Saturday 24th August 2019
Bundaberg Port Marina Precinct

VENDOR INFORMATION

A Community Event by the Rotary Club of Bundaberg Sunrise
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Guide Purpose
This guide outlines how the community can be involved in Oceanfest Bundaberg and provides a best practice approach to ensuring Oceanfest Bundaberg is true to its community values of sustainability and environmental consciousness.

It will assist organisers to reduce the event’s carbon footprint and enable you to maximise the event for the benefit of your business or group and the community.

For further information please contact

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Festival Background
Oceanfest Bundaberg is fast becoming the Bundaberg Region’s largest celebration of our ocean playground. It aims to promote not only positive environmental actions across the region but improve environmental awareness within the community. Oceanfest Bundaberg seeks to celebrate our unique and pristine environment and the products, people and services that support this, whilst being a fun, interactive family event.

Developed by the Rotary Club of Bundaberg Sunrise, Oceanfest Bundaberg is designed to promote our ocean environment, while fostering partnerships between industry and community groups.

Our Vision, Mission and Strategy Statement ensures the intent, spirit and integrity of Oceanfest Bundaberg is upheld throughout the coming years.

Vision
To be recognised as the benchmark in regional events.

Mission
Oceanfest Bundaberg is an inclusive, vibrant and sustainable, one which fosters community engagement, contributes to the positive profile of the Rotary Club of Bundaberg Sunrise and the Bundaberg Region while highlighting the connectedness of our pristine ocean to our local economy, our social fabric and our Regional development.

Strategy
Oceanfest Bundaberg’s activities and displays will engage and increase community knowledge of best environmental and sustainability practices, local initiatives and the contribution of local government, industry, business and community groups. Oceanfest aims to showcase our unique local environment, products and people.
Benefits of Participating
Oceanfest Bundaberg 2018 was a significant and successful event, achieving all its intended goals and accommodating almost double the number of expected visitors. 2019 will be even bigger!

It has received significant support from the community and industry, with the event bringing a sense of pride and achievement through the positive contributions of the local community.

The event creates positive, local role models as it encourages the community to demonstrate connectedness and the importance of environmental responsibility. It establishes a sense of belonging to the community and promotes local environmental and entrepreneurial initiatives being implemented by Council, industry, business and community groups.

Your Stall
Thank you for your interest in becoming a vendor at Oceanfest Bundaberg 2019.

As a participant in the event, we seek your assistance in promoting Oceanfest Bundaberg as Queensland’s premier, ocean orientated, themed festival.

All stalls must be relevant to the event’s theme and be able to demonstrate quality.

Preference will always be given to stallholders who can demonstrate their environmental message, credentials and/or practices, aligned with those of Oceanfest Bundaberg.

Making your Stall an Oceanfest Success
• Decorate your stall to align with an ocean theme.
• Share information about Oceanfest Bundaberg and the opportunities for your business.
• Make it enjoyable and fun – prepare interactive activities for kids, teenagers and adults alike.
• Share Oceanfest Bundaberg’s Facebook posts on your business page using the hashtag #OceanfestBundaberg

Product Purchasing
As a vendor at Oceanfest Bundaberg we recommend purchasing product from the following suppliers;

Highly Recommended Purchasing

Seafood
All food vendors will sell a variety of quality, local seafood, with all seafood to be purchased from;

Ocean Fisheries Worldwide
“The Red Shed”
5E Quay Street, Bundaberg
Contact: Tony Mills
Phone: 0412 217 733
Email: ofww@bigpond.com
Optional Purchasing

Packaging
All packaging including catering, packaging, cleaning and cooking needs can be purchased from;

PacPlus Wholesalers Bundaberg
Contact: Matt Clarkson (Sales Executive)
Phone: 0429 410 063
Email: matt@pacplus.com.au
(ensure you mention you are a vendor at Oceanfest Bundaberg 2019)

Equipment Hire
All equipment hires, including marquees, weights, chairs, tables and other items can be purchased from;

Craft Rental and Hardware
30 Princess Street
Phone: 4130 0400
Mobile: 0438 277 452
Contact: Chris Murray
(ensure you mention you are a vendor at Oceanfest Bundaberg 2019)

Accommodation
Bargara Coastal Accommodation
Phone: 4159 2300
Mobile: 0407 626 371
Contact: Michael and Christine Owens
(ensure you mention you are a vendor at Oceanfest Bundaberg 2019)

Event Timelines
Event operation times are;

**Saturday, 24th August 2019, from 10.00am to 5.00pm**

Setting Up
The site at the Bundaberg Port Marina will be open from 1.00pm Friday the 23rd of August until 5:00pm and from 6.00am on Saturday the 24th of August 2019.

The provision and erection of all equipment (marquees/shade shelters/tables/chairs, wind barriers/weights) is the responsibility of the vendor and must be secured with appropriate weights. Ropes and pegs may only be used by Oceanfest Bundaberg’s approved vendors, in approved areas.

A hire fee will be charged if the Rotary Club of Bundaberg is requested to supply any of the above.

Stalls must be set up by 9:00am with all vehicles removed from the site by 9:30am in preparation for the opening of the event at 10.00am.
Vehicles moving within the boundaries of the site must utilise their hazard lights and must not exceed 10 km/hr. Drivers must follow the direction of event organisers or designated traffic controllers. All vehicle movement must cease at least 30 minutes prior to operating times or as instructed by event organisers on the day.

Please contact the Oceanfest Bundaberg Event Management should you need to discuss your time of arrival.

Pack Down
Stall pack down may commence from 5.15pm on the Saturday, 24th August 2019, however vehicles cannot be moved within the event site, enter the event site or leave the event site, between 9:30 am and 5.15pm. Should the need arise (e.g. emergency at home), vendors MUST consult with the event organisers on the day, prior to moving any vehicles.

Oceanfest Bundaberg Event Management will endeavour to work as quickly as possible to extricate your vehicle, but safety of the public is paramount.

Drivers must follow the direction of event organisers or designated traffic controllers and all vendors must be offsite by 6:30pm, Saturday the 24th of August.

Weather Contingency
Oceanfest Bundaberg will proceed in most weather conditions unless it is deemed unsafe to do so by Oceanfest Bundaberg Event Management.

Oceanfest Bundaberg Event Management will notify stallholders of any cancellations or changes to site placement, due to weather conditions within 24 hours of the event.

Working with Children
For those artists, entertainers and activity providers who will be undertaking activities with children on the day, will be required to hold a Working with Children Blue Card.

Site Fee
Your site fee will be determined from your requirements (i.e. site area/power requirements) and must be paid by the date stated on the Vendor Registration Form (before the 5th July, 2019).

Equipment
It is up to individual stallholders to organise their own display equipment, materials, tables, chairs, wind barriers and display boards.

Marquees will NOT be provided by Oceanfest Bundaberg Event Management. It will be the responsibility of each stallholder to arrange, collect and erect their own marquee on their site and dismantle it. All marquees must be weighted as NO PEGS ALLOWED.
Compliance
It is a requirement that all stallholders hold appropriate licences, tickets and authorisations suitable to undertake activities.

Electricity
Please confirm your site power requirement on the Oceanfest Vendor Registration form.

All operators must provide their own power leads. It is recommended that at least two 20m leads be supplied. Only power boards may be used; double adaptors and piggyback plugs must not be used in any circumstances. All leads and power boards must be tagged and tested.

The designated Oceanfest Bundaberg WH&S officer may view all leads and disconnect any that have not been tested within 12 months of the event date. Leads must not be located where patrons may walk over/on them, unless appropriate and approved cable management is utilised – see Safety section of this document.

It is the responsibility of vendors to advise Oceanfest Bundaberg Event Management should electricity requirements change.

Gas
All gas equipment must comply with relevant Australian Standards and non-portable gas appliances must be installed by a licenced gas fitter.

It is the responsibility of the vendor to ensure all gas appliances have been approved and display appropriate certification. The test date is required to be not more than 10 years prior on LP Gas cylinders.

Public and Product Liability
Public and Product Liability insurance with a minimum cover of $20 Million is compulsory for all vendors with details to be included on the Vendor Registration Form.

Food Licence Permits
All food vendors must, as determined by Bundaberg Regional Council Health & Regulatory Services Department; either hold an appropriate Food Licence and/or Temporary Food Permit.

A Council Health & Regulatory Officer may be present during the event, ensuring food vendors comply with the standards under the Food Act 2006.

This licence and/or permit must be displayed prominently at the food vendor’s designated site throughout the event.

Sustainability & Waste Management
Due to the environmental focus of the event, the community has a high expectation the event itself be ‘green’. This means environmental considerations must be made with regards to all aspects of
the event, ranging from the type of displays, entertainment, activities and general event management issues such as waste management. This is a plastic free event.

Waste Minimisation
Stallholders should actively minimise their waste especially non-recyclable waste. Stallholders are encouraged to use compostable and recyclable packaging to minimise waste such as paper plates, bamboo cutlery, and cardboard burger containers and, use recycled paper for flyers and posters. Not only will these small actions benefit the environment, they will reduce the costs associated with providing an event waste service.

Recycling
Waste bins will be strategically placed throughout the Port Marina precinct during Oceanfest Bundaberg. Large skip bins are also located within the hardstand areas.

All vendors are responsible for leaving the site in a clean and tidy state.

Please note: Cooking oils and other by products are not to be disposed of onsite and are the responsibility of the vendor.

Balloons & Plastic Straws
While balloons provide a festive feel to any event, they are not permitted at Oceanfest Bundaberg. Plastic Drinking Straws are also not permitted at Oceanfest Bundaberg.

First Aid
An accredited First Air/Emergency medical provider will be on site during the event. All vendors should be aware of this centrally located site, prior to commencement of trading.

Security
Security is the stallholder’s responsibility. Neither Oceanfest Bundaberg Event Management nor the Rotary Club of Bundaberg Sunrise is responsible for any loss or damage to the stallholder’s property.

Parking
Due to limited space, parking for all stallholder vehicles (unless otherwise agreed) will be within the designated general parking areas and not at their site, unless otherwise agreed to by Oceanfest Bundaberg Event Management.

Workplace Health and Safety
All stallholders must abide by safety directions given by designated Oceanfest Bundaberg Workplace Health and Safety Officers.

Noise
Use of amplifiers or loud speakers (or any audio device) by stallholders is prohibited except with prior consent from event organisers.
Vendors are not permitted to employ, contract or program any performer or performance without prior permission from Oceanfest Bundaberg Event Management.

Oceanfest Bundaberg Event Management shall have the power to stop any undue noise created by a stallholder and/or their attendants during the display and/or sale of their exhibits.

**Safety**

Under the Fire Safety Regulations of 2008, where a vendor uses a gas or electrical appliance to cook or heat food, that vendor is required to have;

- a fire extinguisher for that class of fire and where a stall uses oils or fats;
- a fire blanket.

The extinguishers and fire blankets must have an inspection tag attached showing the last test (every six months) and a sign showing the location of the equipment within the site.

Vendor’s equipment must be in good condition and if required, equipment must display any registration certificate in accordance with regulations governing the activity.

All trip hazards that cross pathways or lawn areas must either be covered with carpet, cable covers or alternatively flown a minimum of 2.4m above the ground. No cables are to be attached to trees and/or other structures that are not part of your site without prior approval.

**Emergency**

In the case of an emergency, Oceanfest Bundaberg Event Management will direct all vendors and patrons to a designated area. Upon this direction, all vendors must;

- Cease service immediately
- Turn off any gas bottles and if safe, disconnect electricity to the site.
- Follow the instructions of the Oceanfest Bundaberg Event Management or Emergency Service personnel.

An Emergency Plan is prepared and will be implemented in case of an emergency within the boundaries of the Event.

**Smoking**

Oceanfest Bundaberg is a non-smoking event.

**Correspondence**

Please direct any questions and all correspondence to:

Gary Kirk
Event Coordinator
info@oceanfestbundaberg.com.au
Mb: 0467 492 109