



POLISH FESTIVAL

@ FED SQUARE

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SUNDAY 10 NOVEMBER 2024

Information Guide and Expression of Interest form for FOOD AND DRINK STALLS

Due by Friday 9 August 2024

Greetings and dzień dobry,

It is a great pleasure to extend to you an invitation to lodge an Expression of Interest (EOI) for a **food stall** at the 20th Polish Festival @ Fed Square on **Sunday 10 November 2024 from 10am to 5pm**. The festival is Australia's premier Polish festival and seeks to *bring a taste of Poland to Melbourne* through a celebration of Polish culture, history and nationality.

An average of 50,000 patrons visit the festival each year. The festival is, without a doubt, an excellent opportunity for you to showcase your business or organisation.

As in previous years, a variety of Polish/ Australian businesses, organisations and schools will be participating in the festival. The program will contain stage performances, food stalls, responsible service of alcohol at the Karczma (beer garden), street performance, etc. In general terms, there will be businesses and organisations dealing in anything from jewellery to books or art and community services.

We are seeking to expand the Polish 'taste' experience by increasing the diversity of Polish dishes and refreshments. When deciding on the nature of your stall we encourage you to consider including a variety of dishes not frequently found at the festival in the past, but are dishes common in Polish households, such as the delectable *kopytka z sosem, gulasz z mиеsem, bigos z chlebem* or even *barszcz z uszkami*.

It is important to note that being Polish is not a prerequisite for holding a stall at the festival – in fact, we encourage non-Poles to join us. You just need to be keen to present Melbourne



POLISH FESTIVAL

@ FED SQUARE

with a taste of Poland either through goods and services connected or associated with Poland or present Polish dishes (we could even help you with ideas or recipes).

General festival provisions

1. For the specified fee, the stallholder will be provided with a marquee with four sides of which one or more can be raised. The marquee will be set up and ready for occupation at least 60 minutes prior to the commencement of the festival. (Please note that only marquees obtained through the EOI process are permitted).
2. In accordance with new Fed Square policy, this year the cost of the marquee will include floor covering to ensure grease and other possible staining agents do not soil the paving.
3. All food and beverage stalls will be located on the River Terrace.
4. Fed Square and Polish Festival Inc. have adopted a strong sustainable focus around the event. All food and beverage stalls are required to use biodegradable products so these can be recycled with food waste and the overall waste is minimized. Further details are outlined in the festival guidelines.
5. Although every effort will be made to ensure that each stall location has equal exposure, no guarantee can be provided.
6. Due to the size of Fed Square there are strict limits on the number of stalls. In deciding on food stall applications, consideration will be given to the type and variety of the Polish food on offer, noting that it is an objective of the festival to showcase the diverse cuisine of Poland.
7. Accommodating cool rooms proves to be a major challenge each year. Each marquee will be allocated space for 1x standard cool room measuring 1.8m long x 1.2m wide. **If a stallholder wishes to have more than one standard cool room per marquee or a cool room larger than 1.8m long x 1.2m wide, a request must be made at the time of application.**
8. Power points will be provided, however, participants will be required to provide their own equipment including electrical cables, refrigeration, tables, chairs, mobile barriers etc. All electrical items must be tested and tagged. Electricians will be available on the day for a fee.
9. Gas bottles need to be kept individually in crates.
10. As this is a Polish festival it is a strict requirement that all foods and beverages must, without exception, be culturally orientated.
11. Stallholders must conduct their trade within their marquee.
12. Stallholder is expected to trade for the full duration of the Festival and ensure supplies are adequate



POLISH FESTIVAL

@ FED SQUARE

13. Tables and chairs may be hired for a fee.
14. A maximum of 3 vehicles is permitted to service/set up the food stall.
15. Any person who is not a stallholder and is found to be conducting trade or distributing paraphernalia during the festival will be asked to cease. Fed Square security staff may remove them if they fail to do.
16. Stallholders will need to arrange their own staff, licenses, permits etc.

Stallholder directory

In an effort to increase exposure, a stallholder directory will be provided on the festival's website. The directory will contain each stallholder's details, allowing people to contact you and take advantage of your product and/or services, extending the longevity of your exposure through the festival and beyond.

Marketing

The festival is fully supported by a dedicated marketing strategy and will be promoted via:

- 'Virtual' Festival guide and flyer
- Festival website and Fed Square website (www.fedsquare.com.au)
- Email newsletters to database
- Advertising in Polish radio/print media and in widespread mainstream and local print media

Social media

As a stallholder, let us know if you have something on and we will endeavour to put it on our social media (i.e. Facebook, Twitter, Instagram) pages.

How to be a stallholder

If you wish to participate, please lodge a completed application form (located on the last page of this document), together with the requisite fee, **no later than 5pm on Friday 9 August 2024**.

Late applications may not be considered.

In addition to completing the application form, please ensure you read and understand the additional information, guidelines and selection criteria outlined in this document.

Any enquiries should be directed to Irena Lobaza via email to stalls@polishfestival.com.au

Note: all stallholder enquiries will be responded to via email from 7th August onwards



POLISH FESTIVAL

@ FED SQUARE

Fees

All prices are inclusive of GST.

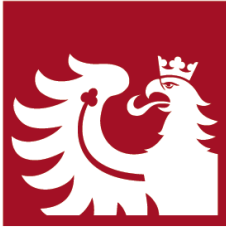
<i>Stall type</i>	<i>Catering marquee size (m)</i>	<i>Fee</i>
Food - commercial business/ individual	3x3 (including Food Truck)	\$1320
	3x6	\$1760
Food – community group	3x3 (including Food Truck)	\$660
	3x6	\$990

Fees are the same as for the 2023 festival.

Additional items are available for hire at the following flat rates:

<i>Item</i>	<i>Rate per item</i>
Table (1.8m in length)	\$25
Chair	\$5

We thank you for your interest and look forward to working with you to bring a taste of Poland to Melbourne at the 20th Polish Festival @ Fed Square



POLISH FESTIVAL

@ FED SQUARE

Guidelines and selection criteria for participation

1. We agree to participate in the Polish Festival @ Fed Square and to abide by these guidelines.
2. We will set up our site within the infrastructure supplied by Polish Festival Inc. and be responsible for the provision of our own equipment (including electrical cables, cool room, cooking, disposables and kitchen infrastructure for food stalls, **refer specific additional guidelines for food stalls** on next page, i.e. **Food stall structural guidelines and operator checklist**)
3. Other site requirements, including any deviation in size of cool room, are to be discussed with the Stalls Manager prior to the event. Power will be provided by Polish Festival Inc.
4. We agree that our stall must be Polish orientated either by nature of product, goods or services or other demonstrably Polish element and that at least one Polish speaking person (basic understanding of Polish language and culture) will be attending the stall throughout the festival.
5. We agree that the stallholder or nominee possesses, or is able to apply and reasonably expect to obtain, the necessary permits/licenses for the proposed activity.
6. We agree that the applicant must satisfy Polish Festival Inc. that they have sufficient prior experience in the nominated activity to satisfactorily carry out the activity at an outdoor venue of the nature of Fed Square.
7. We agree that our business/organisation will provide adequate staff to service our site.
8. We agree that all our business/organisation branding and promoting is to take place within the confines of Fed Square by persons with a nametag identifying the stall with which they are associated.
9. We agree to the positioning and allocation of our site as determined by Polish Festival Inc.
10. We agree to pay the participation fee at the same time as lodging the Expression of Interest form, to cover the costs associated with the infrastructure and promotion of the event, in full to Polish Festival Inc. (Advice of acceptance by Polish Festival Inc. will confirm your participation in the festival. Cancellation fees may apply if you withdraw once accepted.)
11. We agree that if accepted we may be required to provide an ABN, permits and licenses.
12. We agree not to hold the Polish Community Council of Victoria Inc. or any member of Polish Festival Inc. or any person acting on their behalf, liable for any loss whatsoever.



POLISH FESTIVAL

@ FED SQUARE

13. We agree that lodging an Expression of Interest is no guarantee of participation as Polish Festival Inc. reserves the right to determine the appropriateness of the goods or services and thus determine if a proposed stallholder should be accepted (Please note that if your application is not accepted, the fee will be returned).
14. We agree and accept that preference will be given to community not for profit orientated organisations and accept the decision of Polish Festival Inc. in determining who may participate in the Festival and that no correspondence will be entered into.
15. We agree that only those organisations/persons that apply for, and are accepted as, a food stall, may sell, market or in any way promote or make available to the public food or products for consumption.

Additional specific guidelines and selection criteria for participation for food stalls

16. We agree to comply with the food handling reporting mechanisms on the day in line with Victorian food legislation.
17. We understand Fed Square has adopted a strong sustainable focus around the site. We agree that, in keeping with this focus, with respect to the service of foods and beverages, we shall **ONLY use biodegradable products for cutlery, crockery, glasses and cups and that the use of plastic plates, knives, forks, glasses and cups is prohibited** (Please note any type of napkins is fine to use).
18. We agree to comply with the City of Melbourne's requirement to hold a **Victorian Temporary Food registration** on the statewide website **FoodTrader**. For details on how to register your temporary food premises, please refer to the City of Melbourne's website at: <http://www.melbourne.vic.gov.au/business/permits-and-approvals/hospitality-businesses/Pages/temporary-mobile-food-premises.aspx>



POLISH FESTIVAL

@ FED SQUARE

Food stall structural guidelines and operator checklist

Food stall vendors must observe relevant food handling and safety requirements, including:

- All stallholders handling unpackaged food or drink must have hand-washing facilities in their stall (see diagrams below to assist with hand washing requirements).
- If stallholders are serving high-risk food that requires temperature control, they must complete relevant food safety program records using a digital probe thermometer and ensure they have appropriate equipment to facilitate their activities (e.g. refrigeration, eskies with ice, bain marie etc.).
- All stallholders must ensure food is stored, prepared and handled in a manner that prevents the risk of cross-contamination.
- All food handling, preparation and storage must occur under a ceiling and be protected by three walls (e.g. marquee, tent or similar structure).
- All stallholders must ensure their marquee is an appropriate and sufficient size to facilitate the use and storage of equipment and the storage, preparation and handling of food in a safe manner.
- Gas bottles need to be individually kept in crates.
- To assist stallholders in complying with health and safety requirements, marquees will be supplied with the following equipment:
 - Astro Turf
 - Non Slip catering Marquee
 - Hand wash basin
 - Water Storage 20lt
 - Fire Extinguisher
 - Signage for Fire Equipment



POLISH FESTIVAL

@ FED SQUARE

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Expression of Interest Form for

FOOD AND DRINK STALL *

**NOT alcohol*

Person/Group/Organisation Details

Organisation name:			
Are you a not-for-profit organisation?	Yes/No		
Contact person:			
Address:			
Phone (mobile preferred):			
Email:			

Stall and activity

Type of goods/service to be provided:			
Have you previously provided these goods/services at an outdoor event?	Yes/No (if yes, where and in what year/s?)		
Will there be a Polish speaking person attending for the whole day?	Yes/No (circle)		



POLISH FESTIVAL

@ FED SQUARE

What is your FoodTrader licence number?	
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Site details

Using the costs table at page 4, please nominate:	Marquee size (tick applicable box):	<input type="checkbox"/> 3m x 3m <input type="checkbox"/> 3m x 6m	\$
	Tables:	Number required:	\$
	Chairs:	Number required:	\$
	TOTAL FEE PAYABLE		
Cool room:	I confirm that I will have 1x standard cool room (measuring maximum 1.8m long x 1.2m wide) Yes/No (circle) If No , please indicate size and quantity of cool room you wish to have per marquee:		
Estimate of power required:			

Payment and lodgement details

This application form, together with your *FoodTrader* certificate and payment, must be lodged **by 5pm on Friday 9 August 2024** by email to stalls@polishfestival.com.au

Please note that late applications may not be considered.

Payment must be made at the time of lodgement, either via electronic transfer to the bank account below or by posting a cheque (payable to Polish Festival Inc.) to Polish Festival Inc., 1/21 Madden Avenue, Carnegie VIC 3163.

Please **tick** the method of payment:

- Bank Transfer** (to Polish Festival Inc. at Westpac Bank, BSB: 033132, Acc no: 271874)
- Cheque** (attach to completed form and post to:
Polish Festival Inc.
1/21 Madden Avenue, Carnegie VIC 3163)



POLISH FESTIVAL

@ FED SQUARE

Declaration

Please sign below to confirm your acceptance of the guidelines and conditions outlined in this Expression of Interest. If signing on behalf of an organisation, you must be the authorised person to do so.

Signature: _____

Name: _____ Date: _____