

KEY DATES:

- Sunday 3 February 2019 - Stall applications must be lodged together with payment of \$30 application fee.
- Sunday 10 February 2019 - Successful applicants will be notified and sent invoice for their site fee.
- Sunday 17 February 2019 – Payment of site fee is due.
- Sunday 24 February 2019 – Copy of Public Liability certificate of currency due to Stalls Coordinator.
- Saturday 27 April 2019 – On-site delivery of mobile cool-rooms, marquees and any other items of major infrastructure.
- Saturday 27 April from 12pm until 8pm, and Sunday 28 April 2019 from 7am until 10am – Stallholder site access to set up their stalls, decorate their marquees, load-in stock and undertake safety inductions.
- Saturday 27 April 2019 – Electrical contractor will be on site to provide electrical tagging service in the afternoon (time to be confirmed).
- Sunday 28 April from 7am – Stallholders must check in with coordinator prior to setting up their marquee. Marquee condition and all electrical equipment will be inspected prior to trading.
- Sunday 28 April 2019 - Stallholders must operate their stall from 11am until at least 5pm unless sold out.
- Sunday 28 April 2019 between 5pm and 8pm - Stallholders must remove all goods and equipment from Victoria Square.
- Friday 10 May 2019 – Expected date of bond return, provided no damage or breach of terms and conditions.

STANDARD SITES FOR FOOD VENDORS:

- Standard catering site fee is \$400 incl.GST plus \$30 non-refundable application fee with 3 metre frontage.
- Indofest will provide the following:
 - 1 x 3m wide x 3m deep white marquee and cardboard flooring
 - 2 x trestle tables (2400mm long x 740mm wide x 700mm high)
 - 2 x plastic chairs
 - 3 x 15amp power outlets (additional power outlets will only be offered if we have the supply capacity in the vicinity of your site - additional charges may apply)
 - Shared cool-room (with shelves and lock, accessible the day before)
 - Access to potable water and waste water disposal tank
 - Standard event signage

LARGE SITES FOR FOOD VENDORS:

- Large catering site fee is \$750 inc.GST with a 6 metre frontage.
- Indofest will provide the following:
 - 1 x 6mtr wide x 4mtr deep white marquee and cardboard flooring
 - 4 x trestle tables (2400mm long x 740mm wide x 700mm high)
 - 4 x plastic chairs
 - 5 x 15amp power outlets (additional power outlets will only be offered if we have the supply capacity in the vicinity of your site - additional charges may apply)
 - Shared cool-room (with shelves and lock – accessible the day before)
 - Access to potable water and waste water disposal tank
 - Standard event signage



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FOOD VAN/TRUCK (MOBILE FOOD VENDORS)

- Food van site fee is \$350 inc.GST.
- Site placement is at discretion of Indofest Stalls Coordinator.
- Indofest will provide the following:
 - 3 x 15amp power outlets or as requested in your application form.
 - Access to potable water and waste water disposal tank.
 - Standard event signage.

NON-FOOD RETAIL VENDORS:

- Non-food Retail site fee is \$170 incl. GST with a 3 metre frontage.
- This site is strictly for non-food retail/display. Selling pre-packaged food and drinks, cooking and food preparation will not be allowed on this site.
- Indofest will provide the following:
 - 3m x 3m marquee (white)
 - 2 trestle tables and 2 plastic chairs
 - Standard event signage
 - Single 15amp power outlet
 - No access to cool room.

INFORMATION STALL:

- Information stall site fee is \$100 incl. GST with a 3 metre frontage.
- This site is strictly for information and display only, not to be used to collect donations or selling any type of merchandise during the event.
- Indofest will provide the following:
 - 3m x 3m marquee (white)
 - 2 trestle tables and 2 plastic chairs
 - Standard event signage
 - No power outlet.

SECURITY BOND:

- Refundable security bond of \$100 (GST free) per site is required for all vendors in relation to compliance with the terms and conditions of using Victoria Square, use of Indofest infrastructure, and the terms and conditions in this document, including waste management and recycling.
- The bond will be returned in full by Friday 10 May 2019 provided that no damage has been caused or terms breached.

APPLICATION FEE:

- An application fee of \$30 is non-refundable and is required as part of stall application lodgement process.
- This \$30 application fee is to be paid by deposit or electronic transfer into a bank account of the Australian Indonesian Association of SA, as specified in the application form.
- Stallholders will be emailed a tax invoice and a receipt for their \$30 application fee within three working days.
- The application fee is not refunded if your stall application is unsuccessful or if you wish to withdraw your application.



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PAYMENT OF SITE FEES (if application is successful):

- Successful applicants will receive an invoice for their site fee and their security bond via email
- Payment in full (using direct deposit or electronic transfer) must be made by the due date as specified in the invoice.
- Any stallholders that haven't paid their site fee and bond by specified date may lose the opportunity to participate in Indofest.

CANCELLATION:

- If a stallholder wishes to withdraw from Indofest after paying their site fee and bond in full, they will forfeit their site fee including application fee, but have their bond refunded in full.
- The festival is presented on a "rain or shine" basis, and stallholders should not assume the event will be cancelled due to wet weather. In extreme conditions, however, some changes to the program may occur.

SUPPORT MATERIAL:

- Any documentation that can't be uploaded to the email upon application process, such as the scaled site-layout drawing or stall photos, must be received by the Stalls Coordinator, Indofest 2019, PO BOX 10286, Adelaide 5000 by Sunday 24 February 2019.
- Please contact our Stalls Coordinator if you wish to provide support material in person. Their contact details are on the last page of this document.

TRADING TIMES:

- On Sunday 28 April 2019, Catering Stalls are required to trade from the opening of Indofest (11am) until at least 4pm, and ideally through to the conclusion of performances at approximately 5pm.
- Stallholders must have ceased trading, turned off external signage lighting and closed serving counters and stall frontages strictly within 15mins of the conclusion of performances on the main stage.

PUBLIC LIABILITY INSURANCE:

- All stallholders are required to have a public liability insurance covering their operations at Indofest.
- A copy of the policy must be supplied to the Indofest Stalls Coordinator by no later than Sunday 24 February 2019.

STALL PRODUCT RESTRICTIONS:

- Stallholders will only be permitted to sell food and freshly made drinks including juice, tea and coffee as listed in their application forms, or variations to their menu that have been approved by Indofest in writing.
- Stallholders will not have an exclusive right for the sale of any product or service at the event.
- All pre-packaged drinks sold by stallholders must be supplied exclusively by Indofest beverage sponsor unless we advised otherwise in writing (beverage sponsor to be confirmed early March 2019).
- Supply of gelati and ice cream products may be subject to an exclusive supplier agreement. This will also be confirmed closer to the event.
- Tea, coffee and freshly made drinks must be sold in compostable cups.
- Stallholders must sell all items at whole or half dollar price points (ie \$8 or \$8.50 – no \$8.20 items).
- The festival precinct is subject to a liquor licence and stallholders may not sell alcohol, bring alcohol into Victoria Square, nor consume alcohol on their site.

STALL LOCATION & PRESENTATION:

- The location of the stallholder's site will be entirely at the discretion of Indofest Stalls Coordinator.
- Food vans will be allocated sites that do not compromise the aesthetics of the festival layout.
- Indofest is renowned for the unique Indonesian ambience created during the Festival. Stallholders are requested to theme their stall in a style appropriate to the origins of the food being sold.
- Camping tents and carports are not considered suitable for stalls.
- Stallholders will not be permitted to use umbrellas, marquees or other items featuring trade logos unless approved in writing by Indofest.
- Indofest reserves the right to direct stallholders to improve any stall that we consider to be dirty or not up to an appropriate presentational standard.
- Indofest will provide all seating and tables used by the general public adjacent to the stalls.
- Music, either live or amplified recordings, is not permitted within stalls.

MARQUEES:

- Indofest will be supplying the marquees that are included with site fees (requested via the stalls application form) and these will be white in colour.
- Stallholders who have indicated they require a back of house marquee will be able to hire these at an additional cost (subject to availability).
- A spectrum of weather conditions including heat, storms and high winds may be experienced during the festival. It is therefore imperative that all tents and marquees sourced by stallholders are of a commercial/heavy duty standard.
- If you are sourcing your own marquee you must include photos and details of its structure, fabric and pegging in your on-line application form.
- Any privately-sourced annex or marquee being used as a "back of house" food preparation area where flames are present must be fire-resistant or fire-retarded (with documented evidence provided to Indofest prior to the event).
- Marquees positioned in close proximity to sensitive tree roots or irrigation pipes may need to be secured with weights rather than pegged.

PACKAGING:

- Indofest encourage all catering stallholders to use food packaging and eating utensils that are compatible with the event's composting processes.
- We highly recommend the use of compostable single-use food service items (knives, forks, napkins, straws, food containers, etc).
- We will be able to provide some recommendation to where you may be able to source these compostable single-use food service items.

RUBBISH, RECYCLING and LIQUID WASTE:

- Indofest enjoys a privilege in using Victoria Square. Protection of the trees and other vegetation is of paramount importance.
- Indofest will supply communal bins close to each stalls area.
- These bins will be differentiated for organic waste, recyclable products, cardboard, soft plastics, and general waste.
- Stallholders must keep their stall and its immediate surroundings clean and tidy.
- Stallholders are not permitted to use the bins provided for the general public.
- Stallholders will be able to empty dishwashing water into shared sullage tanks.

- All waste water, including hot water, cold water and ice, should be emptied into the shared sullage tanks and should never be emptied onto the grounds of Victoria Square.
- Indofest will not be responsible to recycle or dispose waste cooking oil. If you use cooking oil, the waste must be placed into a lidded container for you to take home.
- A stallholder's failure to comply with the waste separation and recycling policies, as well as any attributable damage to the park or equipment supplied by Indofest, will result in forfeiture of their bond.

VEHICLE ACCESS TO VICTORIA SQUARE:

- Please see Terms & Conditions for the Use of Victoria Square document for further details. Fine will be imposed by the Adelaide City Council for unauthorised vehicle entering Victoria Square.
- We will provide further details to all stallholders in relation to vehicle parking permit during the Bump-in, early morning of the event and Bump-out day.
- Stallholders may want to consider using free street parking nearby for the festival day on Sunday 28th April.

MOBILE COOL-ROOMS:

- If you choose to bring your own cool room, the size and the power requirements of the mobile cool-rooms must be specified in the application form, and the foot-print drawn on the scaled site-plan. Shared cool rooms are available at no additional cost.
- Indofest will position cool-rooms as close as practicable to stallholder marquees subject to access, egress and overhanging foliage considerations.
- To assist with the set-up of marquees, power distribution and temporary plumbing, cool-rooms must be delivered to Victoria Square on Saturday 27 April between 12pm and 4pm, and they are to be removed on Sunday 28 April after the event concluded. Please do not arrange cool-room delivery or pick up outside of these days.

SMOKE FREE:

- Indofest is a smoke-free event with smoking not permitted in any part of Victoria Square.

ELECTRICAL REQUIREMENTS:

- Indofest's electrical contractor will provide temporary electrical distribution to each Catering Stall based on the appliances being used. Inclusive within the site fees, standard catering sites will be provided with 3 x 15amp power outlets and large catering sites will be provided with 5 x 15amp outlets. Charges will apply for additional power outlets if available.
- Only electrical equipment that has been listed on the stallholder's application form will be permitted.
- All electrical equipment and extension cords used by stallholders must be tested and tagged within the last 12 months in accordance with SA's Work Health & Safety Regulations.
- While it is strongly recommended that stallholders have all their electrical equipment tested and tagged prior to the event, an external test and tag contractor will be on-site during set-up days providing this service. Fees for electrical test and tagging is the responsibility of the Stallholder and must be paid on the day.
- Double-adaptors are not permitted, tested and tagged power-boards are okay.
- Any additional lighting used by stallholders in food preparation areas must also be tested and tagged, and have covers around globes to prevent contamination if a globe shatters.
- Each stall will be inspected for testing and tagging compliance prior to the commencement of trading between from 8:30am on Sunday 28 April 2019.
- Food Stalls and Food Vans/Trucks are not permitted to use generators.

PLUMBING:

- There will be temporary taps supplying potable water (suitable for drinking and cooking) to be installed in Victoria Square.
- Stallholders will be responsible for setting up their own hand-washing station as specified in City of Adelaide documentation for the operation of temporary food premises. These hand-washing stations can utilise water from a jerry-can or similar, but must not be used for food preparation or washing-up.
- Sullage stations will also be set up at the rear of each group of Catering Stalls for the shared use of adjacent stallholders. These sullage stations will not be plumbed into the sewer and therefore have finite capacity. Stallholders are urged to be as economical as possible with waste water, without compromising food hygiene standards.
- Any temporary hot water service units being used by stallholders should be purpose built commercial units rated for outside use.

GAS REQUIREMENTS:

- Stallholders must declare all gas appliances that they intend use at Indofest on their application form.
- Indofest reserves the right to prohibit use of any gas appliance that does not carry the appropriate manufacturer's certification, or is in poor condition and deemed unsafe by Indofest's technical gas consultant or inspectors from the Office of the Technical Regulator (O.T.R).
- Gas appliances must comply with regulatory clearances from combustible material.
- Stallholders must bring appropriate non-flammable material, such as pieces of cement-board sheeting, to place under cooking equipment that does not have built-in insulation (ie gas ringburners).
- All gas cylinders must be situated outside stall marquees, at least 1.5mtrs away from any ignition source, with the cylinder relief valves facing away from the structure.
- Multiple gas appliances that are fed from a single cylinder constitute a "temporary gas installation" and as such must utilise a two-stage regulator and be assembled by a licensed gasfitter who will issue a Certificate of Compliance. This Certificate of Compliance must be available for viewing by the Indofest safety staff and the external inspector.
- For further details about stallholders' responsibilities and obligations in relation to use of LPG for caterers, food outlets and outside events please refer to the O.T.R. website.

SAFETY REQUIREMENTS:

- Stallholders must source their own 2.2kg minimum ABE Dry Powder fire extinguishers with a current (not greater than six-month old) inspection tag, and a fire extinguisher sign to stick on their marquee wall in an elevated location.
- Fire blankets are also mandatory for all stalls cooking with hot oils. Fire blankets must be at least 1.2m x 1.8m in size and they also require a current (not greater than six-month old) inspection tag.
- As outlined in other sections of this document, all electrical equipment used in stalls must have a current (not greater than 12 months old) testing tag.
- Indofest requests that stallholders attend to the aforementioned testing and tagging obligations prior to the event to ensure smooth operation on the festival day
- Our electrical contractor will be on-site to provide fee-for-service inspections and certification on Sunday 28 April, but their response time may be slow if there is high demand for their services, and this could adversely impact on the stallholder's ability to commence trading.
- Every Catering Stall is obliged to have its own first aid kit under Regulation 42 of SA's Work Health and Safety Act 2012.
- Sturdy closed-toe footwear and high-vis vests must be worn by stallholders and all their staff throughout all phases of the event set-up prior to the opening, and for the pack-down and load-out. High-vis vests are easily and cheaply purchased from hardware stores and specialist safety retailers.



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- Staff from SafeWork SA, the Office of the Technical Regulator and City of Adelaide Environmental Health Services Department, together with Indofest's Safety Officer, will inspect all stalls to ensure compliance with these safety regulations.
- Emergency Briefings and Waste Disposal Induction sessions for stallholders will be conducted by Indofest on Saturday 27 April late afternoon and early morning on Sunday 28 April. It is essential that every stallholder, or an appropriate senior employee, attends one of these sessions.
- Indofest will establish emergency access and egress pathways behind each group of catering stalls. Stallholders and their staff must ensure that these pathways are not compromised during the operation of the event.

FOOD SAFETY COMPLIANCE & CITY OF ADELAIDE:

- City of Adelaide Environmental Health Services Department will contact all stallholders via email regarding the statutory requirements and obligations for the selling of food and drinks at Indofest.
- These requirements include the provision of an appropriate hand-washing station within your stall, acceptable food handling practices, cleaning and sanitizing, and the storage of food in accordance with the South Australia's Food Act 2001 and the Australia New Zealand Food Standards 3.2.2 and 3.2.3.
- Non-plumbed hand-washing stations are acceptable provided they comply with the Council's guidelines.
- City of Adelaide Environmental Health Officers will inspect every food stall on Sunday 28 April 2019.
- For further information about the food safety standards please refer to the Environmental Health Services Department of the City of Adelaide or visit www.cityofadelaide.com.au.
- Training/information session on Food Health and Safety handling will be conducted by City of Adelaide Environmental Health Services Department. Further detail including time and venue will be confirmed February/March.

OTHER CONDITIONS:

- Stallholders shall not be entitled to assign, share or sublet all or part of their site without prior written consent from Indofest.
- Pets and livestock are not permitted at Indofest.
- Camping and overnight sleeping is not permitted.
- Indofest name, brand, logo or other representation may not be used without prior permission from Indofest.
- Indofest will take photographs of stall areas including marquee condition before and after trading. Please ensure you sign-in / sign off with our coordinators. You must ensure your site including marquee and furniture are left in a satisfactory condition. Failing to do so will forfeit your security bond.

DISCLAIMER:

- All who participate in Indofest do so at their own risk. The Indofest Committee and all volunteers and staff connected with the event do not accept responsibility for any loss, injury, damage or theft to any person, property or stock arising by reason of attendance or participation at the event, including unforeseen extreme weather.
- Indofest does not warrant or guarantee the number of public attendances at the event, nor assure stallholders of any particular level of patronage and turnover.
- The stallholder must agree to indemnify and keep indemnified Indofest and the Australian Indonesian Association Incorporated against any claims or charges arising out of any actions or omissions of the stallholder in the performance of the provisions of their stallholder agreement.

ANY QUESTION?

Please let us know if you have any question or if you require further information. EMAIL: indofeststalls@gmail.com
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