



Food Vendors

Selection Criteria and Terms and Conditions

This document is owned and managed by the Events Team of Logan City Council and refers to the selection criteria and terms and conditions bestowed upon Food Vendor applications for the entirety of the Events Program. Events within this program include, but are not limited to, *Eats & Beats*, *Logan Eco Action Festival (LEAF)*, *IGNITE Youth Careers Expo*, *Christmas Carols*, etc.

For any enquiries regarding this document or its contents, please contact the Events team via events@logan.qld.gov.au or (07) 3412 3412.

Selection Criteria

It is important to note that by submitting an expression of interest for any Logan City Council event, **does not** guarantee acceptance to the event. Due to having an extensive pool of food vendors who apply for our events, in addition to a number of selection criteria that must be met, we are unable to accept all applications.

The Logan City Council events team endeavour to rotate applicants regularly to give all food vendors the opportunity to attend our events and also give our event attendees the best experience possible by providing a wide range of food experiences and flavours.

Given that your expression of interest is completed in full, before the closing due date and all relevant documentation is provided, you will be judged using the following guidelines and requirements.

Requirements

1. Current 'Mobile Food Licence' that is accepted by the Logan City Council Environmental Health team.
2. Current Public Liability Insurance with a minimum of \$20million cover. Please ensure you submit a copy of your Certificate of Currency.
3. Ability to fulfil all compliance regulations.

Guidelines

1. The locality* of the vendor
2. Vendor has no outstanding debts with Logan City Council. This may include, but is not limited to, late payment for rates and or fines, outstanding food vendor site fees, etc.
3. The level of competition within a singular product category (i.e., Mexican, Iced Tea, etc.) is monitored to not inundate the event, in addition to not pose competition to restaurants or businesses near the event site.
4. The vendor is suitably aligned to the event and meet the expectations of event patrons.
5. The size and requirements of the vendor can be accommodated at the event site.
6. The vendor's social media following and active engagement with their profiles.
7. Product popularity and requests from the public.

Terms and Conditions

By accepting a placement in any of the Logan City Council events you are agreeing to our Terms and Conditions. Please take the time to read this carefully as rules and regulations are guided by this content.

Expressing Interest

1. To register your interest for a site at one of our events, you must complete and submit the online expression of interest form.
2. Expressing your interest does not guarantee your acceptance to the event/s. We cannot accept all applications received, however, we endeavour to rotate applicants regularly to give all food vendors an opportunity to attend our events, as well as giving our patrons new food experiences.
3. By submitting an application form, you authorise Logan City Council to use any photography and/or videography taken of your site, including images of your products and staff, for any publicity purposes.

Power, Gas and Electricity Requirements

4. All sites are unpowered. Should you require power you will need to advise the Logan City Council Events team who will provide you with the option of either paying an additional fee for access to power (if available for the event) or to bring your own power.
5. All electrical leads and equipment must be tagged and tested within 12 months of the event date and must have current tags always showing. Any lead that does not have an up-to-date tag will be removed by the event organisers on the day of operation.
6. Under the Fire Safety Regulation 2008, where a site uses a gas or electrical appliance to cook or heat food, it is required to have a fire extinguisher for that class of fire and where a site uses oils or fats it is required to have a fire blanket. The extinguishers and fire blankets must have an inspection tag attached showing the last test (every six months) and a sign showing the location of the equipment within the site.
7. Vendors will be required to supply a current Gas System Compliance Certificate prior to acceptance at the event, if applicable. In Queensland, all gas appliances must be approved for supply, installation and use. If you are operating at an event and the appliance is not approved, you will be requested by the organiser or an inspector to cease operations.

Health & Safety

8. All food truck vehicles must have a current roadworthy or safety certificate for the duration of the event.
9. All leads, hoses or other trip hazards must be suitably covered to prevent accidents.
10. All marquees must be adequately weighted to ensure no movement, especially during heavy winds. All weights are to be clearly marked and visible to the public to prevent hazards.
11. Warning signs are to be posted on all hazards.
12. Any personal protective clothing required for the activity must be worn at all times.
13. All emergency entry and exit points must always remain unobstructed by vendors and their vehicles.
14. All site holders must be aware of the location of First Aid and all emergency procedures for the event.
15. The onus is on the site holder to notify and report to the event organisers immediately any incidents of loss, damage or injury.
16. It is state regulation that any person, in a paid or voluntary capacity who works with children, requires a Queensland Government Blue Card. Further information can be obtained by visiting or by calling 1800 113 611.
17. Food must only be prepared in accordance with Logan City Council's food standards
18. Site holders and all staff working within a site must be trained on safe working procedures.
19. Site bookings will be confirmed once payment has been received. Payment to be made in accordance to invoice terms.

Cancellations

20. All cancellations of site bookings must be received via email to no later than 14 days out from the event otherwise you will forfeit your site fee.
21. Should Logan City Council find it necessary to cancel or postpone the event, vendors will be notified in writing as soon as practical. Logan City Council shall not be liable to the vendor for any compensation whether on the grounds of loss of profits or otherwise in respect of such cancellation. Sites paid in advance will be refunded.
22. Logan City Council reserve the right to cancel this agreement and to retain all monies paid if there is, in the opinion of the Logan City Council, an infringement of any of the foregoing conditions and/or if the site holder does not occupy their space for the agreed upon duration of the event.

Operations

23. All equipment and activity materials are the responsibility of the vendor. Logan City Council will only allocate a space and **will not** provide equipment such as marquees, tables, chairs, etc.
24. All equipment brought into the event is the full responsibility of the site holder. This includes signage, marquees, lighting, extension cords, appliances, tables, and chairs etc.
25. The applicant agrees to operate their stall for the duration of the event operational times, unless alternate operating hours have been negotiated with the event organiser.
26. All sites are to be erected and functional at least one hour prior to the event operation time as stated on the application form or as confirmed in the site confirmation communications.
27. Dismantling of site may only occur after the event operation time and when the event organiser has deemed it safe to do so. No vendors will be permitted to vacate the site until the end of the event.
28. Vehicle access at the event site will only be permitted outside of the event operating times. For the safety of patrons, contractors and staff, all vehicles must vacate the event site no later than one hour before the event is scheduled to start. Any vehicles requiring access to the event site outside of operating times must consult with the event organisers prior and must abide by the event procedures.
29. The allocated site is to be used solely for the purpose specified herein. No sub-letting will be permitted without the written permission of Logan City Council. Gambling and/or disposing of any article by lot or chance is strictly prohibited, unless authorised by event organisers. No unauthorised selling, canvassing, hawking or distribution of printed or other matter will be permitted outside the area contracted.
30. Logan City Council have the power to remove any article, sign, picture or printed matter or stop any undue noise created by a site holder, which, in their opinion may cause offence to the public or impede the reputation of Logan City Council and/or the event brand.
31. The site area is to be kept clean and tidy during the event. All food sites operating on non-grassed ground must provide adequate floor covering to contain any spills that clearly covers the dimensions of the allocated area. Site holders must leave their allocated area in a clean and tidy state, removing any litter, spills, by-products, or equipment from their activities. Should the site be damaged or require further cleaning or removal of waste at the conclusion of the event, this expense will be passed onto the site holder.
32. Vendors must adhere to the [Queensland Government single-use plastics ban](#) therefore are not permitted to se any single-use plastic items at their stall.

Events Restrictions

33. Smoking at the event is only permitted in the designated smoking areas. Site holders are not permitted to smoke at or near their allocated site.
34. Logan City Council shall not be held liable for the loss or damage to the site holder's property while at any site for any reason whatsoever involving the negligence of Logan City Council or its employees, representatives or agents.
35. Logan City Council takes no responsibility for equipment failure at the event or within your site.
36. All Logan City Council events are completely drug free, pet and alcohol free (unless otherwise advised). Any vendor found bringing these prohibited items onsite will be removed immediately and you will not receive a refund for your site fees or compensation for any operating costs.
37. Site holders must ensure that people working in their stall site follow the terms and conditions outlined in this agreement. Site holders are responsible and liable for the actions of their staff, workers and volunteers.

38. Site holders must not sell or promote any items that have an age restriction. No alcohol, tobacco or other restricted products are to be sold at the events. The event organiser reserves the right to restrict and/or prohibit the sale or promotion of any items.
39. There is no guarantee of volume of sales or public attendance and no refund will be made due to poor sales because of weather or lack of public attendance.

Respect and Manners

40. All site holder and their staff must conduct themselves in a polite and respectful manner when dealing with patrons, staff and other contractors and must not use offensive language or become involved in any incidents that will bring Logan City Council into disrepute.
41. All food vendors expressing their interest in attending any Logan City Council event must conduct themselves in a professional and polite manner once outcomes have been delivered. Anyone who conducts themselves disrespectfully or behaves in an unreasonable manner may receive warning or blacklisted from further events.
42. Site holders are required to act in a professional manner and be honourable representatives of Logan City Council. Bringing the event into disrepute, negatively influencing the public, customers or fellow stallholders, behaving in a negative way towards the operator or not adhering to instruction given by the event organiser is not acceptable and may result in stallholder removal from the event and banned from future attendance.
43. The Logan City Council events team has the right to determine whether a breach to its terms and conditions has been made. The party responsible for the breach must immediately rectify or cease any unauthorised activity. Non-compliance will lead to immediate suspension and or expulsion from Logan City Council events. In this case the stallholder will not be entitled to a refund, or any part, of the cost of their stall. No correspondence will be entered into in this regard.
44. All decisions on stall allocation made by the Logan City Council event organisers are final and no correspondence will not be entered into in this regard.

Definitions

Locality

The Locality of a food vendor refers to their place of residence and/or the Local Government Area in which the food vendors Food Licence is from.

If the Vendor is based within Logan or holds their Food Licence with the Logan City Council, their application is to be seen more favourably NOTING that all other selection criteria is met.

This document was last updated 19/04/2022