



Vendors Information Kit

KEY INFORMATION

Location: [Point Cook Coastal Park Picnic Area](#)

Date and Time: Saturday 28th March 2020 12pm - 7:30pm

Applications open



Applications close



Successful applicants notified



Fees due in full

18th November 2019

15th December 2019

Mid-January 2020

By invoice due date, a few weeks before the event

Day by the Bay

WHY GET INVOLVED?



Day by the Bay is an annual beachside festival connecting the communities of the Port Phillip Bay catchment with their local environment, helping individuals to develop pro-environmental behaviours and reflect on the impact they have on the Bay, and its importance in their lives. This apolitical festival is a rare opportunity for those working across the catchment to come together to share their message with the wider community, to gain new supporters and volunteers and most importantly to contribute to growing stewardship, respect for and celebration of our local environment.

Reflecting on Day by the Bay 2019

FESTIVAL VISITORS TOLD US

Day by the Bay 2019 was a fun day out that inspired them to explore the Bay further and think more carefully about how they impacted their environment. There was a good mix of environmental stalls and visitors gained a greater understanding and respect for the Bay. They appreciated learning about the traditional custodians of the Bay and were happy to see the promotion of environmentally-sensitive behaviours.

Join our online community

#LovePortPhillip



COMMUNITY ORGS REPORTED

Day by the Bay 2019 provided valuable exposure to the community resulting in supporter and volunteer sign-ups as well as an opportunity for community education. Groups also enjoyed the opportunity to meet other like-minded organisations from around the Bay.

A ZERO-WASTE EVENT?

Waste produced by Day by the Bay 2019 was purely compostable matter. The small amount of waste that was sent to recycling or landfill was brought in from external sources by visitors. We were able to keep waste low by working with B-Alternative.

ABOUT THE FESTIVAL

Organised by [Remember The Wild](#), Australia's first nature connection charity, the **Day by the Bay** festival is one of Port Phillip Bay's newest events, aimed at celebrating and fostering stewardship for the Bay and its connected waterways. This year **Day by the Bay** is the final event in Wyndham City's [Green Living Series](#) and we anticipate the festival will attract well over a thousand people.

Live musicians and food, market and community stalls will ensure a relaxed and family-friendly atmosphere. All are welcome to come and enjoy an unforgettable **Day by the Bay**!

The day's events will comprise:

- Live music so everyone can enjoy a fun and exciting atmosphere;
- Take-away food vendors so no one goes hungry;
- General merchandise and artisan/arts and crafts stalls so festivalgoers can purchase local, innovative and eco-friendly products;
- Stalls run by not-for-profits and government so festivalgoers can interact with the organisations that care for the Bay and its connected waterways;
- Interactive activities run by experts so community members can engage with the local environment in different ways;
- Screenings, exhibitions and talks so people get to know how unique Port Phillip Bay is;
- AND amazing scenery by the beach!

HOW CAN YOU GET INVOLVED?

Remember The Wild is seeking expressions of interest from stallholders to add vibrancy to the event and ensure a substantial crowd of festivalgoers. These should be in line with Remember The Wild's apolitical stance and should therefore not be politically motivated. Remember The Wild is looking for:

- **Food and beverage vendors** who sell food and/or drinks as a commercial activity (limit of a 3m x 3m site or alternative-to-standard size for food trucks) - if that is you, [apply here](#). Please note that this is an alcohol-free event and that food and beverage vendors will need to have a valid streetrader certificate for the event.
- **Market stalls** who sell artisan and recycled products, as well as general merchandise goods (non-local products that are not food and drinks) that are produced locally or that are relevant to the local environment (limit of 3m x 3m site) - if this is you, [apply here](#).

TIMES

The event will operate from 12pm – 7.30pm on 28th March 2020 at the [Point Cook Coastal Park Picnic area](#).

Set-up times will be confirmed closer to the festival dates.

STALLHOLDER AND VENDOR FEES

Food and Beverage Vendor

This category includes:

- 3m x 3m space (\$300 ex GST, inclusive of \$50 deposit to be refunded after the festival for stallholders who have complied with our sustainable event guidelines and inclusive of \$100 fee to cover B-Alternative costs of using and washing reusable food containers instead of using packaging)
- 3m x 3m marquee (\$500 ex GST, inclusive of professional set-up and pack-down of marquee, inclusive of \$50 deposit to be refunded after the festival for stallholders who have complied with our sustainable event guidelines and inclusive of \$100 fee to cover B-Alternative costs of using and washing reusable food containers instead of using packaging)

Food truck

- \$300 ex GST (inclusive of \$50 deposit to be refunded after the festival for stallholders who have complied with our sustainable event guidelines and inclusive of \$100 fee to cover B-Alternative costs of using and washing reusable food containers instead of using packaging)

Market Stall

This category includes:

- 3m x 3m space (\$100 ex GST, inclusive of \$50 deposit to be refunded after the festival for stallholders who have complied with our sustainable event guidelines)
- 3m x 3m marquee (\$300 ex GST, inclusive of professional set-up and pack-down of marquee, and inclusive of \$50 deposit to be refunded after the festival for stallholders who have complied with our sustainable event guidelines)

CANCELLATION FEES

There will be no refunds/credits for failing to attend.

STALL/SITE SIZES

Standard site sizes are 3m x 3m.

Your complete operations must fit within these dimensions, including all equipment you might need. If you have specific requirements in respect to size, especially if you are bringing a trailer or food truck, please select the Alternative to Standard Sized Site category, and provide more details.

WHAT YOU GET WITH YOUR STALL

Stallholders have the option to hire marquees from our provider, who will professionally and safely install them, or bring their own. If you bring your own marquee, please note that it will need to be installed safely and will be inspected by Remember The Wild. Marquees will need to be weighted as picks, pegs and stakes are not permitted.

***Water:** bear in mind that there is a limited number of water taps on site. Access to water, if required, will need to be discussed with Remember The Wild.

***Light:** It will still be Daylight Saving Time at the time of the festivals and the event will finish before sunset. Pack-down of the actual marquees will be done professionally before nighttime and it is the responsibility of the stall owners to pack down all other items before that time.

HIRE FEES

Marquee hire is included in the 3m x 3m marquee hire fees for each category. Trestle tables and chairs can also be hired if required (**\$25** and **\$10** each, respectively).

POWER

Power can be provided upon request to stallholders. Costs are **\$30 ex GST** for any stall which requires power (other than food trucks and food and beverage vendors for which power is included).

Please bear in mind that all electrical equipment has to be tested/tagged by a suitably qualified authority before being brought to the event.

SAFETY

Stallholders should be aware of and ensure that they comply with the relevant standards of all gas appliances set by Energy Safe Victoria.

For further details, please contact Energy Safe Victoria on 1800 652 563 or visit www.esv.vic.gov.au.

Remember The Wild maintains high levels of occupational health and safety on site. Stallholders bear the responsibility to operate their stall safely and to fully implement any regulatory requirements to accomplish this.

INSURANCE

Stallholders must have public liability insurance for a minimum of \$10 million, which covers them for their stall's activities which are held during the Day by the Bay festival. A copy of the relevant certificates must be included in the application.

WASTE AND SUSTAINABILITY

Remember **The Wild**, with the help of our awesome waste management company [B-Alternative](#) and all vendors and stallholders, will work hard to make these festivals as sustainable as possible. From point of sale to point of disposal, we are aiming to not generate any waste.

Therefore, please note that single-use plastics will not be permitted at the **Day by the Bay** festivals, including plastic bags, single-use plastic bottles, and food and drink packaging.

This year, before buying food, festivalgoers will visit the B-Alternative tent and trade \$2 for a meal ticket (\$1 for a drink ticket). They will present this ticket with their order to food vendors, who will use the B-Alternative reusable containers to serve the festivalgoer food. B-Alternative will keep all food vendors well stocked with reusable containers, preventing vendors needing to purchase compostable packaging. After eating or drinking, festivalgoers can return the dirty plate/cutlery/drink cup to B-Alternative, who will wash it onsite in FDA approved food-grade conditions. B-Alternative will work with all vendors and stallholders to make sure their individual needs are met, and will answer questions about sustainability and waste management ahead of and during the festivals.



ABOUT REMEMBER THE WILD

The Day by the Bay festivals are organised by [Remember The Wild](#) - an apolitical nature connection organisation which aims to connect people with nature, for their own benefits and the benefit of the environment.

Remember The Wild seeks to ensure an inclusive, safe and welcoming environment for all attendees and participants, regardless of age, culture, ethnicity, gender identity or expression, sexual orientation, sex, socio-economic status, national origin, subcultural, physical or mental differences, politics, race and religion.

We acknowledge the traditional custodians of the land on which the festival will take place, and pay our respect to their Elders past, present and emerging. Remember The Wild will not tolerate any form of harassment or discrimination and reserves the right to sanction or expel attendees or participants who are not compliant.

REMEMBER THE WILD

Inform ↔ Explore

TERMS AND CONDITIONS

- Remember The Wild reserves the right to select stalls based on the festival's aims. All decisions are final and no negotiations will be entered into.
- Remember The Wild reserves the right to reject incomplete applications.

TERMS AND CONDITIONS CONTINUED ON NEXT PAGE >

- No refunds will be made to stallholders who decide not to attend the festivals after confirmation and payment have been received.
- Remember The Wild reserves the right to cancel attendance if the participant fails to pay the relevant fees by the due date.
- Remember The Wild, at their discretion, may ask a stallholder to leave if their behaviour is deemed offensive or unsafe. If a stallholder is asked to vacate the site, any fees paid will not be refunded.
- In the event of inclement weather or other unforeseen circumstances that in the view of Remember The Wild pose a reasonable risk to the safety of staff, contractors or patrons of the event, Remember The Wild reserves the right to CANCEL the event whereby there will be no refunds for any fees incurred by stallholders.
- Vendors and stallholders must remain on site for the duration of the events. Early pack-up will not be permitted.
- Vendors and stallholders must abide by any lawful direction by Remember The Wild on the day of the events.
- As a stallholder or vendor you may bring one vehicle onto site for set-up and pack-up. You will then need to find your own parking off site, except for food trucks which will remain on site.

PRIVACY AND DECLARATION

Remember The Wild is collecting the information on this form submitted by you for the purpose of assessing your application for activities at the 2020 Day by the Bay festivals. Part of this information, that is, business name, goods/services details and stall location, may be disclosed to members of the public for the purpose of promoting the event and its activities. Apart from these limited circumstances, the information collected on this form will not be disclosed to any individual or organisation without your consent or unless the disclosure is required by law.

Upon submitting, you will receive a copy of your application via email. If you would like to discuss your application further, you may contact Remember The Wild at: festivals@connectedtoportphillip.com.

Upon submitting your application, you must confirm that:

- You have read the above and acknowledge the collection and use of your personal information included in this form, as outlined above;
- You have read and understand this document and agree to its terms and conditions;
- You are not currently an insolvent or a bankrupt pursuant to the Bankruptcy Act 1966;
- To the best of your knowledge, the information you provide is true and correct in every particular at the time of making an application;
- You understand that if you fail to attend the event, you will not be refunded your stallholder and equipment fees.

SUBMIT YOUR APPLICATION NOW!

2020 Day by the Bay Stallholder Applications can be submitted online:

- Food and beverage vendors, including food trucks [SUBMIT HERE](#)
- Artisan and general merchandise stallholders [SUBMIT HERE](#)

Applications close at 11.59pm Sunday 15th December 2019.

Successful applicants will be contacted by mid January 2020.

To enquire about your application, please email

festivals@connectedtoportphillip.com or call Elodie on 0497 940 793.

