



Stallholder Registration Pack

Picnic in the Park

Sunday 27th November 2011



Location: Pinky Flat

(Cnr. War Memorial Drive and Montefiore Road, Adelaide)

Operating Hours: 10am – 5pm



2011 FEAST FESTIVAL
Nov 12 – 27

Dear Friends of Feast,

Thank you for your interest in becoming a stallholder at the 2011 Feast Festival's Picnic in the Park.

After such a successful picnic in 2010 we have decided to return to our new home at Pinky Flat and maintain the 10am-5pm hours of operation, reflecting our commitment to maintaining this as a family friendly day, showcasing talent, good music, good food, our sensational Picnic Stalls and a range of activities for the whole family.

Pinky Flat is situated next to the beautiful River Torrens across from the Adelaide Convention Centre and adjacent to the world famous Adelaide Oval and Next Generation Tennis Centre. This location provides us with plenty of space and a tranquil environment to spend the day.

With up to 8000 people attending the 2010 Picnic in the Park, 2011 is sure to be another fabulous, well attended event at our now established home at Pinky Flat.

*Should you require any further information, please do not hesitate to contact The Feast Festival on **8463 0684** or email stalls@feast.org.au*

We are also looking for food vendors to join us for our Opening Night Party (Saturday 12th November). Costs are \$460 (the same as Picnic), with hours being 6pm – Midnight. Call us for more information or download the Opening Night Food Vendor Registration Pack from our website www.feast.org.au

We look forward to you joining us in what will be a wonderful day.

Kind regards,

Kerry Ireland
Creative Producer



2011 FEAST FESTIVAL

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Stallholder Registration - Picnic in the Park

Sunday 27th November 2010

Location: Pinky Flat

(Cnr. War Memorial Drive and Morphett Street, Adelaide)

1. Contact Information

Name of Organisation / Business: _____

Name of Contact Person: _____

Postal Address: _____

_____ Postcode: _____

Daytime telephone: _____ After hours telephone: _____

Facsimile: _____ Email: _____

Mobile telephone: _____ ABN: _____

Web Address: _____

2. Stall Specific Information & Arrival:

What is your preferred time of arrival at Pinky Flat?

6.30am 7.00am 7.30am 8.00am

(If we cannot give you your preferred time of arrival, we will try to give you a time as close to your request as possible.)

Please describe in detail the products, services, prices and giveaways you intend for your stall: (please ensure that you refer to the terms and conditions attached) NB: Due to sponsorship arrangements, there will be no provision for the sale of any beverages

Please provide details of any special needs (signage, extra space, props) you require for your stall: NB: All items must be set up within the allocated space unless by prior approval of Feast Management. Feast reserves the right to remove any items obstructing any thoroughfares.

For office use only:

PL received

Using Feast PL

Payment received

Powered site

Contact:
P: +61 (8) 8463 0684
F: +61 (8) 8231 8793
Street

Postal Address:
PO box 8183 Station Arcade
Adelaide 5000 Australia

Street Address:
Lion Arts Centre Courtyard
Cnr North Terrace and Morphett
Adelaide 5000 Australia



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3. **Insurance:**

NB. For OHS&W and insurance purposes, stallholders and food vendors may only set up stalls at any Feast event once a Certificate of Currency (unless covered under Feast’s policy) and full payment of designated site(s) and any additional items have been received.

Do you currently have Public Liability Insurance cover for 20 million dollars? Yes (See option A)
No (See option B)

OPTION A

If **yes** fill in following details and attach a copy to your registration form:

Name of insurer: _____ Policy number: _____

Expiry date of policy: _____ Amount of cover: _____

Have you attached a copy of your certificate of currency? Yes No

OPTION B

If **no**, (or if your cover is less than 20 million dollars) Feast can cover you under its Public Liability. The fee is \$50.00 over and above the stallholder fee. **Please Note: This offer is NOT available to Food Vendors**

Would you like to be covered under Feast’s policy at an extra cost of \$50.00? Yes No

4. **Stallholder Site Fees:**

NB: Each stall site fee includes 1 x 3mx3m marquee, 1 x trestle table, 2 x chairs, and general promotions and advertising of the event

- Community Organisation – information / non sales \$160.00 (incl GST)
- Community Organisation – sales \$210.00 (incl GST)
- Business – (Small/Medium Trading Individuals) \$305.00 (incl GST)
- Business – (Large/Commercial) \$460.00 (incl GST)
- Food Vendors (please complete section 4a below): \$460.00 (incl GST)
- Option B Insurance provided by Feast \$ 55.00 (incl GST)

TOTAL: \$ _____

4.a Food Vendors Only

Do you have your own vehicle to sell from? Yes No

If YES: What dimensions are your vehicle? Width _____ metres Length _____ metres
Height _____ metres Weight _____ kilograms

5. **Additional Items:**

- Trestle table: _____ @ \$15.00 each (incl GST) \$ _____
- Chair: _____ @ \$5.00 each (incl GST) \$ _____
- Power: \$60.00 (incl GST) \$ _____

Please specify your power requirements below: **TOTAL: \$ _____**

Type of Appliance	Wattage
_____	_____
_____	_____
_____	_____
_____	_____

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6. Payment Details:

Full payment of \$ _____ is enclosed with this Stallholder Form.

Cheque Cash Visa Card Master Card Bank Card

Card Number:

Expiry Date: /

Name as it appears on your card: _____ Signature: _____

7. Declaration

I, (your name) _____

(Position in Organisation) _____

(Name of Organisation) _____

Have:

- Read and initialled the Terms and Conditions (following two pages) of Stallholder Registration and agree to the conditions herein
- Provided Feast with all relevant information relating to your stall
- Attached a current Certificate of Currency for insurance purposes **OR** chosen to be covered under Feast's insurance policy
- Completed and/or attached all payment details

I agree to abide by the requirements of the Occupational Health, Safety and Welfare Act 1986 as amended 15.8.2005. **Please note Feast has a SMOKE FREE policy. All covered areas including marquees must be smoke free**

All information on this form is to the best of my knowledge, correct at the time of signing this declaration. I take responsibility for any incorrect information.

Signed: _____ Date: _____

**Post completed form including payment to: Feast Festival
Picnic Stallholder Registration
PO Box 8183
Station Arcade
Adelaide SA 5000**

OR email to: stalls@feast.org.au

All completed forms and payment must be received no later than COB Monday 24th October.

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PO box 8183 Station Arcade
Adelaide 5000 Australia

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2011 FEAST FESTIVAL

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Terms and Conditions:

1. Feast Festival will not be held responsible for any damage or loss to person or property, real or through fault, negligence or otherwise including weather and/or cancellation of the event. It shall be the responsibility of the stallholder to arrange all relevant insurance including but not limited to Public Liability, loss, damage and theft.
2. Feast Festival reserves the right to be the sole supplier/contractor of alcoholic beverages and non alcoholic beverages. **The sale or provision of alcoholic beverages and soft drinks and water is strictly prohibited.**
3. With the exception of food, Feast reserves the right to allocate more than one vendor the sale and distribution of certain retail items.
4. Feast reserves the right to be the sole seller of raffles, collections and merchandise outside of stall sites. If you are running a raffle or collection from your stall you must seek approval from Feast.
5. Feast Festival reserves the right to refuse any application. Fees are **non refundable** after **Friday 28th October 2010.**
6. Feast Festival reserves the right to refuse late applications, however, if an application is accepted, it is dependent on there being sites available and that some specific requests may not be able to be met.
7. The community stall price is for not-for-profit organisations and NOT for trading individuals or groups. Feast Festival reserves the right to require any stallholder applying for the community rate to confirm their not-for-profit status.
8. Feast Festival reserves the right to refuse requests on the day of the Picnic (eg. additional space, power, signage, etc.)
9. Stallholders accept responsibility for setting up and clearing their stall space and surroundings, including the removal of all waste and recycling.
10. Please Note: **Glass containers are prohibited** – **All food items must be supplied in recyclable containers. All Food Vendors must comply with Environmental Health Guidelines as developed by Adelaide City Council. Inspectors will be attending Picnic in the Park to ensure compliance and will issue warnings or fines to those in breach.**
11. Stallholders agree to abide by the instructions of Feast Management, SA Police and Adelaide City Council Officials, Office of Liquor Licensing & Gaming, and Worksafe SA Inspectors
12. Stall Holders will receive confirmation of their site by post, email or fax.
13. Each stall will be supplied with a **limited number** of stallholder access permits (maximum of 5 access permits per stall which must be worn/displayed at all times).

Signed: _____ Date: _____

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ARRIVAL AT PICNIC IN THE PARK

1. The park will open to stall holders at 6.30 am. Please arrive at your allocated time to prevent delays and traffic jams. Failure to do this may result in delays for you to set up your stall.
2. Deliveries to your stall must not occur before your arrival time on the day. **NO EXCEPTIONS.**
3. You can enter Pinky Flat from **War Memorial Drive.**
4. On arrival, a Feast Official will direct you to your stall.
5. All vehicles must be removed from Pinky Flat **by 9.00am.**

DURING PICNIC IN THE PARK

1. Hours of operation: The Picnic starts at **10.00am** and concludes at **5.00pm.**
2. Stall Holder vehicles will not be permitted back onto Pinky Flat during the event.

END OF THE DAY

1. Vehicle access at the end of the day will not be allowed until the crowd has dispersed. This will not be until at least 5.30 pm and could possibly be later. This is for the safety of patrons.
2. Vehicles are not permitted to queue on War Memorial Drive before this time.

STALL DETAILS

1. The basic stall site is 3m square.
2. The stalls will be set up in the occupied area of Pinky Flat (a site map will be sent with confirmation of registration describing the area you will occupy).
3. A single fee pays for a single stall site. Reasonable specific requests for extra space around your stall may be accommodated. Large requirements for extra space will require the purchase of an additional site.
4. There is **no** provision to provide your own structure except food vendors who have mobile vans.

ELECTRICITY

1. Electricity may be provided upon request at an additional fee.
2. Stallholders will need to supply their own powerboards, etc. We will need to know the details of what devices you intend to run for planning purposes. All appliances should be tested and tagged by a qualified electrician prior to the event.

Signed: _____ Date: _____

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