Randwick City Council is offering businesses and organisations the opportunity to support The Spot Festival by participating as a stallholder. This stallholder application pack contains all the information you will need to apply for and secure your stall at the festival. In this pack you will find:

- Event overview and background
- The Spot Festival 2016 - general information
- Getting involved
- Stallholder Application Form
- Stallholder Terms and Conditions (must be signed and returned with Stallholder Application Form)
- Randwick City Council Application and Registration of Temporary Food Stall, Premises, Stall or Vendor form (must be returned with all food stall applications)
Event overview and background

EVENT BACKGROUND:
From modest beginnings in 2008, The Spot Festival has grown to become one of Randwick City Council’s signature events attracting over 20,000 people throughout the course of the day. The event is Randwick’s largest free outdoor festival – a grand multicultural celebration.

The Spot Festival is presented by Randwick City Council, in collaboration with the Spot Business Association.

The festival showcases and promotes to local residents and the wider Eastern Suburbs community, the restaurants, shops and small-scale independent businesses whose offerings can be enjoyed at The Spot throughout the year.

THE SPOT:
‘The Spot’ is well known for its array of restaurants offering cuisines from all over the world. It is also home to the Ritz, the only heritage listed cinema in Australia. Located in the heart of Randwick, The Spot is the intersection of Perouse Road and St Pauls Street.

This area has been identified as a hub for lively entertainment, great food and of course a great place to catch a film. Randwick City Council highlights this annually when we hold our favourite street fair, The Spot Festival.

AIMS AND OBJECTIVES:
• To showcase The Spot as a hub of international dining and great value for money for the whole family any day of the year.
• Encourage community spirit among the restaurants, shops and locals.
• Create a sense of fun and enjoyment among businesses, a sense of friendship among the business community at The Spot and a sense of ownership by the surrounding community.

The Spot Festival 2016 - general information:

DATE AND TIME:
The festival will be held on Sunday 6 March 2016 and will run from 1:00pm to 8:00pm.

LOCATION AND LAYOUT:
The festival is located at The Spot in Randwick on St Pauls Street and Perouse Road.

Road closures will be in place on St Pauls Street between Daintree Crescent and Dine Street, and on Perouse Road between Aeolia Street and Barker Street.

Stalls will be located on the road against the kerb in designated blocks, with the stall frontage facing the road.

Please note, stalls will be allocated a position at the discretion of the Event Organiser and no negotiations will be entered into and no changes will be discussed.

FESTIVAL FORMAT AND ENTERTAINMENT:
In addition to the array of stalls lining the street at The Spot, the festival offers an exciting day of entertainment for young and old.

The main stage, located at the eastern end of St Pauls Street will rock all day with performances by some of the Eastern Suburbs best local talent as well as some well known acts.

Over at the southern end of Perouse Rd, the Harmony Day stage will feature multicultural performances, highlighting the broad international flavour of the festival.

Children’s activities and roving entertainment will have the little ones in awe for hours.
STALLHOLDER INFORMATION:

Randwick City Council invites local businesses and general stallholders to participate by taking a stall site at the festival. Both food and general goods stalls are welcome.

Please note: we try to ensure a wide variety of goods and services at the event, therefore applications will be considered with this in mind with preference given to the local businesses and in order or registration.

Businesses located within the festival footprint will be offered the opportunity to expand their shop for the day and will be allocated a stall space in front of their premises where possible.

STALL SITES:

There are some options available for stall sites. Sites can be booked as space only for fully self-sufficient traders, or with additional infrastructure including fete stalls, power, chairs, tables and shared cool room space. Please refer to the application form and Terms and Conditions for further details.

<table>
<thead>
<tr>
<th>Item</th>
<th>Local product rate (excl GST)</th>
<th>Product rate (excl GST)</th>
<th>Local food rate (excl GST)</th>
<th>Food rate (excl GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single site (space only) – 3m x 3m</td>
<td>$200</td>
<td>$250</td>
<td>$300</td>
<td>$350</td>
</tr>
<tr>
<td>Double site (space only) – 3m x 6m</td>
<td>$300</td>
<td>$350</td>
<td>$450</td>
<td>$500</td>
</tr>
<tr>
<td>Single fete stall – 2.4m x 2.4m</td>
<td>$275</td>
<td>$325</td>
<td>$350</td>
<td>$400</td>
</tr>
<tr>
<td>Double fete stall – 2.4m x 4.8m</td>
<td>$350</td>
<td>$400</td>
<td>$500</td>
<td>$550</td>
</tr>
<tr>
<td>*Large marquee – 6m x 3m</td>
<td>$700</td>
<td>$750</td>
<td>$700</td>
<td>$750</td>
</tr>
<tr>
<td>*Extra large marquee – 10m x 3m</td>
<td>$1000</td>
<td>$1050</td>
<td>$1000</td>
<td>$1050</td>
</tr>
<tr>
<td>Handwash Basin (compulsory for food stalls)</td>
<td>N/A</td>
<td>N/A</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>Fire extinguisher (compulsory for stalls with an open flame)</td>
<td>N/A</td>
<td>N/A</td>
<td>$60</td>
<td>$60</td>
</tr>
<tr>
<td>Shared cool room space</td>
<td>N/A</td>
<td>N/A</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>Power – 10amp outlet</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>Power – 15amp outlet</td>
<td>$60</td>
<td>$60</td>
<td>$60</td>
<td>$60</td>
</tr>
<tr>
<td>Power – 32amp 3 phase outlet</td>
<td>$90</td>
<td>$90</td>
<td>$90</td>
<td>$90</td>
</tr>
<tr>
<td>Trestle table</td>
<td>$20</td>
<td>$20</td>
<td>$20</td>
<td>$20</td>
</tr>
<tr>
<td>Chairs</td>
<td>$6.50</td>
<td>$6.50</td>
<td>$6.50</td>
<td>$6.50</td>
</tr>
<tr>
<td>Other items available for hire include: table risers, hooks for power cords, lighting, sneeze guard, table skirting, food sullage tank.</td>
<td>$ on application</td>
<td>$ on application</td>
<td>$ on application</td>
<td>$ on application</td>
</tr>
<tr>
<td>Food licence - compulsory</td>
<td></td>
<td></td>
<td></td>
<td>Included in stall cost</td>
</tr>
</tbody>
</table>

*Additional cleaning fee may apply.
FOOD STALLS:
Food stall holders must also complete and return with the application, the Randwick City Council Registration of Temporary Food Stall form. Council will waive the fee for the registration of the food stall application for this event only. Council health inspectors will be present on the day and food vendors will be invited to attend an information session prior to the event – it is mandatory that all food stall vendors attend this information session held at Council. The date and time will be confirmed at a later stage.

INSURANCE:
All stall holders must hold current Public Liability Insurance to the minimum value of $10,000,000. You must also carry a public liability policy. A copy of the certificate of currency must be included with the application. Applications received without insurance details attached will not be considered.

POWER:
Power is available to be booked at a limited number of sites. Powered sites will be allocated on a first come first served basis. Alternatively, you may provide your own small generator, provided that it is silenced and emits minimal exhaust fumes.

The outlet(s) will be run to the back of the stall site and it is the stallholder’s responsibility to provide all extension cables from there. Extension cables will not be available for hire at the event.

All electrical equipment used at the festival must have a current test and tag label attached. All electrical equipment will be checked prior to the commencement of trading and any non-compliant equipment will not be permitted to be used during the event.

Please note: there will be an electrician onsite from 12pm to assist with your power requirements.

WASTE MANAGEMENT:
Stallholders are responsible for their own waste and cleanliness of their stall site. Waste stations will be provided at various locations throughout the site for stall holder waste. Council has a ‘Green Events Policy’ which outlines our goals and objectives in relation to waste management and we ask that all stallholders take these guidelines in to consideration. This document is available on the website at www.thespotfestival.com.au.

Please refer to the table below to determine to what items are acceptable and those which are not:

<table>
<thead>
<tr>
<th>Acceptable</th>
<th>Not acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper or sugarcane plate, palm leaf plate, paper noodle box</td>
<td>Plastic plates or takeaway containers</td>
</tr>
<tr>
<td>Paper cups</td>
<td>Polystyrene / plastic cups</td>
</tr>
<tr>
<td>Wooden or cornstarch cutlery</td>
<td>Plastic cutlery</td>
</tr>
<tr>
<td>Cardboard tray or paper bags</td>
<td>Aluminium food bags</td>
</tr>
<tr>
<td>Cellophane wrap (made from cellulose)</td>
<td>Cling wrap</td>
</tr>
<tr>
<td>Reusable bags, biodegradable bags made to Australian Standards e.g. cornstarch bags</td>
<td>Plastic bags</td>
</tr>
<tr>
<td>Aluminum / steel cans</td>
<td>Glass</td>
</tr>
<tr>
<td>Recyclable plastic bottles – for food prep only</td>
<td>Plastic bottles for sale (in particular water)</td>
</tr>
</tbody>
</table>
APPLYING FOR YOUR STALL:

To apply for your stall simply complete the Stallholder Application Form and send with all other required documentation (Certificate of Currency, Temporary Food Registration form) to Randwick City Council.

Please do not send payment until your stallholder application has been approved and you have received a Tax Invoice from Randwick City Council.

Email: event.stalls@randwick.nsw.gov.au
Fax: 9319 1510
Post: The Spot Festival
30 Frances Street
RANDWICK NSW 2031

For telephone enquiries please contact the Randwick City Council events team on 9399 0810.

Applications must be received no later than Monday 8 February 2016.

CANCELLATION POLICY:

Refunds of stall fees will be made less 10% of the full fee until Friday 12 February 2016. Between Saturday 13 February and Friday 19 February 2016 refunds will be made less 50% of the full fee. From Saturday 20 February 2016 no refunds will be made. All cancellations must be received in writing.

WHAT NEXT:

Once your Stallholder Application has been approved, you will receive a Tax Invoice for payment. Full payment must be received by Friday 19 February 2016. Once your payment has been processed you will receive an email confirmation of your booking.

Approximately four days before the festival you will receive an information pack that will include:

- Your stall location and site map
- Bump in / out times
- Vehicle access points
- Parking information
- Key event contacts
- Other important information.
The Spot Festival

6 MARCH 1-8PM

Hit the Spot for a feast of food and music

Presented by Randwick City Council, in collaboration with the Spot Business Association.

www.thespotfestival.com.au