

Southern
Stars

summer festival



26th November 2022

FOOD VENDOR INFORMATION PACK

Please take time to read the following information before submitting your Food Vendor Application Form. This document outlines the basic terms, conditions, costs, and expectations the Southern Stars Summer Festival has of you as the Food Vendor and provides you the information on which to base your application.

This Food Vendor Application Form must be completed in full and returned before the closing date to ensure that the Southern Stars Summer Festival may process and decide on your application. Accurate completion will ensure we understand your needs, which will better protect your investment and effort in your operation.

Whilst the Southern Stars Summer Festival endeavours to provide accurate information, the nature of festivals, costs and regulation means details below are subject to change during the planning and course of the event. In the event of change, the Southern Stars Summer Festival will do their best to keep all parties informed of any such changes to the conditions and costs.

Prepared by Southern Stars Charitable Trust

KEY EVENT DETAILS

EVENT SUMMARY

The Southern Stars Summer Festival is a brand new project developed post-covid, to provide safe, outdoor art and music entertainment to our charitable community this summer.

The festival will take place from 26th November 2022, at the Kumeu Showgrounds in Auckland, with food and beverage providers and free outdoor entertainment for the whole family.

EVENT DETAILS

Name of Event:	Southern Stars Summer Festival
Dates of Event:	26 th November 2022
Site Address:	Kumeu Showgrounds
Trading Hours:	These hours may be subject to change in 2022 and all Food Vendors will be promptly advised before event delivery: Saturday 26 th November: 10 AM – 7 PM

EVENT ORGANISER

The Southern Stars Summer Festival will be run by Southern Stars Charitable Trust Ltd., the team behind the K.I.S.S. programme, a season of Kids in Show Seats live pantomimes, and the annual Kids Big Day Out

Southern Stars Charitable Trust's aim is to assist special needs and disadvantaged children in New Zealand . Since Southern Stars Charitable Trust was established, we have raised millions of dollars for children's charities in New Zealand, and up to 36,000 special needs and disadvantaged children have been entertained through our events annually.

The Trust is indebted to many people, supporters and organisations for this achievement.

We have dedicated ourselves to providing a better life for special needs and disadvantaged children in New Zealand by providing assistance through various charitable organisations.

Last year these charities included The Burn Support Group Charitable Trust, Kidney Kids, Koru Care New Zealand, Radio Lollipop, Barnardo's Kidslines 0800 What's Up, and New Zealand Down Syndrome Association.

2022 INDICATIVE KEY DATES

2021 INDICATIVE KEY DATES	
23 rd Jul 2022	Food Vendor Applications open.
20 th Sep 2021	Food Vendor Applications close (5:00pm).
2 nd Oct 2022	Offers of acceptance sent to Food Vendors.
25 th Nov 2022 (TBC)	Site available for Food Vendor pack in.
26 th Nov 2022	Southern Stars Summer Festival event date, and bump out.
26 th Nov 2022 10 PM	All Food Vendor infrastructure offsite
20 th Dec 2022	Bond returned (if site cleared, no damage done, and all fees/ charges paid in full)

FOOD SUBSIDY FOR ALL ONSITE VENDORS

Southern Stars will be giving away up to \$20,000.00 in food tokens that will be distributed through our network of recipient charities in attendance. These tokens will be able to be used to purchase food at all onsite vendors who will be able to redeem for dollars from Southern Stars Charitable Trust.

SELECTION PROCESS

The Southern Stars Summer Festival will select a unique range of food vendors to deliver a diverse range of culinary delights. You need to ensure that your Application Form is received in full, with no vital information missing. We receive more applications than we can accept, so the more information we have the better.

We base our selection on:

- Complete applications (missing information may jeopardise your application),
- Diversity & quality of product,
- The presentation of your food and your stall (photos are great for this),
- Marketing plans (how will you promote your involvement in Southern Stars Summer Festival?) and
- Commitment to sustainable practice

NOTIFICATION

Food Vendors will be notified via email if they are successful. They will be asked to pay the required \$500 Site Bond to secure their booking as per indicative key dates listed above.

No other Fees are payable by the selected vendors.

TRADING OPTIONS & SITE FEES

The Southern Stars Summer Festival has 5 options for trading. Food Vendors can operate from one of our marquees or can operate from their own food van.

FOOD VENDOR TYPE		SITE BOND	INCLUDED IN SITE FEE
A	3m x 3m Marquee – commercial food vendor	\$500	<ul style="list-style-type: none"> 10 amps or 2400 watts of power (any additional power requirements should be indicated in your application and will incur an additional fee)
B	3m x 3m Marquee – not for profit community group food vendor	\$500	<ul style="list-style-type: none"> 10 amps or 2400 watts of power (any additional power requirements should be indicated in your application and will incur an additional fee)
C	6m x 3m Marquee – commercial food vendor	\$500	<ul style="list-style-type: none"> 10 amps or 2400 watts of power (any additional power requirements should be indicated in your application and will incur an additional fee)
D	Food Truck/ Van/ Mobile Trailer (up to 5m)	\$500	<ul style="list-style-type: none"> Space for your vehicle 16amp single phase caravan cord (any additional power requirements should be indicated in your application and will incur an additional fee)
E	Coffee or Ice Cream Van	\$500	<ul style="list-style-type: none"> Space for your vehicle 16amp single phase caravan cord (any additional power requirements should be indicated in your application and will incur an additional fee)

The Southern Stars Summer Festival makes no promise or guarantee of food stall position prior to the event. Food Vendor Application Forms are accepted on the understanding that the Food Vendor agrees that their food stall position is at the sole discretion of The Southern Stars Summer Festival.

STALL PRESENTATION

We are looking for Food Vendors that take pride in the presentation of their stall and add to the aesthetic of The Southern Stars Summer Festival. Presentations of all aspects of The Southern Stars Summer Festival are important to us, and it is imperative that Food Vendors and their staff present themselves, their stalls, and their fare in the best possible light at all times. This requirement is of equal importance both front of house and back of house. The Southern Stars Summer Festival retain the right to insist any Food Vendor properly maintains their stall. Failure by the Food Vendor to comply with this rule may result in The Southern Stars Summer Festival taking direct action that may include repair, remediation, rubbish removal or requiring the stall to shut down. The costs incurred through any of these actions will be charged to the Food Vendor.

RIGHT OF VETO

The Southern Stars Summer Festival retains the right to enter any food stall at any time and remove any article, sign, picture, or printed matter, which, in our opinion, is either not eligible for display or is considered offensive or substandard. This extends to any items (e.g. A-frame signs) located outside of the stall.

SEATING

Food Vendors are not to bring any seating for customers to site, without the prior written consent of The Southern Stars Summer Festival.

PRODUCT LIST

All product lists are subject to approval by The Southern Stars Summer Festival. You are not permitted to sell anything not listed in your application form. The Southern Stars Summer Festival does not guarantee that Food Vendors will have sole rights to any specific cuisine, dish, or product. No stalls are permitted to sell any items that may contravene existing sponsorship agreements held by The Southern Stars Summer Festival.

TOBACCO AND LIQUOR PRODUCTS

The Southern Stars Summer Festival does not allow the sale of any tobacco related products or liquor related products. This will be in direct breach of The Southern Stars Summer Festival's Liquor License and Responsible Service of Alcohol program.

PARKING

Parking will be provided, but this must be booked with management no later than 2 weeks prior to the festival dates.

DELIVERIES AND FOOD VENDOR ACCESS

Rules and access conditions may include but are not limited to:

- No vehicle access to event site during event operational times
- Vehicle access for pack in and pack out strictly restricted to specific times
- The Food Vendor must not attempt to access The Southern Stars Summer Festival at any other time than those specified and only by those entrances specified.
- Delivery access to The Southern Stars Summer Festival during event day will only be permitted during specified times and to specific locations.
- Maximum speed on site is 5kms.
- Hazard lights must be switched on while moving through the site.
- Be courteous and ensure that your car is not blocking other traffic.
- Cars left unattended for more than ten minutes will be towed.
- Reckless drivers will be removed from site by security.

Full information will be supplied to successful applicants.

Failure to comply with any of the above will lead to a permanent ban from the festival.

POWER & ELECTRICAL EQUIPMENT

Power is very limited on site.

Marquee sites are to limit their power requirements to 10amps or 2400 watts. Check your appliance as it will indicate how much power it draws. If you have more than one appliance, simply add up the total watts and see if it totals more than 2400 watts

Van Sites are provided with a 16amp single phase caravan cord.

Power you draw during the festival that is over the amount you requested will cause your supply to fail (i.e. trip). Any faults, power failures or damage caused by underestimating your power needs will be billed to the Food Vendor (including possible costs incurred by other affected Food Vendors). Be sure to keep this in mind when completing your application.

Only leads, power boards and electric appliances with current test tags in accordance with AS/NZS_3760:2010 may be used. Electrical appliances and leads that do not have current test tags, or that are deemed to be in-breach of the safety standard will be confiscated.

Caravans and vans must also follow this process and have a current electrical warrant of fitness.

The Food Vendor Manager will sign off on each individual site before power is connected.

WATER AND SULLAGE

At this stage there is no water available on site – we will advise if this situation changes.

Do not under any circumstances pour oil down the drains/into rubbish bins or on to the grass. Drums for used oil will be located on site for your convenience.

GAS

Most food trucks use gas because it is convenient and economical. While gas is quick, reliable, and efficient, it also needs to be used safely. Please refer to [Worksafe](#) for full recommendation regarding gas safety, some details include:

- Get the gas installation on your food truck checked once a year by a licensed gas fitter.
- Keep the food truck well ventilated as gas appliances need a lot of fresh air to work properly.
- Never use damaged or corroded cylinders. LPG is stored under pressure and a faulty cylinder may leak or rupture. Check for dents or corrosion, especially around the base.
- Always store your cylinders upright. Lying a cylinder down brings liquid in contact with the safety valve, preventing correct operation. Cylinders larger than 2.25kg should be housed in a compliant enclosure like an LPG locker.
- Check gas connections regularly. Keep the cylinder away from heat and flames – even if it is empty.
- If you smell gas, turn off the cylinder valve if it's safe to do so, get people out of the area, turn off all appliances and ventilate your food truck. Don't use any electrical devices, including switches and phones, until the air is clear.

- Never tamper with the valve. Don't attempt to repair or remove your cylinder valves. If it sticks or gets damaged, tell the supplier.

WASTE MANAGEMENT & SUSTAINABILITY

Your stall will be audited during the event and spot checked for correct service ware and rubbish sorting. Failure to comply may result in your business not being able to trade at this event.

The Southern Stars Summer Festival will supply the Food Vendor with access to bins for general waste, compostable waste, and recyclable products (such as glass, paper, cardboard etc.). The Food Vendor is required to sort and dispose of all their rubbish in these bins.

A cardboard skip will be provided. Please flatten all boxes before placing into the skip.

Do not under any circumstances pour oil down the drains/into rubbish bins or on to the grass. Drums for used oil will be located on site for your convenience.

Do not leave any rubbish on site.

Following the festival food vendor sites must be left completely clear – no rubbish, no oil, fat, or food waste. In the event of damage or failure to comply with festival procedures food vendors may be charge additional waste removal fees which will be deducted from site bond.

PROCEDURES & POLICY

Southern Stars Charitable Trust and The Southern Stars Summer Festival has developed a range of Accessibility, Sponsorship, Safety and Risk Management procedures in relation to its operations. This includes a Health, Safety & Emergency Management Plan, Hazard and Risk Assessment, COVID Safety Plan and H&S Policies & Procedures. Whilst operating within The Southern Stars Summer Festival the Food Vendor is required to adhere to The Southern Stars Summer Festival's procedures and policies and maintain their own H&S policies to ensure safety of their workers and the public.

The Food Vendors and their staff will be required to attend an on-site induction with our Safety Officer prior to pack-in. This is to ensure you and your staff follow all safety guidelines and best practices. In the interest of public and workplace safety any recommendations may be required to be implemented before stalls can commence trade. The Southern Stars Summer Festival's procedures and policies will be provided to the Food Vendor prior to the site induction.

FORMS & INDUCTIONS

ACCREDITATION

The security of our staff, performers, Food Vendors, and patrons is of paramount concern to The Southern Stars Summer Festival. As such The Southern Stars Summer Festival will issue suitable accreditation for all Food Vendor employees. All Food Vendors and their staff must always carry accreditation. Accreditation must be carried by anyone in back of house areas. Food Vendor accreditation does not grant the bearer unrestricted access to venues, venue back of house areas or dressing rooms, production areas, bar stores or any other areas not directly related to stalls. Lost accreditation can be replaced, but at the cost of the Food Vendor.

ONSITE INDUCTION

All Food Vendors must attend an onsite induction on arrival at the Southern Stars Summer Festival.

ONSITE DOCUMENTATION

You must have the following documents with you on site:

1. A Hazard Register
2. Current Council Registration or Exemption
3. Proof of Public Liability Insurance

PACK IN AND OUT

Details regarding Pack-in/out will be confirmed following submission approval.

COVID 19 SAFETY

The risk of exposure to COVID-19 in the New Zealand community remains real, so we all must continue to be vigilant. By following public health practices, the Southern Stars Summer Festival supports New Zealand's efforts to minimise the impact of the virus on our community.

We are complying with the New Zealand Event Sector Voluntary Code, which outlines what event managers can do to safely deliver events. The Southern Stars Summer Festival has a Covid Safety Management Plan which will be followed during the event. All Food Vendors must comply with directives of the management team regarding COVID-19 safety.

FIRE SAFETY

Food Vendors must ensure that their stall and work areas are provided with fire protection and firefighting equipment that is designed and built for the types of risks and hazards reasonably expected within that workplace (e.g.: foam or dry powder type extinguishers for fires that involve flammable liquids).

Fire safety equipment must be properly maintained and regularly checked and tested by the local fire authority or fire equipment supplier. The areas where the equipment is stored must be kept clear of obstructions. Workers must be trained to use fire extinguishers and to understand what type of extinguisher to use for different types of fires.

ACCESSIBILITY

The Southern Stars Summer Festival is committed to providing equal access, we require Food Vendors to address accessibility requirements when planning your stalls.

This may include but is not limited to:

- A section of low counter accessible to patrons in wheelchairs
- Well-lit signage with clear lettering
- Clear passage of travel within stalls
- Ramps where applicable

If you require help, during your planning stages, please contact us and we will advise on any improvements that can be made.

FOOD HEALTH & SAFETY REGULATIONS

All Food Vendors must meet all minimum standards imposed by the Auckland City Council and any other relevant body in relation to food handling and food hygiene.

You must have a current council registration/Notice of Exemption/Food Safety Plan.

Prior to the festival food vendors may be contacted by Auckland City Council Health Licencing Team. Your food vendor site must comply with the Auckland City Council's health and safety regulations at all times.

The Food Vendor must provide access to their stall to The Southern Stars Summer Festival staff or other relevant regulatory bodies whenever required to ensure compliance with all relevant codes, guidelines, or laws. Failure to meet guidelines set by relevant authorities may result in Food Vendors being closed down until such time as the breach is remedied. Food Vendors will still be liable for full Site Fees during any period of closure

RELIGIOUS AND POLITICAL MATERIAL

The Southern Stars Summer Festival reserves the right to decline any Food Vendor promoting any religious, political, or other material that may cause offence.

INSURANCE & LIABILITY

Food Vendors must have public liability insurance with a minimum cover of \$1,000,000.00. An insurance certificate must be uploaded when making an application and a valid insurance certificate must be presented during the pack in.

Under no circumstances will the Southern Stars Summer Festival make good or accept responsibility or liability in respect of any loss, theft or damage caused or sustained in any way to the venue or any of Vendor's property, goods, articles or things whatsoever placed, deposited, brought into or left at the Southern Stars Summer Festival for the Vendors' use or purpose by another person, or left or deposited with any staff member of the Southern Stars Summer Festival.

SECURITY

Security guards will be present on site during operational hours, but there will not be a 24-hour presence for the duration of the event.

All due care will be taken to ensure the safety of all areas of the site however The Southern Stars Summer Festival takes no responsibility for any goods or property brought onto or left on the site by a Food Vendor.

All Food Vendors and their staff must obey the reasonable direction of security at all times during the event.

CANCELLATION

Food Vendor cancellation at any time will result in the Food Vendor forfeiting any deposits paid. Cancellation after dates specified within the indicative key dates above will result in the Food Vendor being liable for the full rental, plus any costs incurred by The Southern Stars Summer Festival in the hire or provision of any other services or items requested by the Food Vendor.

While every effort will be made to proceed with the festival, in the event of bad weather the festival manager will notify food vendors of cancellation by email or phone on the day.

In the event of any mandated site closures or event cancellation including, but not limited to inclement weather or Government COVID-19 restriction levels Food Vendors will be liable for full rental fees plus any costs incurred by Southern Stars Summer Festival in the hire or provision of any other services or items requested by the Food Vendor.

Taking into account the unpredictability of weather, and with a view to minimising losses to food vendors, festival management strongly recommends that food vendors be prudent in their planning of food preparation.