors, beverage and snack stalls, commercial exhibitors, community stallholders and market stallholders.**

All stalls and activities must be related to pets/animals. Applicants based within Frankston's municipality will be looked upon more favourably.

### Frankston's Christmas Festival of Lights

This event is seeking **performers for the main stage, and the parade/roving entertainment, food vendors, beverage and snack stalls, commercial exhibitors and community stallholders** providing activities.

Performers for the main stage must be musical (bands, solos, groups) and able to play Christmas music/carols for most of their set. Food vendors and beverage and snack stalls must be capable of managing large crowds and volumes. There is a separate application ballot for our Community Charity Candle seller; this is open to community and not for profit groups. Market stallholder applications will be managed externally.

### **The Waterfront Festival**

This event is seeking **performers for the main stage, roving performers food vendors, beverage and snack stalls, licensed vendors and commercial exhibitors and community stallholders.**

Performers are to be musical (bands, soloists, duos, DJs) suited to play on a main stage

Food vendors and beverage and snack stalls must be capable of managing large crowds and volumes. Market stallholder applications will be managed externally.

### **Ventana Fiesta**

This event is seeking, **food vendors, performers, craft vendors, buskers and community stallholders.**

Market stallholders have the opportunity to present a craft workshop at their stall. Food and beverage vendors must be able to serve large quantities of people, offer vegetarian options, a home-made traditional drink and are encouraged to create a small menu for children. You can also present a special recipe at the Global Kitchen. Performers can be musical, dance, circus and/or roving acts suited to playing on the main stage or other areas of the festival. Activity providers and roving entertainers should have a strong focus on family entertainment. Community groups and not for profits are expected to provide a free activity for children.

### **Party in the Park**

This event is seeking **beverage and snack stalls, community stallholders including educational & sporting groups, performers, market stalls, commercial exhibitors and activity providers.**

All exhibitors must provide a child friendly activity. Party in the Park is generally a low cost event therefore; the selling of items will be extremely limited. Applicants based within Frankston's municipality will be looked upon more favourably. Performers are to be acts that are suited to perform for children under 12 in an interactive children's arena or suitable roving entertainment. These acts should target pre-school / primary school aged children. We will be accepting a limited number of market stallholders who have a direct relevance to child related products or services. We will be accepting a limited number of Commercial exhibitors who have a direct relevance to child related products or services. Food vendors are not required for this 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.** Prior performance is taken into consideration if you have been involved in Frankston City Council events before.
- **Relevance and suitability to the event.**
- **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.
- *(For performers)* **Quality of performance** or offering based on the web links provided.