

SITE APPLICATION
2020 TUNARAMA FESTIVAL
FRIDAY 24th (4pm) JANUARY TO MONDAY 27th JANUARY (4pm)

Tunarama is one of the biggest and most popular free regional Festivals in Australia with entertainment, events, and competitions for the whole family. We invite you to be part of this multiple award-winning event through applying for a site.

We encourage you to complete and return the enclosed Site Application form for Merchandise Alley or Eyre Square as soon as possible to gain the benefits of being an attraction at the Festival. All applications will be assessed on product type, uniqueness, stall size and appearance, power requirements and professionalism. We will notify you if your site application is approved and a Tax Invoice will then be issued. A 20% non-refundable deposit will be required within 14 days of issue to secure your site.

Site holders for the festival will be predominantly located on the foreshore roadside and seaside in a designated zone known as Merchandise Alley.

Eyre Square Site holders will be strictly local or Eyre Peninsula businesses or primary producers.

SITE ALLOCATIONS are completely at the discretion of our Site Management Committee and **will not be changed**. Please read your site allocation notice prior to arriving at the site to make sure you understand your position. Like so many other outdoor events, we make no guarantees about weather or other circumstances beyond our control. We will however work with you, in providing an opportunity for you to have an enjoyable and profitable experience once here.

Festivals by their very nature are always evolving, as do our site conditions. Please make sure you have understood the enclosed forms before applying, as there may be rule changes from the last time you were here.

FOOD VANS / MARQUEES- a photo of your food van / marquee fully set-up must accompany your application. We do not rely on old photos, you should send a current photo. Failure to set up the same equipment as per photo may void your application. You may email the photo with your application.

A full WHS checklist must be completed and returned to the Tunarama Office once your van has been positioned on the site. Please see below for WHS Template.

Food sites should note that we now require you to **ensure all grey water is disposed off-site as we are no longer providing a disposal service**. Dump points can be utilised by permission, please enquire for locations.

Trading hours for the festival are between **FRIDAY 4PM January 24th to 4PM MONDAY 27th January 2020**
Site Bump Out Strictly MONDAY 4PM – TUESDAY 28th January 2020.

Site applications close, 5pm 30th October 2019 with full payment required strictly by 21st November 2019
Tunarama reserves the right to cancel your site booking if full payment is not received by the due date.

You may not access the site area until 8:00am Thursday 23rd January 2020
Please note that Power & Water will be accessible ONLY from 08:am Thursday 23rd January 2020

You should also **take particular note of any times and dates** under the guidelines section as they will be enforced and may affect your enjoyment of trade somehow.

Our preferred method of communication is by email, if you require clarification of any point raised. Only phone if necessary or urgent.

We look forward to seeing you in January.

Sincerely,
2019 Tunarama Festival Committee

2020 SITE APPLICATION FORM

8 King St / PO Box 40 Port Lincoln SA 5606 Ph (08) 8682 1300
Email: admin@tunarama.net Website: www.tunarama.net ABN 12 068 327 440

Please see Invoice for Bank Details for Direct Debit Deposits

INCOMPLETE FORMS NOT ACCEPTED – SITE APPROVAL NOT GUARANTEED – PHOTO & INSURANCE REQUIRED

1. Applicant Details (All contact details required)

Business Name: _____

Contact Person: _____

Postal Address: _____

Phone Business: _____ Mobile: _____

Email: _____

ABN (If applicable): _____

2. Site Details

Please tick one of the following:

I will be selling from: Food Van Marquee

Detail: _____

IMPORTANT: -Food vans and marquees are not provided by Tunarama
-**ALL applicants (new and old) must forward a current photograph of van or marquee with application.**

I would prefer to be located: **Merchandise Alley**
(Applicable to Food Sites only)

Eyre Square (\$700.00) **inclusive** of 4.5 x 4.5-meter marquee (or similar)

Preferred side: Road-side Sea-side
(All sites)

Comments / Requests _____

NB – This is a PREFERENCE ONLY. Tunarama reserves the right to control all site allocations.

3. Days Required

*Site fees are not determined by the number of days you are attending.

*Preference will be given to site holders attending all days. Enter the number of days the site will be required.

All days: other: (please advise) _____

NB: Sites may begin setup from Thursday 23rd January 08:00am and must be completed by 4pm Friday 24th January 2020

Strictly no power / water supply available until Thursday 23rd 08:00am

4. Product Details

IMPORTANT: You must attach a list of **ALL** types of product /goods to be sold at the Festival. (Please refer step nine *Terms & Conditions* before completing) If you do not attach a complete list, your application will not be processed. This list must state all goods, types of drinks and food items intended for sale or display. Please be specific as last-minute alterations will not be accepted & may disqualify your site immediately. **Attach separate sheet or menu.** Multiple Site Holders, please note that your application must list all product / goods to be sold for **each individual site**

5. Site Requirements

Sites are available starting from 3 metres (frontage) x 5 metres (standard depth) at the rate of \$475.00 each (**minimum site frontage**). Additional site frontage is available at the rate of **\$150.00 per 1 metre inc GST**. If you require a greater depth than the standard 5 metres please contact the Tunarama office to confirm availability before proceeding with this application. Do not assume we **can** cater to the extra depth. We will require exact maximum dimensions of your total space occupied, which includes any extra tables, vehicles, trailers, etc even if less than 5m in depth, to assist in planning. Attach a plan if necessary.

Please indicate your required site frontage, (which includes standard depth of 5 metres):

- 3 metres (\$475.00) 6 metres (\$925.00)
 4.5 metres (\$700.00) 9 metres (\$1375.00) OTHER _____ \$150 pm

EXACT Maximum squared DEPTH of Site, including all ancillary equipment _____ m

Items kept outside main retail space _____

*All prices shown include GST. Your requested/approved site frontage/extra depth will be shown on your tax invoice.

6. ELECTRICAL ONLY Power Requirements

Please enter the number of the following items you will be using which require power:

- POWER REQUIRED** – please list requirements
 Toaster Donut Machine Microwave Bain Marie Light
 Hot Water Urn Fridge &/or Freezer Deep Fryer Cappuccino Machine EFTP

PLEASE SPECIFY EXTERNAL COLD ROOM / FREEZER

YES - Dimensions: _____ m X _____ m

NO POWER REQUIRED

Other _____

Number of Power Outlets required: (Be sure to select your choice carefully or supply will not be made)

Note: If found to be using additional outlets, costs will be charged on the spot at 150% of standard price.

1, 2 or 3 Single Phase Power - 15 Amp each (max of 3) at \$65.00 (merchandise) or \$90.00 (catering sites) each. **Please note that 3 phase standard power outlets are not available for individual site holders.**

Compulsory site cleaning fee of \$65.00 applies to all sites.

*All prices shown include GST. Your power requirements will be noted on your tax invoice.

7. Insurance Details

All site holders are required to have a minimum of \$10 million Public Liability insurance coverage. Please provide a **"Certificate of Currency"** from your insurance company/agent with each site application. We do not ~~will~~ receive a copy of the whole policy.

- Certificate of Currency attached Period of cover includes Festival dates in January 2019

If your period of cover is due for renewal closer to the Festival dates – please arrange for another Certificate of Currency to be sent to Tunarama once renewed. All insurance cover documentation is to be received by Tunarama not less than seven days prior to the festival. If not received this voids your application.

8. Payment Method

All fees must be paid by Direct Deposit into the account nominated on **our** invoice.
Use your Invoice Number as reference. Eg: Inv 3100. Do not make any payments until you receive your Invoice.

9. Terms and Conditions

Please note that we will ONLY accept site applications that are accompanied by a certificate of currency

I/We hereby agree to adhere to the following conditions:

1. Tunarama Committee reserve the right to reject any application, without qualification or comment.
2. Ensure all equipment is **safety tested and tagged** with appropriate labels, including any hazard warning signs, in accordance with regulations governing the device or activity, without exception. Non-compliant devices or equipment may be removed by registered authority, and responsibility falls to the site holder to comply before operations can recommence. Operators accept all responsibility for any item or equipment brought into the grounds for use as part of their activity.
3. Supply own trestles, marquees, power extension cords (**max. 25m** per lead) and all other equipment required for site. Any external equipment should be noted on application in space provided.
4. Hazardous substances are not permitted on site unless by prior notice and permission.
5. All power used will be governed by the use of an RCD (Residual Current Device).
6. Not to use any double adaptors or power boards unless individually RCD protected.
7. Ensure power cords are kept to a minimum 3metres height from power box to site at all times.
8. Tunarama accept no responsibility for damage to electrical items caused by power fluctuation or failure.
9. Hold all Insurances relevant including Public Liability & Property Damage.
10. Not to sell projectiles or sparklers. Glass containers, alcohol, illegal substances, or items that may cause harm or injury to other patrons or be considered as weapons are not permitted to be sold.
11. Emergency access points must remain clear at all times.
12. Understand that only communal water is available. Tunarama is not a water supplier under the relevant water Act.
13. Remove immediately from sale or display any goods deemed unsuitable by Port Lincoln Tunarama Inc.
14. A representative of Tunarama shall have the power to enter the site to remove any article whatsoever or cause to cease any noise which may be considered offensive to members of the public attending the event, or deemed to be in contravention of these terms and conditions.
15. Not to sell any items not listed as per "Product Details" section of this form. Strictly governed.
16. Will not camp on foreshore sites or sleep overnight in the area.
17. Pets are strictly forbidden.
18. Smoking of cigarettes is only permitted in designated areas for members of the public. Site holders are not permitted to smoke within the boundary of their allocated site.
19. Consumption of alcohol by site holders or personnel on duty is not permitted during site trading hours.
20. Use of all amplification systems including but not limited to loudhailers and microphone public address is strictly prohibited unless prior permission is gained. No site holder may organise or contract any performance or performer without prior written approval from Tunarama.
21. Will not drain or dispose grey water or any other pollutant substance on to any part of the site area.
22. Site is restricted to activities only as stated in Section 4.
23. Should Tunarama find it necessary to cancel the event due to circumstances beyond its control, this contract shall cease to be in effect immediately once proper written notice has been served by post or email on the site holder indicating the reason. Under such condition, Tunarama will not be liable for any compensation due to perceived loss or otherwise.
24. Tunarama reserve the right to re-let any site should the previous site holder either vacate a site at any point, or be evicted from the grounds for non-compliance of these conditions, without refund or compensation.



- 25. All activity by any site holder is restricted to the allocated space specifically.
- 26. Tunarama reserve the right to use and you give permission for the promotional use of, any media capture taken on its behalf, including vision of your site or activity or personnel during the course of the Festival.
- 27. No promotion or handing out of printed material of any political persuasion at this event. Any such material must be removed immediately upon request from a representative of the Committee.
- 28. Full payment of site fees is required no later than 21st November 2018
- 29. Core trading hours will be between **4pm – 12Midnight Friday 24th, 08:00 to Midnight Saturday 25th, Sunday 26th, 08:00 to 16:00 Monday 27th January 2020**
- 30. All sites must be kept clean and free of rubbish. On pack, up all sites must be clean, and no rubbish left on area. Sites found to be left untidy will be issued an invoice for all extra cleaning costs incurred as a result.
- 31. Port Lincoln Tunarama Inc has several Trademarks in place including its logos. Unauthorised usage is strictly prohibited without prior written approval. Approval must be gained for each instance of use and is not permanent
- 32. All rubbish bins and recyclable container receptacles remain under the control of Tunarama at all times, and site Holders must not use them for rubbish generated by their activities. They are provided strictly for the use of clientele and customers. Skip bins will be placed for site holder use, and a map will be provided showing their location. Please adhere to this principle at all times.
- 33. Recyclable containers placed in the provided receptacles become the property of Tunarama and will be donated to a local service group. Please do not provide alternate receptacles or retain them for refund.
- 34. Power usage will be strictly controlled, including access times. You may not draw power prior to 08:00 Thursday 24th January. Tampering with any locking mechanism controlling access to power distribution boards will result in eviction and loss of all rights to the Festival site, without appeal.
- 35. Site access will also be strictly controlled. You may not access the site area until 08am Thursday 24th January and you must depart prior to 4pm Monday 27th January 2020 Parking Infringement Notices will be issued to any vehicle found onsite outside these times. At all other times, you may occupy suitable roadside parking under standard applicable regulations. At no time does Tunarama give you the right to breach Parking Regulations within the City of Port Lincoln, inclusive of the Festival itself.
- 36. Trading will not commence until **Friday 4pm 24th January 2020** under any circumstance by any site holder unless contracted to do so directly with Tunarama.
- 37. Tunarama will not permit the display of any sponsors banners or advertising materials who are not also a direct sponsor of the Festival. Please check before erecting any marketing materials within the grounds.

ALL CONDITIONS OF COMPLIANCE MUST BE ADHERED TO.

TUNARAMA RESERVES THE RIGHT TO EVICT ANY SITE HOLDER IF ANY OF THE ABOVE CONDITIONS ARE BREACHED. NO REFUNDS WILL BE GIVEN TO ANY SITE SO EVICTED. BY SIGNING THIS DOCUMENT YOU AGREE TO ALL TERMS AND CONDITIONS EXPRESSED HEREIN, INCLUDING SETUP AND DEPARTURE CONDITIONS. YOU AGREE TO ABSOLVE AND INDEMNIFY THE ORGANISERS OR ASSIGNS, FROM ANY CLAIM OR DEMAND FROM ANY INCIDENT OR ACTIVITY ASSOCIATED WITH ANY EQUIPMENT, PERSONNEL OR PROPERTY ASSOCIATED WITH YOUR ACTIVITY. YOU ALSO UNDERSTAND THAT COMPLETION OF THIS APPLICATION DOES NOT GUARANTEE THE ALLOCATION OF A SITE.

General Market Sites Sign Here: I hereby agree to all relevant conditions stated within this application form.

Name _____ Signature _____ Date ____/____/____
(Print name in block letters)

Catering Sites Must Sign Here:

I hereby declare that I am aware of my obligations under the Food Act 2001 and Food Regulations 2002, and the ANZ Food Standards Code. In particular, I understand my obligation to produce and sell food that is both safe and suitable. Furthermore, I am aware that penalties may be applied for any breaches of the Food Act and Regulations, and the Food Standards Code. I am also compliant with the Safe Drinking Water Act. I also agree to all preceding conditions stated within this form.

Name _____ Signature _____ Date ____/____/____
(Print name in block letters)

Please forward a copy of your **completed application form** with your **Certificate of Currency** (public liability insurance) and a current photograph of your site layout/equipment to any of the addresses listed at the top of this form.

Thank you, we look forward to seeing you at the 2020 Tunarama Festival



Port Lincoln Tunarama take safety seriously and the following risk management and food safety checklist has been included to assist with compliance.

Please note that **SAFework S.A and City Council** will be undertaking inspections prior and during the festival.

A WHS checklist must be completed and returned to the office once set up on site.

Please familiarize yourself with some basic food handling, storage and preparation guidelines ensuring compliance from when inspections take place.

PCBU - SITE HOLDER LEGAL NAME:	ABN:
PCBU –SITE HOLDER TRADING AS:	CONTACT NUMBER:
CONTACT NAME:	DATE: TIME:
EVENT NAME:	

WHS SAFETY SITE BUMP IN CHECKLIST MUST BE COMPLETED ON ARRIVAL TO SITE

1	HAZARD IDENTIFICATION and Worker/Contractor TRAINING (Section 19 (2) of the WHS Act 2012 (the Act) and WHS Regulation 2012 (Reg) 32 – 39, 43 and 359	YES / NO	COMMENTS
	As a Person conduction business do you have in place the following documentation <ul style="list-style-type: none"> • SWMS • SOPS • Work Inductions • Safety Data Sheets on all chemicals being used if applicable 		
2	ELECTRICAL (Reg 150 – Inspection and testing of electrical equipment)	YES / NO	COMMENTS
	Are all electrical leads and equipment tested and tagged?		
	Is there a residual current device (RCD) fitted to the structure/van?		

	Are all electrical appliances (i.e. hot water services, heaters, urns) in good condition		
	Have you been given a safety brief on access to the 3 Phase distribution boxes		
	Are electrical leads appropriately hung and stored?		
	Are power boards used and NOT double adaptors?		
	Are the power points, power boards, and connection points (between plugs) protected from the weather?		
3	<p>LIQUEFIED PETROLEUM GAS (LPG)</p> <p>(AS 1596 The Storage and Handling of LP Gas and Section 19(2) the Act)</p> <p>Also see Appendix 1: LPG Safety Self-Check List</p>	YES / NO	COMMENTS
	Are all LPG cylinders correctly stored and secured (including spares)?		
	Are all connections from cylinder to appliance in good order?		
	Do the pressure relief valves face away from catering van, or tent or combustible materials?		
	Are LPG cylinders clear of ignition sources (i.e. 1.5 meters) and in a well-ventilated area?		
4	FIRE PREVENTION (Reg 359 WHS Reg 2012)	YES / NO	COMMENTS
	Is the structure fitted/supplied with the appropriate firefighting equipment i.e. correct extinguisher type? Is the equipment easily accessible?		

	Do you have or have quick access to a charged fire extinguisher available and within test date		
5	GENERAL WORKING ENVIRONMENT (Reg 40, 41 and 43)	YES / NO	COMMENTS
	<p>Has the PCBU made appropriate arrangements for the welfare of workers/volunteers?</p> <p>Examples:</p> <ul style="list-style-type: none"> • fresh drinking water, washing facilities, eating facilities • steps (if applicable are in good condition) • floors and surfaces maintained (no trip hazards, or water pooling on floor) • adequate ventilation • sufficient space to carry out work without risk to health and safety • Emergency plans are in place 		
6	MANUAL TASKS (Reg 39 and 60– in accordance with Reg 32- 36)	YES / NO	COMMENTS
	Are aids provided to assist employees with lifting and moving items? e.g. trolleys, sack trucks.		
8	FIRST AID (Reg 42)	YES / NO	COMMENTS
	Is a first aid kit available and stocked?		
9	PLANT (EQUIPMENT) SAFETY (Reg 203, 208 and 211 also see Reg 32 -36)	YES / NO	COMMENTS
	<p>A person with management or control of plant at a workplace must manage risks to health and safety associated with plant, by conducting a hazard identification and implementing risk control measures. E.g.</p> <ul style="list-style-type: none"> • Guarding is in place on items such as dough rollers, slicers and mixers • Equipment is in good working order, and electrical testing has been completed. • Emergency stops (if applicable) 		

IMPORTANT INFORMATION

Please complete and forward a copy of this inspection to either:

PLTI Office - 8 King Street Port Lincoln

Site Officer- Noel Linsell

E: admin@tunarama.net
