

Springvale Snow Fest 2024

Food, Market and Corporate Stalls

Information, Fees and Terms and Conditions

Springvale Snow Fest

Event date: Sunday 28 July 2024

Event times: 12pm – 7pm

Location: Buckingham Avenue, Springvale

Expected attendance: 33,000

Event Description: Springvale Snow Fest started in 2012. It's the City of Greater Dandenong's biggest event, in 2023 the event was attended by an estimated 33,000 people. The event is a winter carnival and multicultural food festival, with real snow brought in from the local mountains. There are stage performances, roving performances, fireworks and plenty of free activities for people young and old.

Springvale itself is a very multicultural community, with over two-thirds of its residents born overseas, including a large Vietnamese community, and has attracted wide acclaim for its cosmopolitan mix of cultures. Springvale Shopping Precinct is famous for offering a unique South-East Asian experience. The target audience for this event ranges from local families, young people and foodies from across Melbourne.

Please note - This event takes place in the heart of Springvale, there are many existing shops and restaurants located in the area who will be trading as usual during the event. By submitting an expression of interest, you confirm that you understand that this environment is something that you are aware of.

Deadlines

Expression of Interest closes: Sunday 19 May 2024 at midnight

Successful traders informed: Wednesday 22 May 2024

Invoices paid by: Monday 10 June 2024 by 2pm

Statement of trade submitted by: Friday 14 June 2024

****Some event details and deadlines may be subject to change by the City of Greater Dandenong Council.**

Stallholder Application instructions

1. Fill in the online [Expression of Interest Application Form](#).
2. Please complete as many sections of the form as you can and upload the requested documents. Some fields are compulsory but applicants that provide detailed and/or all information requested will be prioritised for selection.
3. When submitting the form, wait until you have reached the submission confirmation screen before closing the window. If you get a notification about incomplete information, please complete these sections then click 'submit' again.
4. Once submitted, you will receive confirmation and a copy of your submitted application within two days. If you do not receive a confirmation please email events@cgd.vic.gov.au as we may not have received your form.

Important

The act of submitting an application does not guarantee participation in an event. You will be informed by email if your application has been successful.

Successful stall holders must ensure that all the relevant statutory and regulatory obligations have been complied with before attending the event. If you have not obtained the appropriate permits, you could face serious consequences such as on the spot fines and court action.

Assessment

All applications will be assessed on several different areas and weighted accordingly. It is recommended to consider the following selection criteria when completing the EOI form:

- Valid Public Liability Insurance and Working with Children Checks
- Comprehensive information (e.g. contact details, Food Trader registration, product, price, requirements etc.)
- Healthy food options
- Affordability of products
- Previous attendance and compliance with City of Greater Dandenong events
- Food Trader compliance

Site Hire Fees

Food

Length (serving side) x Width	Details	Fee (incl. GST)
3m x 3m	Space only (marquee not provided)	\$805.00
6m x 3m	Space only (marquee not provided)	\$1005.00
Coffee Vendor	Space only (marquee not provided)	\$400.00
3m x 3m	Space and a Council provided marquee	\$1025.00
6m x 3m	Space and a Council provided marquee	\$1445.00

Market

Length (serving side) x Width	Details	Fee (incl. GST)
3m x 3m	Space only (marquee not provided)	\$560.00
6m x 3m	Space only (marquee not provided)	\$760.00
3m x 3m	Space and a Council provided marquee	\$780.00
6m x 3m	Space and a Council provided marquee	\$1200.00

Corporate

Length (serving side) x Width	Details	Fee (incl. GST)
3m x 3m	Space only (marquee not provided)	\$976.00
6m x 3m	Space only (marquee not provided)	\$1176.00
3m x 3m	Space and a Council provided marquee	\$1196.00
6m x 3m	Space and a Council provided marquee	\$1616.00

Fees listed are based on common marquee/ van/ truck/ trailer sizes. If your proposed stall and display size is outside the listed options, please confirm site fees with Festivals and Events Team by emailing events@cgd.vic.gov.au.

Options with 'Space and a Council provided marquee' include a set up marquee with three walls and a light but **does not** include furniture such as trestle tables and chairs.

Note: All stallholders bringing their own marquee must comply with all relevant regulations and provide adequate equipment including appropriate weights of 39kg per leg or higher depending on weather forecast for the event. All marquees will be subject to approval to ensure quality and sturdiness.

Additional Infrastructure Hire

Please indicate in your application if you need to hire any equipment through the Council.

Stallholders without adequate equipment or appropriate setup on the event day will **not** be permitted to trade and will be asked to leave. Limited equipment will be available for hire from onsite infrastructure contractor.

Item	Fee (incl. GST)
Trestle Table	\$20.00
Bistro Chair	\$5.00
Marquee Weights (40kg per leg)	\$6.00

Power Hire Fees

If you require power, please see the costs below. We can provide the following:

Item	Fee
1 x 10-amp circuit	\$40.00
1 x 15-amp circuit	\$60.00

Terms and Conditions

Legal requirements

FoodTrader Registration

All food stalls must already have a FoodTrader registration number, the Victorian Government's online system for temporary and mobile food stalls.

Once approved to trade at this event, all registered food stalls must also lodge a Statement of Trade ('SOT') and have this accepted to be registered for trade on the event. **The deadline to submit an SOT is Friday 14 June 2024.**

Food stalls must observe all Greater Dandenong Council ('the Council'), Melbourne Fire Service, Food Act 1984, Workplace Standards, Licencing Commission requirements and other relevant Commonwealth, State and Local regulations relating to the preparation and sale of food and beverages.

All gas bottles must be in a milk crate and placed outside of a marquee or tent. Large bottles require a secured frame and must also be outside of marquee. Barbeques must have appropriate backing and heat panels, and be positioned with ventilation. Please refer to Energy Safe Victoria at esv.vic.gov.au and the "Code of Practice for the Safe Use of Gas at Public Events in Victoria" for full requirements.

Public Liability Insurance

A copy of your Public Liability Insurance valid on the event date is required for participation in this event. This is a compulsory requirement. Please supply this when submitting your application.

A Public Liability and Productions Liability insurance policy in a form approved by the Council; noting the Council as a Principal, insuring for a sum of not less than twenty (20) million dollars the Council and the Stallholder against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against the Council or Stallholder, or both arising out of or in relation to this agreement. The policy must also confirm that the insurance cover includes across liability clause extending the policy so that the words "the insured" shall be considered as applying to each party comprising the insured, as though a separate policy has been issued to each of the parties in the same manner as if that party were the only party name as the insured. Proof of this policy must be by way of certificate of Currency.

Such other policies the Council may reasonably require. It is highly recommended that this include a policy to cover damage to the contents of the site including all fixtures and fittings against loss or damage by fire, storm and tempest, explosion, earthquake, riots, strikes, malicious damage, impact by vehicles including aircraft and other aerial devices, extraneous water including flood, burglary, and damage by burglary and accidental damage for their full reinstatement and replacement value.

Working with Children Check

City of Greater Dandenong is a child safe organisation. It is a requirement for all stallholders and their staff working on the event day to hold a current and valid Working with Children Check (WWCC). These must be submitted with your Expression of Interest form and be brought on the day of the event.

Other conditions

Once an application is approved, items as specified in the application, cannot be changed. The Council reserves the right to reject applications or stop stalls from trading any items or engaging in any promotional activities not complying with the approved application, consumer protection guidelines, Council Policy, or being offensive to the public. This includes gambling activities, the selling of alcoholic drinks, items deemed to be dangerous and offensive.

That Council may, at the organiser's discretion and for any reason including, but not limited to, public safety, resolve to temporarily close part of, or the entire Festival site during the scheduled period of event. You hereby acknowledge the Council's right to take this action and hereby agree that in the event that if the Council does so, then you will not seek to claim any compensation nor otherwise seek to impose any liability on the Council of any nature whatsoever.

By completing an application to trade at the event, you agree to:

- behave in a polite and professional manner to all participants, workers, event staff, volunteers and other stallholders involved;
- to respect the Council's security arrangements and comply with the measures put in place to ensure a safe and secure Festival for both the public, event staff, workers, volunteers and stallholders;
- take all reasonable care, including respecting the rights of other stallholders in the use of communal storage areas, including refrigerated space;
- comply with decisions made by management of the Festival, including any decisions relation to the stall site; and
- comply with all related sections of the Fair Trading Act 1990 in the conduct of the stall site;
- agree to indemnify and keep indemnified and to hold harmless the Council its servants and agents from and against all actions, costs, charges, expenses and damages whatsoever which may be brought or claimed against them, arising out of or in relation to this agreement, provided that this indemnity shall not apply where such actions, costs, charges, expenses and demands have arisen due to the negligence of the Council its servants and agents.
- **Selling alcohol, offensive materials, weapon-lookalike toys, or illegal goods is strictly prohibited.**

The Council reserves the right to, after notice and opportunity to rectify, close any stall that does not comply with the terms and conditions of this agreement.

The Council holds the right to reject an application at its own discretion.

Plastic Use Policy

Further to the Victorian Government [state-wide ban on single use plastics](#), the City of Greater Dandenong is reducing the impact of plastic pollution through Council's Plastic Use Policy which was implemented in 2019. The policy applies to several groups across the municipality including organisations or individuals conducting or participating in a festival, event, or activity on any Council owned and managed land or buildings.

As an event organiser and/or stallholder working on Council owned land or as part of a Council-run festival, event, or activity, you must not distribute, sell, provide or use the following single use plastic items:

- Bags
- Straws
- Balloons
- Single-use plastic and polystyrene cups, plates, bowls, cutlery and take away food containers
- Water bottled in plastic

All unnecessary soft plastic packaging should also be avoided where possible.

A specific guide for event organisers and stallholders has been created to help you move away from the prohibited single use plastic items to ones that are much environmentally friendly. Read the guide [here](#).

Compulsory induction

All event participants are required to complete a compulsory induction, which may be online or in person.

Details will be provided closer to the event. Participants will not be able to trade on an event day unless the induction has been completed.

Fees

Applicants agree to pay the fees for any items as per Confirmation of Hire Arrangements (wherever applicable) to the Council for the event. The fee is non-refundable unless the event is cancelled.

All invoices must be paid by Monday 10 June 2024 by 2pm

The fee includes:

- Site location (space only)
- Optional extras upon request (marquee, power, infrastructure)

You will be invoiced upon confirmation of your participation in this event.

Fire safety equipment

All stalls with electrical equipment are required to be fully compliant with the AS2444-2001 Portable Fire Extinguishers and Fire Blankets – Selection and Location standard. Stalls not meeting these fire safety requirements will not be permitted to trade.

As a minimum, if you are successful and have electrical equipment, you must bring the following:

- 1 x 4.5kg ABE fire extinguisher that has a maintenance service tag dated within the past 6 months
- 1 x large sized fire blanket

If your stall has a multiple pieces of cooking equipment, it is recommended to bring multiple fire extinguishers and blankets. If your fire extinguisher requires testing please contact your local fire station or FES.

Privacy statement

Personal information collected by Greater Dandenong City Council is used for municipal purposes as specified in the Local Government Act 2020 and will be used solely for the purpose in which it was collected or a directly related purpose.

Personal information will be stored securely for as long as administratively required, at which point it will be deidentified and destroyed. It will not be disclosed to any external party without your written consent, unless required or authorised by law. If you fail to provide the requested information, Council may be unable to provide certain services.

If you wish to access or amend your personal information, or if you believe your personal information has been breached, please contact Council's Information Privacy Officer on 8571 1000.

Greater Dandenong City Council is strongly committed to the responsible handling of personal information and is compliant with the Privacy and Data Protection Act 2014 and the Health Records Act 2001. A copy of Council's Privacy and Personal Information Policy is available on Council's website at

<https://www.greaterdandenong.vic.gov.au/information-privacy>