

2025 EXPRESSION OF INTEREST FOR FOOD VENDORS & STALLHOLDERS IN THE MUSIC PARK



Submissions to the Country Music Club of Boyup Brook WA Inc. (the Club) Festival Committee must address the selection criteria which is strictly enforced as it is linked to our sponsorship obligations and our commitment to be an environmentally sustainable event. Please read the criteria carefully to ensure you can meet these standards.

Selection Criteria | Conditions of Attendance

- All food vendors must be a registered food business in accordance with the [Food Act 2008](#).
- Food vendors are strongly encouraged to apply for a listing in the '[Healthier Vendor Guide](#).'
- Healthy choice options must be offered as per the '[Traffic Light System](#).'
- Food vendors are to consider alternative options rather than use single use plastics, where practical.
- Provision of public liability certificate of currency.
- Compliance with Energy Safety guidelines for the safe use of [gas appliances at public venues](#).
- [Compliance with Energy Safety and WorkSafe WA](#) requirements for annual testing and tagging of extension lead and electrical appliances.
- Include colour photos of van and catering set up.
- All successful food vendors must lodge a '[Food Notification](#)' form available from [Shire of Boyup Brook](#).

Completed expressions of interest must be returned, together with all necessary information by Friday 29th November 2024. The Club and Festival Committee will assess applications and notify applicants by Wednesday 11th December 2024.

Accommodation - No camping on-site. Vendors will be responsible for their own accommodation. There are various accommodation options available for the weekend but obviously, accommodation is at a premium. Camping bookings can be made through www.wacountrymusic.com.au from 1st November 2024.

Parking – This area is located on the roadside verge opposite the Music Park. It is easily accessible to all vendors. Vendors **will not** be able to leave vehicles in the Music Park unless approved prior to the event.

Arrival Times | bump in – Vendors can commence set up from 9:00am Friday but must be on-site by 3:00pm Friday. Entry is through the main gate on Jackson Street. We ask that you liaise with the Music Park Coordinator to confirm expected arrival times. This will prevent delays in placement and set up. Vendors will be issued two (2) passes for each site on arrival.

Trading Times – Friday 5:00pm until close (approx 10:30pm), Saturday 12:00pm until close (approx midnight), Sunday 7:00am until close (approx 3:30pm), unless otherwise agreed to by the Club Committee in writing.

Departure Times | bump out – No site is to be dismantled before 3:30pm on Sunday except for inclement weather. ALL sites to be cleared by 8:00pm Sunday. The Club books the grounds only for the Muster.

Site Damage – The Music Park grounds are reticulated and there is also underground power. Any person causing site damage as a result of stakes in the ground, will be required to pay for all repairs at their cost.

Public Services – Disabled parking will be near Gate 1 (Main Gate) and disabled toilet are available on-site. Police are in attendance at different times throughout the event days. St John Ambulance provide a first aid post and ambulance on-site during festival hours.

Power – There is limited access to power at the Music Park, and generators will be used to supplement power. Food vendors are requested to apply for power **ONLY** if no alternative arrangements are available. An audit of power usage will be undertaken over the weekend. Your extension cords must be **tested and tagged six-monthly** and connected via a **residual current (RCD)** to the Music Park power supply. The Club Committee accept no responsibility for loss or damage of equipment.

Gas Installation at Events – Energy Safety may carry out on-site gas inspections of gas appliances before, and while being used in public venues to ensure conformance with the [Act, Regulations and Australian Standards](#). Energy Safety reserves the right to require immediate correction of any unsafe equipment. Failure to comply with the Act or Regulations may result in the issuing of an Infringement Notice, Notice of Defect, or Inspector’s Order with significant penalties.

Risk Management – The Club has a responsibility to provide a safe event and risk management policies and procedures are in place to ensure our duty of care to you and our customers is maintained. It is your responsibility to ensure the area within your control is maintained in a safe condition. If you identify any potential hazards or risks that are not within your control, **report them immediately** to the Music Park Coordinator or Event Staff.

Vehicles – Vehicles moving within the grounds must move slowly (less than 10kmph) with extreme caution at all times. Only vehicles that have been listed and paid for will be permitted on-site. Once your stall vehicle is in place, it will remain so until the close of the event on Sunday afternoon.

Security – Security staff will be present throughout the muster times and nights. Vendors must ensure that valuables are always secure. The Club Committee accept no responsibility for damage or loss.

Compliance – The Club Committee reserves the right to reject/eject any vendor that is found to be in breach of our event conditions or is placing others at risk by their act/omission, which is deemed not to be in the best interest of the Club and Festival.

Product Description – List and describe the items you propose to sell and their prices. Please be very specific and attach a separate sheet of paper if necessary. Vendors must agree to sell only those items that are listed on their application.

Ideas to Reduce Single Use Plastics

- Reusable coffee cups – offer to refill
- Paper straws
- Compost waste
- Cloth carry bags
- Use soap bars for handwashing
- Buy in bulk and store

Marquees and Tents (temporary structures) – As required by legislation, all marquees, tents or shed structures must be erected in accordance with manufacturer's instructions and verified to be safe and comply with the temporary structure guidelines checklist in the [Department of Health Guidelines for Concerts, events, and Organised Gatherings 2022](#).

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CLOSING DATE FOR APPLICATIONS IS FRIDAY 29TH NOVEMBER 2024

Vendor Details

Business Name: _____ ABN: _____

Contact Name: _____ Contact Number: _____

Address: _____ Town: _____ P/code: _____

Email Address: _____

Website | Social Media: _____

Site Application Fees

\$22.00 per square metre, including tow hitch and support vehicle.

Not-for-Profit | Community Group | Charitable Organisation – Only power, lighting and extra passes will cost.

- Length _____ x Width _____ = _____ m2 @ rate _____ \$ _____
 - Lighting - \$35.00 \$ _____
 - Power requirements
 - Per single phase 15amps connection (cooking/refrigeration) - \$185.00 \$ _____
 - Per three phase, max 20amps connection (commercial cooking) - \$495.00 \$ _____
 - Plus additional passes - _____ @ \$50.00 each \$ _____
 - Late registration fee if received after 29th November 2024 - \$50.00 \$ _____
- TOTAL \$ _____**

Full payment of your site fee will be required within 14 days of notification that your application has been approved. If your payment is not received within this time frame, your site will be reallocated.

Please try and send all documentation in one email to hello@wacountrymusic.com.au – 'Attn: Music Park Coordinator' in the subject line. Alternatively, you can send via Dropbox using the same email address.

I have read and agree to the terms and conditions.

Signature: _____ Date: _____



FOOD VENDOR MENU

Main Items

	Price
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
7. _____	\$ _____
8. _____	\$ _____
9. _____	\$ _____
10. _____	\$ _____

Side Items

1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____

Beverages

1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____

Single Use Plastic Alternatives

1. _____
2. _____
3. _____
4. _____
5. _____