



Vendor Application Information

Queensland Junior State Cup

Hervey Bay Sports Complex, Torquay, Hervey Bay

Please read this document and understand your requirements prior to completing the expression of interest form.

Queensland Junior State Cup is a three-day junior touch football tournament held by Queensland Touch Football (QTF) annually in Hervey Bay. Now in its 24th year, the event continues to hit record numbers and attract affiliates from right across the state, with more than 3000 participants and an additional 5000 spectators attending daily.

Being a junior event, QTF are looking to work with vendors who have an emphasis on healthy and fresh options for both participants and spectators. Vendors who demonstrate a strong commitment to sustainable and environmentally friendly practices and support local producers will be looked upon favourably.

Applications close on **Friday 31 May 2019**. Late or incomplete applications may not be considered. You will receive notification of the outcome of your application by early June.

How to Apply

Applications must be submitted online [CLICK HERE](#) COB Friday 31 May 2019.

What to Include

Your application must include the following:

- Public Liability Insurance, covering the period of the event
- Food License and Permit (if required)
- Pictures of your stall and food options
- Example of your menu
- Area required for set up, i.e. 6x3, 3x3
- Detailed description of what will be included in your set up, i.e. cold room, 3x3m marquees, BBQ, gas bottles etc.
- Power requirements (if any)



Site Fee

There are two separate site fee options, based on power requirements. This site fee must be paid no later than one (1) week prior to the event.

- Power required- \$750 + GST
- No power required - \$500 + GST

Power

Power requirements must be outlined within the application, and only those vendors who select the powered site option will have access to power at the event.

All equipment must be tested and tagged, with all current inspection tags visible.

Vendors must provide all leads, power boards, and electrical equipment. QTF will only supply access to power.

Menu

All product lists and menus are subject to approval by QTF. Some products may be restricted due to existing QTF/event partnerships.

Trading Hours

The event runs from Thursday 11 July to Saturday 13 July 2019. Games will commence at 7.30am each day, through to 6pm on Thursday and Friday and 4pm on Saturday.

QTF will provide further details regarding operating hours closer to the event.

Bump In/Out

All vendors are required to bump in during the following times:

- Tuesday 9 July, 3pm – 5pm
- Wednesday 10 July, 10am – 4pm

All vendors are required to bump out on Saturday afternoon, once the competition is complete.

- Saturday 13 July, from approximately 3pm

More details regarding bump in and out, and vendor parking, will be provided closer to the event. Please note, the use of tent pegs will be prohibited. Stalls must be secured with the appropriate weights.



Insurance

Vendors must provide Public Liability Insurance for the amount no less than \$10,000,000.

Waste Tariff

Please ensure you clean up your area and remove all waste each day prior to leaving. If your area is deemed to be unacceptable when you leave the event, you may be fined \$100 (per day).

Sustainable practices

QTF always strives to provide a more sustainable and environmentally friendly event. Please consider the following when planning for the event:

- **Packing Reduction** - please only use what is necessary and aim to reduce packing.
- **Reuse** - where appropriate, please provide opportunities/discounts/incentives for those who utilise reusable products, such as keep cups, straws etc.

Terms and Conditions

1. Products and or/services must be included on the application form to be able to be sold at the event.
2. If any products conflict with any QTF sponsor or partner arrangements, they will not be permitted to be sold at the event, unless approval has been given via the Event Manager, in writing, prior to the event.
3. All food vendors must comply with health regulations issued by Fraser Coast Regional Council prior to commencement of the event.
4. A current copy of food vendors' Hygiene License and Registration must be sent through to the Event Manager prior to the event and must be available at the Event Manager's request.
5. To comply with the Fire and Rescue Service Act 1990 and the Building Fire Safety Regulations 1991, all hot food vendors must have at least 20B(E) Dry Chemical Powder (or equivalent) fire extinguisher on site.
6. All vendors must provide proof of a Public Liability Insurance Policy for an amount no less than \$10,000,000 and will note the interests Fraser Coast Tourism and Event.
7. Site Fees must be paid at least one (1) week prior to the event. If payment has not been received, QTF can ask vendors to leave the event site.
8. Stalls must be set up or packed up during the specified bump in and bump out times.
9. All temporary structures brought in by the food vendors or supplier are the responsibility of the food vendor/supplier and must be secured with appropriate weights. If the Event Manager deems the structures as unsafe, the food vendor/supplier will be required to dismantle the structure.



10. All electrical leads and devices must be tagged and tested prior to attending the event and display a current inspection tag as per Workplace Health and Safety legislation.
11. The Junior State Cup precinct is a non-smoking venue, and smoking will be strictly prohibited on the premises.
12. All power boards must have safety cutout switches. All leads to power boxes must be covered.
13. All instructions and requests made by the Event Manager, Traffic Controllers and QTF Staff to vendors during the event must be complied with.

