



## **Expressions of Interest: Food Stalls**

**PLEASE ENSURE YOU HAVE READ AND UNDERSTOOD THIS ENTIRE DOCUMENT BEFORE APPLYING.**

Expressions of interest are now open to become a stall holder at the Gympie Music Muster. We are a 4-day music & camping festival that takes place in the charming Amamoor Creek State Forest. We aim to create a home amongst the gum trees where patrons are invited to enjoy the environment, entertainment and camaraderie. The Muster will be catering for up to 10,000 patrons and will be open to the public from Thursday 22<sup>nd</sup> August 2024 – Sunday 25<sup>th</sup> August 2024. The Gympie Music Muster is looking for caterers that will offer a diverse range of tasty, reasonably priced and high value food and drink. Most of our campers are self-sufficient - make your food irresistible so they can't go past empty handed.

### **Your Application**

All applications must be submitted online at [www.muster.com.au](http://www.muster.com.au) Applications strictly close on 22<sup>nd</sup> January 2024. Any late or incomplete applications will not be considered. You will receive notification of whether you have been successful by April 30<sup>th</sup> at the latest.

Make your application sparkle! Be sure to use lots of photos of your products and your stall in operation, including your menu. Please provide a floor plan that shows us how brilliant your stall really is by downloading and using the template provided. Preference will be given to well-presented stalls. You will need to upload 5 photos of your stall, insurance COC, Gas Compliance Certificate, and food license (all current for the festival dates).

### **Festival Hours**

<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Activity</u></b>
Saturday – Wednesday	9:00 am – 4:00pm	BUMP IN (Set-Up) Times will be allocated to you.
Thursday 22 <sup>nd</sup> August 2024	8:00am – 9:00pm	Daily Trading Hours
Friday 23 <sup>rd</sup> August 2024	6:00am – 7:00am	Restock Delivery vehicle access
Friday 23 <sup>rd</sup> August 2024	8:00am – 9:00pm	Daily Trading Hours
Saturday 24 <sup>th</sup> August 2024	6:00am – 7:00am	Restock Delivery vehicle access
Saturday 24 <sup>th</sup> August 2024	8:00am – 9:00pm	Daily Trading Hours
Sunday 25 <sup>th</sup> August 2024	6:00am – 7:00am	Restock Delivery vehicle access
Sunday 25 <sup>th</sup> August 2024	8:00am – 9:00pm	Daily Trading Hours
Monday 25 <sup>th</sup> August 2024	5:00am – 5:00pm	BUMP OUT (Pack-Down)

These are the minimum hours we ask Food stalls to open between. Most stall holders trade later to maximize their opportunity for trade. **There is to be no movement of vehicles on site during festival hours. Restocking times are shown in the table.**



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### **Bump-in and out**

Food stallholders are required to bump in between Saturday 17<sup>th</sup> – Wednesday 21<sup>st</sup> August 2024. Plumbers and electricians will connect your stall to gas/power/waste during this time. You will be allocated a bump in day and time.

Once you arrive onsite to bump in, you must sign in at the Site Office and wait for the Stalls Coordinator to direct you to your site.

The site during bump-in is a work site. You must abide by Gympie Muster Limited's WHS policies and procedure. You will be provided with a copy of the policy once your application has been accepted.

Stalls may pack up on Sunday 25<sup>th</sup> August 2024, but **ONLY** after the bar venues have closed and security has cleared the area of patrons. Spotters must be used if vehicles are being brought into the grounds for removal of your equipment.

You are responsible for ensuring your site is returned to the way you found it, otherwise fees may apply. No forklifts will be provided for unloading or reloading of your stock.

### **Food Stall Fees**

Food Stall Site Fees are calculated on a per square metre rate which is approximately \$110.00 plus GST. Larger spaces are individually quoted. Sites are connected to water. Electricity and Gas compliance attracts additional fees.

<b><u>Sites</u></b>	<b><u>Price</u></b>
Standard Site Sizes Vary Minimum (4M X 4M) Up to (4M x 6M)	\$2,904.00 including GST
Large Site Sizes Vary Minimum (6M X 6M)	\$4356.00 including GST

### **Power Fees**

<b><u>Quantity / Description</u></b>	<b><u>Price</u></b>
1 x Plug – 240V /10-amp Power	\$250.00 including GST
1 x Plug – 240V / 15-amp Power	\$450.00 including GST

### **Gas**

<b><u>Description</u></b>	<b><u>Price</u></b>
Onsite Gas Certification Certificate	\$170.00 including GST

<b><u>Quantity / Description</u></b>	<b><u>Price</u></b>
1 x RFID Scanner	\$20.00 including GST per scanner



### **Payment System**

In 2024 Gympie Music Muster will be a completely cashless event for food and drink stalls. Each patron attending the festival will receive an RFID wristband to use. Patrons top up their RFID bands with money via cash or card at one of the top up locations. Payment can be accepted by scanning the RFID chip with the WAYVER device. The RFID system makes it easier and faster for patrons to spend money in your stall, eliminates cash handling and reduces security risks onsite.

The Wayver system is robust and is completely reliable offline. Connectivity problems are eliminated with the system.

Gympie Muster will issue the required number of WAYVER payment devices to each stall holder. It is compulsory for all stall holders to utilise the Wayver payment system.

**Payment with Cash or EFTPOS cannot be accepted. Stall holders found using their own eftpos or making cash transactions will be closed and removed from the site.**

You have 2 options for payment at the end of the festival:

1. The total sales will be paid by bank transfer before or on the 1<sup>st</sup> September 2024. Please ensure you provide your bank details prior to the event to ensure payment is not delayed.
2. Cash payment at the end of the festival on return of your WAYVER device. (Subject to cash availability)

The RFID Company will contact all stallholders before the event to key in menu/merchandise prices so you're ready to sell. Details of collection date and times will be given to you closer to the festival.

### **Gas**

For safety reasons all stallholders using gas canisters at the Gympie Music Muster are required to have a gas compliance certificate in hand prior to commencement of trade. A qualified gas fitter will be appointed by Gympie Muster Ltd to inspect all stallholder gas installations to check compliance and issue the Gas Compliance Certificate for the duration of Muster ONLY. Following this, a State Government gas inspector will attend to do a second check.

**PLEASE NOTE:** if you are using gas you need to be BUMPED IN and FULLY SET UP by 10am Tuesday 20<sup>th</sup> August 2024. Additional fees will be charged at an hourly rate & travel for inspections after this time.

The safety of Gympie Music Muster patrons is paramount. Government regulations and occupational Health and Safety requirements mean that no concessions can be made regarding the safe use of LPG and associated appliances on site. Any stall holder considered non-compliant by the gas fitter and/or the gas inspector will be asked to vacate the site immediately.

### **Water / Waste**

The Muster will provide your stall with access to fresh clean water and infrastructure for grey water. You will need to bring your own hoses, attachments, sinks etc. and have a hot water system for



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washing up. We recommend a minimum of 20m hose length.

## **Menu**

All product lists are subject to approval by the festival. You are not permitted to sell anything not listed in your application form. **NO GLASS** to be sold on site, we are in a national park.

## **Floor Plans**

Please provide us with a detailed floor plan, make sure the diagram is clear and easy to understand. Here are some tips on what to include.

1. Which end is the front?
2. Cooking equipment incl. gas bottles
3. Serving area, floored kitchen, seating area
4. Sinks (detail about each one)
5. Awnings, towbars, doors & access/exit
6. Cold Room – Where is the door?
7. Behind your stall
8. Measurements in metres
9. Are you hiring equipment?
10. Type of seating?
11. A list of all electrical appliances and the power requirements including cold rooms. (all appliances must be tagged and tested)

## **Insurance**

Stall holders are required to have Public Liability Insurance. A minimum coverage of \$20,000,000.00 is compulsory and stall holders must also hold a Certificate of Currency which is current and in date for the duration of the festival (including bump in and bump out dates). Gympie Muster Ltd must be noted as an interested party. Unfortunately, stallholders who cannot meet these insurance requirements will not be allowed to enter the Muster site.

## **Preferred Suppliers**

A preferred suppliers list will be sent out to stall holders once finalised. It is a condition that all supplies are sourced from our preferred suppliers.

## **Ticketing**

Built into your stall fees are complimentary season tickets including camping, which will be issued in the names of your choice and are non-transferrable. These tickets cannot be sold, given away or traded. 4 x Season Tickets will be issued to food stalls and any extra tickets required will be sold to you at a discounted price. Tickets will be emailed to you prior to the festival. Please print or save to



a device. Tickets must be purchased with your application on or before 31st July 2024 otherwise tickets must be purchased through IWANNATICKET ticketing system at no discount.

**PLEASE NOTE:** Armbands can be collected at the festival entry gates or at Gate 6 entry times.

### **Pre-recorded and Amplified Music**

The use of amplified music and loudspeakers (including CD/MP3 players) is prohibited. The Muster is a fully curated event featuring a diverse range of live music.

### **Cars and Camping Onsite**

Vehicles and campsites must not be visible to the public and must be screened or themed to disguise as required. Stallholders are encouraged to camp in our VOLCOM camping area. Permission to camp in or near your stall site must be sought.

**Note: Stall holders camping in the Blues precinct are entitled to 1 car pass. Any vehicle not displaying an authorized car parking pass will be removed. Additional parking is provided in the Volcon car park.**

### **Compulsory Training and Inductions**

At least 1 member of your team must be present at all the following:

- **Free First Aid Training – TBA**
- **Fire & Health and Safety Induction – TBA**
- **RFID Procedures & Training – (If you have opted in) - TBA.**

### **Rubbish Disposal**

Instructions on correct rubbish disposal will be distributed at induction meetings. Commercial bins are provided for stalls. Using public bins is prohibited. It is a strict requirement that rubbish on site is disposed of according to the guidelines. Sites are to be kept clear of excess rubbish. Cardboard is to be flattened and stacked neatly.

Oils and Fat is to be stored neatly beside the commercial bins – **NO OIL OR FAT IS TO BE TIPPED INTO BINS.** If the bin is full, please contact the admin office (07) 5482 2099 who will arrange for it to be emptied.