



INFORMATION KIT

GREEK ASSOCIATION

STALLHOLDERS

Saturday 18 & Sunday 19 May 2013
Musgrave Park

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STALLHOLDER INFORMATION & CONDITIONS

Key Dates

13 February

Association Meeting 1

The following form MUST have already been returned:

Form A – Confirmation of Participation

27 March

Association Meeting 2

The following forms MUST be returned:

Certificate of Currency if applicable

Temporary Food Stall License Application

Form B – Electricity Requirements

Full stall payment required.

1 May

Association Meeting 3

All the above mentioned forms MUST have been returned

Information Distributed

. Final site map

. Vehicle Passes

. Access Passes

17 May

Bump-in of marquees

18 & 19 May

Festival

12 June

Post-event Meeting

THIS PACK CONTAINS:

Attachment 1

Key Information for Stallholders

Attachment 2

Vehicular Access Details

Attachment 3

Site map – 2012 version

Attachment 1 KEY INFORMATION FOR STALLHOLDERS

Date	Saturday and Sunday, 18 and 19 May 2013
Venue	Musgrave Park, South Brisbane
Operating Times	Saturday: 12.00noon – 10:00pm Sunday: 10:00am – 7:00pm
Food Stall Locations	Unless otherwise agreed, all stalls will be placed in similar areas to last year.
Ticket Price Per Day	\$10 per adult over 13 years; Pensioners \$3; GOCSG Members & Children free
Site Cost	\$3135 (incl. GST) per 4.5m marquee
Equipment Included	<p>Each 4.5m x 4.5m marquee includes:</p> <ul style="list-style-type: none"> . Flooring; . 1 (one) x 1.2m fluorescent light; . 4 (four) x 2.4m banquet tables; . 2 (two) chairs . 1 (one) 4.5m valance sign <p>Any additional requirements need to be organised by the stallholder directly with the Festival Hire Company Contractor – Please contact Simone Macleod at TLC on 3356 6810 for the Festival Hire Company Contractor details</p>
Payments	All payments must be received no later than Association Meeting on 27 March 2013
Security Bond	A \$100 refundable security bond will be charged upfront and returned in full if site is left as it was found. Please note any damage incurred will be the responsibility of the stallholder and the full cost of reinstatement of the site will be the responsibility of the stallholder.

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Bump in access	Friday 17 May 3:00pm or Saturday 18 May 6:00am
Bump out access	Sunday 19 May 8:00pm
Parking	Two (2) permits will be allocated to each stall
Health and Safety	<p>All stallholders must complete a Temporary Food Stall License and return by 27 March 2013.</p> <p>Please be aware that Brisbane City Council will conduct an inspection of the site prior to the opening of the event to ensure all regulations are adhered to. The festival cannot proceed without their final approval.</p>
Public Liability	Stalls should provide evidence of insurance cover if applicable.
Utilities	<p>Paniyiri will provide up to 6 (six) 15 Amp power outlets per 4.5m x 4.5m marquee. The number of outlets that you will be allocated will be based on your responses on Form B.</p> <p>ALL LEADS AND APPLIANCES MUST BE TAGGED AND TESTED <u>BEFORE</u> YOU ARRIVE ON SITE. You will not be permitted to use leads, power boards or equipment that does not bear a current electrician's test tag.</p> <p>You will require one 20-metre extension lead per appliance as well as an extension lead for your light. Additional outlets and 3-phase power are available on request and for an extra charge. YOU MUST INDICATE ON FORM B IF YOU WILL REQUIRE EXTRA POWER, or it won't be provided on the day.</p>
Waste Disposal	<p>Paniyiri will supply wheelie bins for rubbish for stallholders and the general public. Paniyiri will be responsible for ensuring the bins are emptied.</p> <p>Separate facilities will be provided for the safe disposal of cooking oil and fats, ice and cardboard. These items MUST NOT be disposed of using the general refuse facilities.</p>
Cleaning	Stallholders will be responsible for cleaning their own site. A contracted professional cleaner will service the venue throughout the conduct of the event.

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Fire Extinguishers	Each stall must contain a dry chemical fire extinguisher. Stallholders must provide their own, ensuring that it complies with applicable regulations.
Weather Contingency	The event will proceed in all weather conditions unless it is deemed unsafe to do so by the Event Manager in conjunction with the Organising Committee. In the event of inclement weather, all associations will be notified. No stall fees collected by Paniyiri Greek Festival will be refunded should the event be cancelled either before or during the event.
Complimentary Passes	25 complimentary entry passes will be allocated per 4.5m x 4.5m marquee for each day. Additional passes can be purchased on the day at the entry points.
Security	It is the responsibility of the stallholders to secure their site, equipment, stock and personal belongings during bump in, the event and bump out. Overnight security will be provided at the venue, with crowd control security patrolling during the event.
Signage	A standard sign for your site, which clearly states stall name, will be provided by the Event Manager. The Event Manager reserves the right to remove any signage which has not been pre-approved or that may conflict with existing sponsorship obligations.
Stallholder conduct	Appropriate behaviour is expected of the stallholder, your personnel, agents or contractors. The Event Manager has the right to refuse entry to you or your staff, agents or contractors if, in the Event Manager's opinion you or they are intoxicated, or behaving in a manner deemed inappropriate. Stallholders are requested to act in the best interest of the event at all times, to adhere to professional and proper consumer trade regulations and to adhere to the required presentation guidelines.
Designated Smoking Area	Areas will be established abiding by the guidelines of the Liquor Licensing Act.
First Aid	St John's Ambulance will be on site during the event, however stallholders are encouraged to carry a small first-aid kit at their stall.

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Canvassing	Stallholders must not canvass patrons or distribute promotional material anywhere in the venue, other than from within your stall.
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Attachment 2 VEHICULAR ACCESS DETAILS

BUMP IN

Friday 17 May 3:00pm – 7:00pm (Electricity will commence at 3:00pm)

Saturday 18 May 6:00am – 9:00am

All entry to the park will be via the Edmondstone Street entrance.

Vehicles are only allowed to enter the park between the hours of 3:00pm and 7:00pm on Friday 17 May and 6:00am and 9:00am on Saturday 18 May. Only vehicles displaying official Paniyiri Greek Festival 2013 parking permits will be allowed entry to the park, which can be as often as required. Only original parking permits will be accepted.

Vehicles must not remain parked on the roadway in the park at any time. All vehicles must park on either side of the road to ensure there is traffic flow during the bump in.

Those stall holders who wish to hire cold rooms **must** ensure that their cold room is delivered between the hours of **3:00pm and 7:00pm**, Friday 17 May. **No cold rooms will be permitted into the venue outside these hours, unless approved by the Event Manager, prior to the commencement of the bump in process.**

Stallholders will not be allowed to bump in additional electrical equipment after **9:00am** Saturday 18 May 2013.

THERE WILL BE SECURITY PATROLLING THE PARK OVERNIGHT ON BOTH FRIDAY AND SATURDAY. HOWEVER, ASSOCIATIONS SHOULD TAKE THEIR OWN PRECAUTIONS TO SECURE LOOSE ITEMS.

Sunday 19 May 6:00am – 8:00am

Permit vehicles are allowed to enter the park **ONLY** between the hours of 6:00am and 8:00am on Sunday 19 May. Due to the large numbers of people in the park after 9:00am, no vehicles may enter or leave the park after this time.

Entry to the park will be via Edmondstone Street **ONLY**.

For safety reasons stallholders will not be permitted to bump in any further electrical equipment on Sunday.

DURING THE FESTIVAL

Saturday 18 May 12.00noon – 10:00pm

Sunday 19 May 10:00am – 7:00pm

Please note there will be changed traffic conditions and limited car park facilities around Musgrave Park on Saturday 18 May and Sunday 19 May due to Paniyiri. Please take this into consideration when travelling to the venue.

Any stock that needs to be brought into the park during the festival times will need to be carried or trolleyed in.

Stallholders who have been allocated parking permits must park in the area indicated on the map. Vehicles will not be granted access to the car park unless they are clearly displaying a Paniyiri Parking Permit on their dashboard. Only original parking permits will be accepted.

Brisbane City Council is enforcing additional rules regarding parking and access for 2013. As soon as this information is available, Associations will be informed.

BUMP OUT

Sunday 19 May 8:00pm – 10:00pm

Stallholders are permitted to dismantle their stalls and remove any items, which can be walked/trolleyed out, but vehicles will **NOT** be permitted to enter the park until 8:00pm or advised that it is safe to do so by the Festival Organizer. All vehicles must enter the park via Edmondstone Street.

Attachment 3 2012 VENUE MAP



MAP - PANIYIRI GREEK FESTIVAL - 2012

- | | | | |
|---|--|------------------------------------|-----------------------------------|
| 1. Mini Melts Ice Cream | 11. Cypriot Community/
Cypriot Youth | 20. My Heart Beats Green | 31. Information Booth |
| 2. The Greek Ladies Philoptochos
Society St George | 12. Chios Association | 21. Greek Sweets | 32. Sunshine Monograms |
| 3. Pan-Rhodian Collosus | 13. Cretan Association | 22. Rainbow Smash | 33. Clear Skincare Clinic |
| 4. Athelfotis Zarakion O Leonidas | 14. Greek Orthodox
Community of St Anna | 23. Chrysler Jeep | 34. The Cruise Centre |
| 5. Dormition of the Theotokos | 15. Hellenic Dancers | 24. Brisbane Roar | 35. Metro Property
Development |
| 6. Auxiliary of St George | 16. Yummy Smoothies | 25. Childrens Area | 36. Radio 4EB |
| 7. Parish of St Paraskevi | 17. Coffee Club | 26. Jack Morton Worldwide/ Telstra | 37. St Johns Ambulance |
| 8. Brisbane Olympic Soccer | 18. Hellene Foods | 27. Variety Bash Sweets | 38. Police Van |
| 9. Pan Koakos Association | 19. EMD Jewellery | 28. Ice Cream Mania | 39. Kominos Wines |
| 10. Greek Ethnic School of St George | | 29. Department of Communities | |
| | | 30. Mixlinks | |

CONFIRMATION OF PARTICIPATION

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Form A

Organisation Name			
Contact Person			
Postal Address		Postcode	
Phone		Fax	
Email		Mobile	
Website			
Do you wish your Association to be a part of the Festival?	Yes or No (please circle)		
What product/s will you be selling?			
Do you require Power? If yes, please complete Form B and return.	Yes or No (please circle)		
Do you have any other specific requirements?			

THIS FORM MUST BE COMPLETED AND RETURNED BY 13 FEBRUARY 2013.

CONFIRMATION OF PARTICIPATION Form A

Please book our Association the following:

	No. of stalls/sites	Fee
Cost per stall \$3,135 (incl. GST) Each 4.5m x 4.5m marquee includes: . Flooring; . 1 (one) x 1.2m fluorescent light; . 4 (four) x 2.4m banquet tables; . 2 (two) chairs . 1 (one) 4.5m valance sign Any additional requirements need to be organised by the stallholder directly with the Festival Hire Company Contractor – Please contact Simone Macleod at TLC on 3356 6810 for the Festival Hire Company Contractor details.		\$
Security Bond \$100 per site (refundable)		\$
TOTAL		\$

I acknowledge that I have read and understood the Conditions and Information Kit and agree to comply with all requirements stated in this information.

I also understand that if the Event Manager determines that inclement weather conditions are likely to prevent the event from being carried out successfully and safely at the venue without significant discomfort to patrons, the event shall be cancelled, and no fees will be refunded, nor will the Paniyiri Festival be liable for any losses incurred by the stallholder.

/ / 2013

Signature

Print Name

Date

PANIYIRI GREEK FESTIVAL 2013



ELECTRICITY REQUIREMENTS

Form B

THIS FORM MUST BE RETURNED BY 27 MARCH 2013

This form will be used by the electrician to allocate an appropriate number of electrical outlets to each stall. Your responses on this form will determine the number of outlets that will be provided, so you must ensure that everything that you require is listed on this form. Please complete the details below and fax to TLC on (07) 3356 5375 or email simone@teamlacey.com.au

Association Name	
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Please list **every** electrical item that you will be using at the festival in the space provided. **ALL** appliances **MUST** have a **CURRENT** electrician's testing tag. Include how many of each and how many amps per appliance are required.

Appliance Type	No. of amps	No. of appliances

- Will you be using a cold room? (please circle) Yes / No

If yes, what size?	
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Please ensure that you have an appropriate number of extension leads (TAGGED AND TESTED) for each of the items mentioned above. **Please ensure you have an extension cord for your light.**

- Do you require 3-phase power? (please circle) Yes / No

PLEASE NOTE:

Up to 6 (six) 15 Amp power outlets will be included in your site fee. You will be charged for additional outlets or 3-phase power.