

2019

Kingaroy
BaconFest
Information
Pack
2019





Kingaroy BaconFest Information Pack 2019

Kingaroy BaconFest will run from Friday 23 August to Sunday 25 August 2019.

Our vision is for a fun festival for foodies, their friends and families that is bursting with flavour and artistic flair.

Importantly it's a celebration of all that Australians love about bacon and pork.

Please carefully review ALL the enclosed information (page 8 – 12) and complete the [online application via Market Stall](#).

Kingaroy BaconFest 2019 will accommodate four different types of stalls:

1. Two Day Food Market (Saturday and Sunday): predominately commercial vendors selling food (please see page four for further detail).
2. Little Piggies (Saturday only): not for profit / fundraising vendors selling both food & providing entertainment specifically for children (please see page five for further detail).
3. Farmer's Market (Sunday only): fresh/raw & preferably local produce (please see page six for further detail).
4. Wine Garden (Saturday and Sunday): local wineries showcasing their products (please see page seven for further detail).
5. SunPork Smoke-Off (Saturday and Sunday): only open to teams who are registered to participate in the Australasian Barbecue Alliance sanctioned event.

TWO DAY FOOD MARKET

Application dates for Food Market

Applications for "Food Market (2 Days)" closes on **Monday 29 April 2019**.

Successful applicants will be contacted by **Monday 6 May 2019**.

Site fees are due by **Friday 31 May 2019**

Times & Dates:

Bump in:	5am – 9am on Saturday 24 August
Event Times:	10am – 8pm on Saturday 24 August 10am – 3pm on Sunday 25 August
Access & deliveries:	6am – 7am on Sunday
Bump out:	3pm - 5pm on Sunday

Festival Location:

The 'Food Market (2 Days)' is in Glendon Street in the centre of Kingaroy. Your entry point to the Food Market will be sent to you a week before the festival. You will need to comply with this to gain access to your site.

2019 Site Fees:

3m x 3m site - \$250 (incl. GST); 6m x 3m site - \$350 (incl. GST).

Power can be supplied an additional cost of \$80. If you require power, please ensure you complete the Electrical Equipment Declaration Form.

Vendors will be emailed an invoice if their application is successful. The site fee must be paid in full by no later than Friday, 31 May 2018.

Eligibility Criteria (EC) for 'Food Market (2 Days)'

In order to deliver a 'pig' weekend promoting bacon and pork we have set an eligibility criteria to help us process stallholder applications. Please address the eligibility criteria in your booking application.

EC1: Menus featuring bacon and / or pork. This is a must. Vendors who aren't offering either bacon or pork will be considered at the discretion of Kingaroy BaconFest Inc. Free range and speciality bacon and pork producers are highly desired and special consideration will be given to vendors offering particularly creative or unusual bacon and pork products.

EC2: 100% Australian bacon and pork. This includes both fresh and processed products. No imported pork related products are to be sold during the event.

EC3: Local produce. Stallholders who can show that they have sourced ingredients / products from within the South Burnett will be highly regarded. This may include preparing a dish highlighting any of the food grown locally. The region produces a wide variety of foods including: navy beans; peanuts; dragon fruit; capers; stone fruits; pumpkins; avocados; lamb; pork; beef; organic dairy milk and cream.

EC4: Appearance and presentation is important to us. We are seeking quality stallholders who can showcase their products and provide an informative experience for our visitors. Your ability to prove that you have participated at similar food events in the past is highly desirable. A photo of your set-up will also help us to determine the best spot for you!

EC5: We want vendors who look after the environment. Food Markets can generate significant rubbish and waste. We will look favourably on applicants who have plans in place to minimise rubbish, use recyclable products and limit plastic. In Kingaroy we have bottle recycling via the 'containers for change' program.

LITTLE PIGGIES

Application dates for Little Piggies

Applications for Little Piggies closes on **Monday 3 June 2019**.

Successful applicants will be contacted by **Monday 10 June 2019**.

Site fees are due by **Monday 24 June 2019**

Times & Dates:

Bump in: 5am – 9am on Saturday

Event times: 10am – 4 pm on Saturday

Bump out: 4pm - 6pm on Saturday

Festival Location:

This year Little Piggies will be located near the Food Market, in Glendon Street, Kingaroy. The event will be held in the laneway that runs down the side of the library, behind the gym and Betta Electrical. This area of the festival will be referred to as 'Lard Lane'.

Your entry point for bump in will be provided a week before the festival. You will need to use this entrance to gain access to your site.

2019 Site Fees: (all prices include GST)

Not for Profit Groups: 3m x 3m site - \$25, 6m x 3m site - \$35 (incl. GST), + \$20 for power.

Commercial Vendors: 3m x 3m site - \$100, 6 x 3m site - \$150 + \$40 for power.

If you require power, please ensure you complete the Electrical Equipment Declaration Form.

Eligibility Criteria (EC) for Little Piggies

In order to deliver a 'pig' weekend promoting bacon and pork we have set an eligibility criteria to help us process stallholder applications. Please address the eligibility criteria in your booking application. Thank you in advance for your understanding.

EC1: Child centred stall. All stallholders must provide something suitable for families and children aged 0 – 12yrs.

EC2: The use of 100% Australian bacon and pork related products is essential. This includes both fresh and processed products. No imported pork related products are to be sold during the event.

EC3: BaconFest themed stall. All stall holders must modify their activities, produce or games to be bacon or pig themed e.g. bacon flavoured cup-cakes, cartoon pig colouring competitions, pig mask making.

EC4: South Burnett community groups and NFP groups will be given priority over commercial and vendors from outside the region.

EC5: We want vendors who look after the environment. Markets can generate significant rubbish and waste. We will look favourably on applicants who have plans in place to minimise rubbish, use recyclable products and limit plastic. In Kingaroy we have bottle recycling via the 'containers for change' program.

FARMER'S MARKET

Application dates for Farmer's Market

Applications for Farmer's Market closes on **Friday 21 June 2019**

Successful applicants will be contacted by **Friday 28 June 2019**

Site fees are due by **Monday 8 July 2019**

Times & Dates:

Bump in 25/08/19:	4.30am - 6.30am (Vehicles off site by 6am)
Long Table Breakfast and Exclusive Shopping Experience:	7.30am - 10.00am
General Festival Admission:	10am - 3pm on Sunday
Bump out:	3pm - 5pm on the Sunday

Festival Location:

The Farmer's Market "South Burnett Flavours" will be located near the Food Markets, in Glendon Street, Kingaroy. The event will be held in the laneway that runs down the side of the library, behind the gym and Betta Electrical.

This area of the festival will be referred to as 'Lard Lane' and will host the Long Table Breakfast with celebrity chef Adrian Richardson. Following the breakfast, guests will have the exclusive opportunity to shop the Farmers Market prior to the festivals general admission.

Your entry point for bump in will be provided a week before the festival. You will need to use this entrance to gain access to your site.

2019 Site Fees:

Not for Profit Groups: 3m x 3m site - \$25, 6m x 3m site - \$35 (incl. GST),+ \$20 for power.

Commercial Vendors: 3m x 3m site - \$100, 6 x 3m site - \$150 + \$40 for power.

If you require power, please ensure you complete the Electrical Equipment Declaration Form.

Eligibility Criteria (EC) for Farmer's Market

In order to deliver a 'pig' weekend promoting bacon and pork we have set an eligibility criteria to help us process stallholder applications. Please address the eligibility criteria in your booking application. Thank you in advance for your understanding.

EC1: Raw/unprocessed/fresh and artisan food will be prioritised. Vendors will not be able to cook food on site.

EC2: If using pork, it must be 100% Australian pork. This includes both fresh and processed products. No imported pork related products are to be sold during the event.

EC3: This event aims to showcase local produce from the South Burnett region. As such, producers from this region will be given priority.

EC4: Appearance and presentation is important to us. We are seeking quality stallholders who can showcase their products well and can also provide an informative experience for our visitors. Your ability to prove that you have participated in the past at similar food events is highly desirable. A photo of your set-up will also help us to determine the best spot for you!

EC5: We want vendors who look after the environment. Markets can generate significant rubbish and waste. We will look favourably on applicants who have plans in place to minimise rubbish, use recyclable products and limit plastic. In Kingaroy we have bottle recycling via 'containers for change' program.

TWO DAY WINE GARDEN

Application dates for Wine Garden

Applications for "Wine Garden (2 Days)" closes on **Friday 5 July 2019**.

Successful applicants will be contacted by **Friday 12 July 2019**.

Site fees are due by **Friday 19 July 2019**

Times & Dates:

Bump in: 5am – 9am on Saturday 24 August

Event Times: 10am – 8pm on Saturday 24 August
10am – 3pm on Sunday 25 August

Access & deliveries: 6am – 7am on Sunday

Bump out: 3pm - 5pm on Sunday

Festival Location:

The 'Wine Garden (2 Days)' is in the Kingaroy Town Hall Forecourt in Glendon Street, in the centre of Kingaroy. Your entry point to the Wine Garden will be sent to you a week before the festival. You will need to comply with this to gain access to your site.

2019 Site Fees:

3m x 3m site - \$250 (incl. GST)

Power can be supplied an additional cost of \$80. If you require power, please ensure you complete the Electrical Equipment Declaration Form.

Vendors will be emailed an invoice if their application is successful. The site fee must be paid in full by no later than Friday, 19 July 2019.

Eligibility Criteria (EC) for 'Wine Garden (2 Days)'

In order to deliver a 'pig' weekend, we have set an eligibility criteria to help us process stallholder applications. Please address the eligibility criteria in your booking application.

EC1: Wine Garden applicants from the South Burnett region will have preference over applications from outside the region.

EC2: Wineries stall staff **MUST** have current RSA and be able to supply relevant information if required.

EC3: Wineries **MUST** display appropriate signage as per usual licensing requirements.

EC4: Appearance and presentation is important to us. We are seeking quality stallholders who can showcase their products and provide an informative experience for our visitors. Your ability to prove that you have participated at similar food and wine events in the past is highly desirable. A photo of your set-up will also help us to determine the best spot for you!

EC5: We want vendors who look after the environment. We will look favourably on applicants who have plans in place to minimise rubbish, use recyclable products and limit plastic. In Kingaroy we have bottle recycling via the 'containers for change' program.

EC6: It is the expectation of Kingaroy BaconFest that Wine Garden vendors operate both Saturday and Sunday.

FREQUENTLY REQUESTED INFORMATION RELEVANT TO ALL VENDORS

ESTIMATED VISITORS

2018 was our inaugural event and we estimated about 8000 people attended the event. In 2019, based on current interest, we're hoping this number will grow to at least 10,000.

In the BaconFest Food Market there will roughly 40 food vendors. This estimate is provided to allow you to calculate the supplies you will require.

WHAT EQUIPMENT SHOULD I BRING?

Everything!

Your site fee includes your land space (eg. 3x3 or 3x6) only.

Power is available to those who complete the application and pay a fee.

Potable town water is available for your use during the festival, however please be aware, some people do not enjoy the taste of Kingaroy town water. The water is safe for food handling operations including washing up, hand washing and cooking. If you require drinking water you may wish to purchase bottled water.

All sites will need to provide their own shelter (ie tent / caravan). There are no permanent shade structures available on site (ie shed /building).

Please ensure you are organised and have everything you require, there are no guarantees that we will be able to assist you with last minute requests on the festival day.

SITE ALLOCATION AND SITE MAP

The allocation of market stalls is up to the discretion of Kingaroy BaconFest Inc. All vendors must confine their displays and equipment within the boundaries of their allocated site. You will be informed of your site upon arrival, at the festival.

CONTACTS

During BaconFest there will be three main ways to contact the BaconFest Committee.

- Visit the BaconFest Headquarters (a map will be provided).
- Phone the Bacon Phone (0499 389 668).
- Speak with a volunteer wearing a high vis vest and they will help you reach a committee member.

EMERGENCIES

If you see or experience a situation where people's lives are in immediate danger e.g. fire or violence, please phone 000.

If the issue is not life threatening or dangerous, but still needs urgent attention e.g. burst water pipe, trip hazard or power outage, please contact the Bacon Phone (0499 389 668) or speak to the nearest BaconFest Volunteer. They will be distinguishable by their high-vis vests.

FIRST AID

Qualified first aid volunteers will be available on site. Their locations will be clearly marked on the festival map. Please contact them immediately with any first aid requirements.

EVACUATION PROCEDURES

Announcements will be made by the Kingaroy BaconFest MC. Please follow the advice of police and other emergency workers.

MENUS

We aim to protect the sales of all food and beverage vendors by reducing competition for the same food items. Therefore, once menus have been finalised, vendors are not permitted to sell items that are not listed in their application without prior written approval from Kingaroy BaconFest Inc.

PORK PRODUCTS FOR SALE

All pork related products sold (both fresh and processed) must be sourced from 100% Australian pork. There is to be no imported pork products sold during the event. If there is cause to think that the food vendor is selling imported products, organisers may request to see packaging, receipts or proof that 100% Australian pork related products are being used.

RUBBISH & WASTE

All stallholders are responsible for their own rubbish and waste removal. BaconFest will provide sites for recycling, general waste (including food and oil by products) and water waste. Please ensure you use the correct bins. A map will be provided.

Every effort should be made to use recyclable or biodegradable packaging. In Kingaroy we have bottle recycling via 'containers for change' program.

All rubbish must be removed at the end of each trading day or upon request of BaconFest management. All stalls must remain clear and free of rubbish.

DRIP TRAYS

Vendors are required to place a drip tray underneath any vehicles that have been approved to remain onsite for the duration of the festival (eg. food trucks).

SECURITY

BaconFest will provide security guards during the weekend, including overnight on Saturday. Whilst they will have a constant presence, BaconFest will not be held liable for any thefts, damage or losses from vendor sites.

SITE SET UP & TIE DOWNS

You are responsible for the secure placement, operation and safety of all other fixtures, fittings, leads and other facilities required for the duration of the festival.

The site is a bitumen road / car park and therefore unsuitable for pegging of marquees. Concrete or sandbags should be used instead.

Be prepared for all weather events!

VEHICLE MOVEMENT & PARKING

Vehicles must travel no faster than walking-pace and use hazard lights throughout the site.

Vehicles not being used for selling product (i.e. food trucks) will not be allowed on site while the BaconFest Food Market is open to members of the public.

All other vehicles must be removed from site by no later than 9am on Saturday 24 August and 7am on Sunday 25 August.

No vehicle can be parked anywhere in the BaconFest area during the festival.

MONEY

Stallholders must be responsible and bear all risk for money transacted by them throughout festival day. The Kingaroy BaconFest Inc. will not provide change. ATMs will be available for use on festival day. A site map will be provided showing their locations.

SUBLETTING

This agreement pertains to you (the stallholder) and cannot be transferred, disposed of or sublet without prior approval and written consent from Kingaroy BaconFest Inc.

POWER & ELECTRICAL EQUIPMENT

Power can be supplied at an additional fee. This includes overnight use (if applicable). You **MUST** state if you want power in your application. Power will not be available to those who have not requested and paid for power.

Self-sufficiency (via inverter generators) is highly recommended as BaconFest power supply is very limited.

Vendors must supply ALL power leads and power boards, suitable for outdoor use, required to operate their site. Any leads, fittings and associated objects forming part of the power supply for any site shall be positioned so as not to create a nuisance or potential danger to the health or wellbeing of the public or any other persons. Leads should not be positioned over walkways or thoroughfares unless suitably covered or elevated. Please bring cables covers to BaconFest.

All electrical cables must be tagged by a certified electrician as being in a safe working order and clearly show the test date, otherwise they will not be permitted for use. This will be checked at BaconFest and untagged equipment will not be allowed. No double adaptors will be permitted for use. Power boards are acceptable. Single leads must be used from appliances to power outlets. The use of private generators on festival day is encouraged, however they must be quiet i.e. inverter generators.

If you are requesting power access, ALL powered equipment needs to be listed on the Electrical Equipment Declaration Form. This will help us plan the site. This form needs to be uploaded with your on-line application.

WATER

Potable (drinkable) town water is accessible free of charge via taps at the festival; it is suitable for consumption, hand washing and washing up. A map will be provided. Please be aware, some people do not enjoy the taste of Kingaroy Town water. Fresh rain water is NOT to be used at your site.

Refer to the site map for Portable Tap Locations. Not all taps in the Glendon Street area are Potable Town water.

REFRIGERATION

Extra refrigeration space is NOT provided.

If you are a stallholder and will have available space in your cool room for other stallholders, kindly let us know, as your assistance would be greatly appreciated

STORAGE

No additional storage space is available.

SALES, ADVERTISING & SIGNAGE

No sales, advertising, signage or displays shall be permitted anywhere outside the boundary or your allocated site. Food Vendors are not permitted to display third-party signage and/or branding which conflicts with Kingaroy BaconFest Inc. and its sponsors.

WEATHER

As long as it remains safe to do so, it is our intention that the Kingaroy BaconFest will go ahead, rain, hail or shine. Please ensure you equip your stall accordingly for weather disruptions. Should the event be cancelled due to inclement weather, no refund of your site fees can or will be returned. Cancellation of the event is subject to the discretion of the Kingaroy BaconFest Committee. Notification of event cancellation will be made on our Facebook page as a first priority. We will also make every effort to contact all stallholders as early as possible by phone or text message. If the Kingaroy BaconFest is cancelled due to inclement weather, the event will not be postponed, it will be cancelled until the following year.

INTERNET

Internet connectivity in the Kingaroy town centre is generally good but please keep in mind that during BaconFest it will be under greater pressure than normal. Please keep in mind that if you are using wireless EFTPOS machines, they may not be reliable at all times.

PUBLIC LIABILITY INSURANCE & COMPLIANCE

Food vendors must hold a current Public Liability Insurance Policy for a minimum of \$20 million for the duration of the festival including bump-in and bump-out.

It is imperative that food vendors ensure that their stall and associated fixtures allow pedestrian access. Kingaroy BaconFest Inc. has arranged limited public liability insurance to protect third parties from loss, cost damage or injury arising from this event. Should food vendors engage in any activity before, during or after the event that renders this insurance void or invalid, they will indemnify Kingaroy BaconFest Inc. from all losses, costs and damages sustained due to their activity.

OCCUPATIONAL HEALTH & SAFETY + WORKCOVER

Vendors are responsible for providing a safe workplace and must comply with associated acts. By signing this document, you acknowledge that you have a valid WorkCover insurance policy covering your employees and subcontractors. Please note: WorkCover may conduct inspections on site prior to and during the festival.

Further information can be found online at <https://www.worksafe.qld.gov.au/>

FOOD HEALTH & SAFETY

LICENCES

All food vendors are required to upload a CURRENT valid Food Licence for the activity being undertaken at the event/s. The following food licenses are available -

- Mobile Food Vehicle License: issued by your own local council (i.e. home address). If you require a Mobile Food Licence you can find relevant information online by visiting South Burnett Council's website - <http://www.southburnett.qld.gov.au/mobile-food-vehicle>
- Temporary or Market Stall Food License: issued by South Burnett Regional Council ONLY. Information is available online at <http://www.southburnett.qld.gov.au/market-food-stall>
- If you think you do NOT need a food licence, please upload a copy of relevant correspondence/emails from the South Burnett Council stating same or provide other written evidence and fill each box on the stall manager application form with zeros.

All food stallholders are expected to know and comply with all relevant QLD Food, Health & Safety Legislation. This includes, but not limited to current QLD Work Health & Safety Act together with all State & Local Government regulations relating to food, health & safety. A South Burnett Regional Council representative will be inspecting your stall on festival day.

LIQUOR LICENCES

All Wine Garden Vendors who will be selling wine are required to upload their Wine Producers Licence and email their liquor licence to stallholders@kingaroybaconfest.com.au once approval has been received. All Wine Garden vendors are expected to know and comply with all relevant legislation, including responsible service of alcohol.

FIRE SAFETY

As part of your Food Safety setup you must have adequate Fire Safety equipment for your stall. Please refer to the Temp Food Picture/diagram supplied by SBRC Health. Under the Fire Safety Regulations, where a stall uses a gas or electrical appliance to cook or heat food, it is required to have a fire extinguisher for that type of fire and where a stall uses oils or fats it is required to have a Fire Blanket. All extinguishers and fire blankets must have an inspection tag attached.

If you are cooking with gas, please refer to the handling of gas storage information on the WorkSafe Queensland website here: www.worksafe.qld.gov.au/injury-prevention-safety/hazardous-chemicals/managing-hazchem-risks/gases-in-cylinders. Further information is available here: <https://www.qld.gov.au/emergency/safety/home/gas/gas-safety>

A certified compliance for gas cylinders must be attached to each cylinder. Solid fuel cooking equipment is not permitted without proper guards or barriers.

If you intend to use gas, you will be sent a Gas Checklist Form to complete and return by 1 June 2019.

CONDUCT / SMOKING / DRUGS & ALCOHOL

Kingaroy BaconFest is a smoke free festival and stallholders are not permitted to smoke within the festival grounds. Stallholders and their staff must work free from the effects of drugs and / or alcohol. Alcohol is prohibited from being sold, provided or consumed outside the defined licensed establishments for the duration of BaconFest.

ANIMALS

No dogs, cats, are permitted on site at any time (excludes guide dogs). No other pets or livestock are permitted on site without the prior approval of Kingaroy BaconFest Inc.

ACCOMMODATION / CAMPING OPTIONS

Stallholders are encouraged to seek accommodation away from the festival site. The Kingaroy Show Ground (http://www.caravanqld.com.au/parks/caravan-parks/region/park-details.aspx?park_id=1524) and Kingaroy Holiday Park (<https://www.kingaroyholidaypark.com.au/>) are both close to the festival site and good options for campers. This website is also a useful reference <https://www.discoverouthburnett.com.au/accommodation/>

PHOTOGRAPHY COPYRIGHT RELEASE

Kingaroy BaconFest Inc. may engage the services of an official photographer. By signing the agreement to these terms and conditions you also provide written consent for Kingaroy BaconFest Inc. to retain copyright and ownership of all photographic images taken of you, your staff or display during the festival.

Your signature also acknowledges that you agree to allow Kingaroy BaconFest Inc. to use these images for promotional purposes without consultation and that you relinquish all rights to any payments or profits gained from the use of these images.

PRIVACY

Information gathered, as part of this application process will be used ONLY for the purpose of assessing your application and ensuring we are able to remain in contact with you regarding the status of your application. Your personal information will not be provided to third parties and will only be accessed by authorised members of Kingaroy BaconFest Inc. and handled in accordance with the Information Privacy Act 2009 (<https://www.oic.qld.gov.au/about/privacy>).