



VEGAN FESTIVAL



**2021
STALL
INFO PACK**

Rundle Park / Kadlitpina

SAT 30 OCT, 11AM - 10PM

SUN 31 OCT, 11AM - 5PM



@veganfestivaladelaide



@vegan_festival_adelaide

VEGANFESTIVAL.INFO

VEGAN FESTIVAL

**An annual event
that celebrates
all things vegan**

Two massive days
packed with food, live
music, and education
for compassionate,
healthy, and
sustainable vegan
living.



"We were honored and lucky to launch our business at the popular vegan festival in 2017 held in Victoria square; from which our business soared from strength to strength."
- Anastasia Lavrentiadis, Staazi & Co

**Close to
13,500
people
attended in
2020**

Our event is for
everyone, vegan
and nonvegan,
human and
companion animal.



KEY DATES

2021 KEY DATES

1st November 2020	Stalls Expressions of Interest open.
March 2021	Stall Applications open.
30th June 2021	Stall Applications close (11.59pm)
14th July 2021	Applicants advised of outcome. Accepted Stallholders will receive an invoice with email.
July - Oct 2021	Help us advertise the festival
15th August 2021	Stalls to confirm power needs, hire items, and they have insurance.
1st September 2021	Accepted Stalls Form Sent to all applicable.
15th September 2021	Completed Accepted Stalls Form due.
28th & 29th October 2021	Stalls Bump-In. Stall holders will be advised of times by email.
30 & 31 October 2021	Vegan Festival Weekend.
31 October 2021	All stalls to Bump-out when Festival closes
November 2021	Cleaning deposit reimbursed (if site cleared, no damage done and all fees/ charges paid in full)

ELIGIBILITY

Please read this information fully and carefully to make sure you comply with the Vegan Festival Adelaide standards and are fully aware of how the Festival will work.

ELIGIBILITY

- Vegan Festival Adelaide welcomes both businesses that exclusively sell vegan items and organisations that promote a vegan lifestyle.
- Fully Vegan businesses may have an advantage in the application process.
- Vegetarian businesses that bring only vegan items to the event are allowed to participate but may be considered as second preference.
- If your business sells any animal products, you are welcome to apply but your business may be given the least preference.
- Stall holders must commit to the full weekend.
- All items sold and shared from the stalls over the Festival weekend must all be vegan.
- All information is available on our website <https://www.veganfestival.info/infoforstallholders>

ZERO WASTE AIM

We're aiming to be a zero-waste event. In order to reduce our environmental impact, we require **ALL food stalls to use tableware that is compostable** (not biodegradable). We may ask you to show us the proof (invoice/brochure) that the packaging you are using is truly compostable and not just biodegradable so we can make sure they can go straight in to the organics bins as planned. Plastic bottles, plates, and cutlery are NOT permitted at Vegan Festival Adelaide.

All stalls are asked to consider reducing their waste that can not be recycled or composted as much as possible.

We thank you so much for your understanding supporting eco friendly actions.

PAYMENT TERMS

RATES

Your stall space will not be confirmed until the invoice is paid in full by the due date.

- Food and Drink Stall – (\$800 Regular or \$700 Early Bird)
- Drink Stall only – (\$700 Regular or \$600 Early Bird)
- Licensed Bar – Only 2 available – (\$1200 Regular or \$1100 Early Bird)
- Retail / Merchandise / Services – (\$600 Regular or \$500 Early Bird)
- Not For Profit with Sale – (\$400 Regular or \$300 Early Bird)
- Not for Profit with Display and Donation Box – (\$350 Regular or \$250 Early Bird)

Prices are for stall space only, throughout the Festival weekend. Additional costs may be incurred depending on infrastructure requirements. Early bird rates apply to all payments received by 31 July. Invoices will be sent out after decisions are made.

ADDITIONAL COSTS

- Electricity: \$50 for one outlet, \$20 for each additional outlet.
- Tagging and testing of electrical equipment (if required): \$10.
- Trestle table: \$20
- Chair: \$10
- Marquee and weights: \$250
- Weights only: \$25 (4 weights)
- Bin: \$ per bin
- Cleaning charge - a fully refundable fee of \$60 will be included in each Food and/or drink stall fee. Floor coverage is recommended for all stalls. Only stall holders who will leave their stall dirty (oil marks/stains) or severely damage the grass will not be refunded. Before and After photographs will be take of each stall and provided to Adelaide City Council staff on inspection.

REFUND TERMS

We understand that circumstances may arise that prevent you from attending Vegan Festival Adelaide.

- Cancellation by 31 September: 50% of amount refunded
- Cancellation after 1 October: No refund given
- Cancellation due to Emergency weather conditions will not be refundable
- Cancellation due to Government ruling will be refundable minus \$25 processing fee

If you haven't paid your invoice by the event date and do not attend you must still pay the invoice in full. Failure to pay may result in you being refused future participation and further action.

PROVIDING YOUR BANK DETAILS

Bank details are used to refund cleaning deposits and food vouchers. Bank Details are not required if you aren't accepting VFA vouchers OR are a non-food stall.

We require your BSB and Bank Account Number.

UTILITIES & HEALTH AND SAFETY

ELECTRICITY

Our electrician will need to plan the event's electric requirements well in advance. We'll need to know your precise electricity requirements, e.g. Total kW or Amp draw, 240V, 3-phase.

- It's your responsibility to check the condition and draw of your appliances and equipment.
- Appliances/equipment that trip the circuit breakers due to faults or higher than advised draw will be disconnected.
- Electrical items not tagged will be tagged and tested at a cost of \$10 per item by the onsite electrician on Friday during set-up. Please advise us of this prior.
- Stall holders who applied for power are asked to bring correct extension leads (either 10 or 15 AMP) for each appliance that needs power. We recommend 10 m extension leads
- Power split boxes will be available behind stalls.
- A kind reminder to make sure ALL your equipment/appliances are already tested and tagged before the festival if possible. You can visit our recommended and preferred Boltz electrician workshop to do that beforehand.
- Limited test and tag services will be available on Friday during set-up, \$5-10 per item/paid cash. We recommend that ALL appliances are tag and tested PRIOR to the festival.
- We recommend ALL stalls bring along battery operated festoon/fairy lights etc to help build the ambiance on the Saturday night. Lighting is limited in Rundle Park and this will help us in the 7-10pm section of the night.

REFRIGERATION AND COOL ROOMS

Space for and in Cool Rooms is extremely limited.

If you require refrigeration during the weekend you must include details within your application. Small refrigerators may be used within the stall space but the electricity requirements must be noted in your application and will be subject to the electricity surcharge (\$50 for one outlet, \$20 for each additional outlet).

OCCUPATIONAL HEALTH AND SAFETY

- Safety high visibility should be worn at all times during set-up and pack-up
- If you require help to set-up or pack-up Vegan Festival Adelaide team members are happy to help. Just ask one for a hand!

FIRST AID

First Aid will be on-site during the festival. If you need medical assistance report directly to Security Team or VFA Info Booth team member who will help you.

Site Map will be available online closer to the day.

ALCOHOL AND SMOKING

- We often include a separate Vegan alcoholic beverage zone. This will be closely monitored by security with a 60 person capacity at anytime. Drinks must be consumed within the zone only.
- Vegan Festival Adelaide is a smoke-free event, including e-cigarettes.

STALL RULES

STALL LOCATION

We will send a map and stall listing via email with allocations made taking into consideration power, marquee and personal preferences as completed on registration form. These positions are final. Your Stall Number - check map and sheet for location tbc (S=south | N=north | C=central | Rundle Park between East Terrace, North Terrace, and Rundle Street).

TRADING TIMES

Saturday trading times are between 11am and 10pm. Stall holders can have the option to stop trading at 9pm and come join in the fun at the main stage. Stock movement and clean-up must occur after 10pm. Sunday trading times are 11am to 5pm. No vehicles can enter the festival after 8pm Friday 30th until 5.30pm Sunday 1 Nov. Additional stock can be brought on site by hand. There will be 24hr security on site from Thursday until Monday.

SIGNAGE

Please ensure your stall's trestle tables are covered by cloth for maximum presentation. No bare tables will be accepted. You can place large signs of your business/organisation:

- at the front of your table providing they do not obstruct other stalls;
- on an A-frame in front of your stall (must be weighted & not a public hazard);
- inside your site - on the wall or sites (preferable); or
- on/above your stall - banner attached to the front top marquee (preferable).

In addition:

- Signage must not block public thoroughfares, obstruct next-door stall or emergency exits.
- All other items and storage boxes should be stored under your table, or covered neatly.
- If a Festival team member believes you have breached any stall design terms you'll be asked to fix the problem.
- Failure to do so may result in forfeiture of your stall and any associated costs.
- Educational stallholders please liaise with Festival committee to ensure explicit material is kept well inside the marquee and adequate warning signage is placed on the outside of your area.
- Discretion to be used when displaying disturbing photos or graphic pictures please. That includes photos on other means - laptops, tables, projectors etc. nothing showing mistreatment of animals. Display of such material is a breach of stall design terms.
- Vegan Festival is a family friendly event, with many children in attendance. Please ensure all signs are suitable.

BUMP IN & BUMP OUT

STALL BUMP-IN AND SET-UP

- The schedule for Bump-in will be emailed to you by mid-October
- You are expected to setup on the Friday before the event. That includes your infrastructure and stock. There will be overnight security onsite and site will be fenced off.
- Times of set-up on Friday will be emailed to you prior to the event so you can be prepared and organise necessary staff. We will have volunteers onsite to help stallholders with unloading your vehicles.
- You will have limited time to unpack your vehicles - please make sure you come on time, unload and leave as soon as possible. Set up of your stall can be done up until 9pm.
- All stalls must be set-up prior to the event start.
- IF you have a van, large or difficult set up, you MAY be asked to bump in on Thursday 28 Oct.

STALL BUMP-OUT AND PACK-UP

- The schedule for Bump-in will be emailed to you by mid-October
- Pack up starts at 5:00pm on the Sunday.
- Vehicles will be allowed onsite from 6pm
- You cannot pack up until all general public have left the venue. Packing up early reflects poorly on the event and the business. (unless sold out)
- You can also pack up on the Monday between 8am-12noon. Please advise Festival staff and security by 31 September.

ON-SITE PARKING AND DRIVING POLICY

All stalls will fully set up (infrastructure + stock) on the Friday before the event between 11am and 9pm. The detailed times of bump-in will be sent to you by mid-OCTOBER so you can plan with your staff well in advance.

Traffic Controllers will be on the gates and you must check-in first (via North Terrace Entry) prior to entering the site. You will be advised exactly where to go and where to park. You will have 30 minutes to unload and then move your vehicle/s off site, to allow the next group of stall holders to come and set-up.

VFA volunteers will be on site if you need any extra help with efficient unloading. While driving on the grass is allowed, any damage from vehicles to the area will be passed on from council fees onto the stall holders.

We kindly ask you to inform all your staff and friends/family/people who will be assisting you with the set-up or bump-out to avoid disappointment and penalty fees. Bump out from 6pm Sunday. We advise packing up your stall PRIOR to allowing vehicles on site for safety reasons as public may still be on grounds.

Cool-rooms will be onsite prior to your arrival as pre-arranged with you.

STAFF PASSES

Each stall holder will receive complimentary 8 staff passes (4 for each day) on Friday during set-up. Passes will be collected from staff at the Gates or doing your stall checks and marked off. Regular entry to the festival is \$10. Children under 12 get in for free. Companion cards are welcome.

CLEANING

DURING THE EVENT

Please be reminded that stalls must be kept clean and neat at all times. Your stall spaces are 3x3m and no storage is allowed behind stalls where patrons have access. Food stalls along the East Terrace side, may have 1m extra behind but are asked to keep this tidy and covered from passerby view. We want the venue to be kept neat/clean and for the pleasure of all involved. There will be media around taking photos so it is important for your stalls to look great!

For stalls using oil etc, it is required that you place adequate flooring in your space.

Stalls are asked to honor the 3 bin system and dispose of their own waste in the main waste area in the north eastern corner. **Do not** use public bins during the day. We recommend you bring in 3 small bins for your stall for green, general and recycled waste items to transport to the common area. You also have the option to hire bins through us. See "additional costs" on the 'Payment Terms' page for more details.

POST-EVENT

All stalls must clean their space after the festival to leave the place the same way as you found it. Adelaide City Council imposes high penalty cleaning fees for those who leave the mess behind. We will pass those fees onto those stall holders who have left their space unclean, as per our agreement and Terms & Conditions. Site inspections (with photos taken) will take place before and after the festival to access that. We will also ban those who fail to clean and/or pay penalty fees from attending in the future. We highly encourage the use of floor mats in high mess areas.

ZERO WASTE AIM

We're aiming to be a zero-waste event. In order to reduce our environmental impact, we require ALL food stalls to use tableware that is compostable (not biodegradable). We may ask you to show us the proof (invoice/brochure) that the packaging you are using is truly compostable and not just biodegradable so we can make sure they can go straight in to the organics bins as planned. Plastic bottles, plates, and cutlery are NOT permitted at Vegan Festival Adelaide. You can also send us the information now so we can double check it prior to site inspections.

All stalls are asked to consider reducing use of products that can not be recycled or composted as much as possible.

We thank you so much for your understanding and supporting eco friendly actions.

FOOD STALLS

FOOD SAFETY

- All food vendors must meet the criteria outlined under the Food Act 2001, which controls the sale of food in SA, and the Australia New Zealand Food Standards Code.
- Where food is provided, the food business must comply with the requirements of the Food Act and Regulations, and the Food Standards Code.
- Food businesses are required to notify their local council of their contact details, the nature of their business and their address. Vegan Festival Adelaide will be providing City of Adelaide (Council) with your details for this purpose.
- If you fail to meet any criteria outlined in either the Act or the Code it may result in forfeiture of your stall and associated costs.
- More information on Food Safety can be found on SA Health website.
- Inspectors will come on site over the weekend so please be aware of all requirements. Call 8203 7405 for further details.
- Grey Water waste must not be tipped onto grass area or into waterways. Please bring sufficient containers to remove this from site with you.

FIRE

- Any food vendors that use LP Gas or provide hot water must have a fire blanket and a suitable portable extinguisher, displaying either an ESV Compliance plate or an Interstate equivalent.
- Fire blankets and extinguishers must be available and immediately accessible in the case of an emergency.
- Personnel who may be need to use fire protection must be correctly trained to do so.
- Gas bottles must have a compliance plate issued by ESV, or recognised by ESV, securely fixed and placed in an accessible location on mobile catering vehicles or relocatable kitchens. If the compliance plate is not affixed you will be refused entry to the event.

FOOD FOR HUMAN CONSUMPTION

All stalls with any kind of product for human consumption must follow Adelaide City Council Temporary Food Premises regulations. You might have already been contacted by the council.

SANITIZER

Please ensure you read the instructions on your food grade sanitizer and if it requires utensils to be washed with detergent before sanitising, that you do so. Sanitiser will kill germs, but not remove dirt/food. If you cannot properly clean all your utensils between uses, please bring multiple sets of utensils to use throughout the day. Adelaide City Council has a list of readily available food grade sanitisers. Inspections of all food stalls at the event will be conducted. If you have any queries, please feel free to contact us. For a refresher on food safety standards and practices please see the following quick online training: [here](#).

PORTIONS AND LABELLING

Please provide Regular AND Small portion sizes - Feedback from patrons indicated that festival goers were looking for small portion options as well as regular size meals. This would allow them to get a small size meal AND go and visit many stalls on the day instead of just one or two.

You Must label such that patrons know which of your menu items are: gluten/wheat free, soy free, nut

GET MORE INVOLVED

VFA STAFF VOUCHERS

We hope that you will be happy to accept 'VFA Staff Vouchers' and display a sign advising you will accept the vouchers during the festival?

We will be giving \$10 vouchers to keynote speakers, volunteers, and artists who are giving their time at the Festival for free. The vouchers will be numbered and signed by a VFA staff member. An example of the voucher will be shown to you during your stall inspection. Process: Volunteers / Speakers / Artists will come to your stall to buy food/product and will hand the voucher to you instead of cash/card payment, up to the value of \$10.

- If the total is over \$10, the person is responsible for paying for the difference.
- If the total is less than \$10, no change should be given.

Exchange: At the end of VFA (Sunday 4pm), bring all of the vouchers you have received to the VFA Information Booth and exchange them for a receipt displaying the total value owed to you. Please write your stall name or number on the back. VFA will pay stall holders the amount on their receipt within a 14 days from the end of the Festival directly into the stall holder's bank account.

BEST DRESSED STALL

The Best Dressed Stall competition will be held again with the prize of a free 3x3m stall space at next year's festival! Not only does this attract more attendees your way, trust us, people flock to the stalls who put effort in to entice them, but it saves you \$\$ and guarantees you a spot for the next event. Your stall will be judged by our Festival team and by public vote. The winner will be advised after the festival via email and announced on Vegan Festival Adelaide Facebook page.

RAFFLE PRIZES

We really appreciate your offer of donations and ask that deliveries be made to 655 Grange Road Grange SA 5022 by 30 SEPTEMBER. If you have not yet offered anything for a raffle, but wish to take part, please send your offering to us along with the estimated value so we can add your business to Raffle Promotion and List of Prizes.

SHOW BAGS

If you wish to have your products shown to even more people, you can donate items to our showbags (quantity from 300), please contact us and send your items to 655 Grange Road Grange SA 5022 by 30 SEPTEMBER. Pre-approved voucher requests MUST be received by 30 September to be included.

KIDS TREASURE HUNT

All children (and their parents) will be provided with a Kids Treasure Hunt Card to take to and visit Sponsors stalls and receive either a stamp/sticker/signature from a stall holder/gold sponsor. They will take the completed card to the Info Booth to redeem their prize. This Treasure Hunt aims to encourage more customers to visit Sponsors stalls.

FESTIVAL RULES

GENERAL RULES

- No alcohol, glass containers, high back chairs, fundraising, can be brought into the venue. Bags will be inspected by security upon entry.
- No busking/performing without prior permission from the Event Manager.
- No flyering/pamphletting.
- No person shall interfere with plants, water fixtures, or any other installation within the venue.
- The Event manager takes no responsibility for lost or damaged property.
- Vegan Festival Adelaide is an all-weather event and will go ahead rain or shine.
- Remember that this is 100% animal product free from food to retail and stall decor. Please advise any staff that they are not to bring any animal products on site, e.g. flavoured dairy-milk.
- The Event Manager reserves the right to change the line-up/programme without notice.
- Refunds will not be given for line up alterations/changes.
- The Event Manager reserves the right to refuse entry. Refunds will not be given to those who are refused entry to the venue.
- Security will be on site 24hrs from Thursday until Monday to ensure stock safety.
- Gates close at 10pm on the Saturday but we invite you to close at 9pm and join us at the stage to mingle and enjoy the atmosphere with other stall holders.
- Ensure you bring enough CHANGE. While it is great to go cashless, it is advisable to have spare change on site just in case.
- **Promote your appearance** at the festival! We would love to tap into your networks to make this years festival a huge success.

PRIVACY POLICY

Vegan Festival Adelaide respects and values the privacy of our customers and we are committed to protecting your personal information. All information provided is kept confidential and is collected by a secure database not accessible to the public. Vegan Festival Adelaide does not sell, rent or trade customer data to or with third parties. We may be required to disclose your information to third party contractors who help us operate our business or provide a service to you (such as the company that provides us with technical support and computer assistance for our email newsletters and offers). We require all of our third-party contractors to comply with our Privacy Policy and sign a Confidentiality Agreement.

When required by law to disclose personal information, Vegan Festival Adelaide complies as is appropriate. All stalls applications will be assessed by the Vegan Festival Adelaide committee. We regularly receive an excess of applications and, unfortunately, cannot accept you all. The committee reserves the right to accept/deny any application at its own discretion. These decisions will be final and no correspondence will be entered into. As this is a public event, photographers and media will be on site and broadcasting throughout the weekend.

For further information: Email admin@veganfestival.info

DEFINING VEGAN

VEGAN PRODUCTS

Our event patrons trust us that all products at the event will be vegan. We feel a responsibility to ensure that this takes place.

Vegan Festival Adelaide does not allow any products containing any animal derived ingredients or that have animal products involved in the production process. Our Team will do a site inspection on Saturday morning before the gates are open to make sure no non-vegan products are displayed.

Below is a list of common ingredients of animal origin that vegans avoid (this is not a complete list).

- All meat and meat by-products (including fish, chicken, shellfish, etc.)
- Gelatine
- Dairy (milk, cheese, butter, cream, etc.)
- Tallow (tallowate)
- Lecithin derived from egg (soy derived is ok)
- L-cysteine
- Egg
- Vitamin D3 (Vitamin D2 is vegan)
- Albumen (albumin)
- Cochineal (120)
- Whey
- Any bee products: Honey, Royal Jelly, Bee pollen, Beeswax
- Casein
- Carmine
- Rennet
- Shellac (confectioner's glaze, 904)
- Leather, wool, animal skins and hair/fur, feathers, shells
- Lanolin
- Collagen
- Silk
- Animal bristle (in combs/toothbrushes, etc.)
- Ghee
- Alcohol where fish or egg has been used in the production process
- Sugar where animal by-products have been used in the production process

ANIMAL TESTING

Vegan Festival Adelaide promotes a no animal testing ethic. All products for sale at Vegan Festival Adelaide must be Choose Cruelty Free (CCF) certified. We will be happy to discuss alternatives, such as if you:

- run a small home business; or
- are in the process of gaining CCF certification.

Please see choosecrueltyfree.org.au for more information.

REMINDERS & KEY CONTACTS

REMINDERS

- Submit your stall applications before 30th June 2021.
- Only bring vegan items on site during the Festival.
- Read your Bump-in& Bump-out schedule when it is emailed and plan accordingly.
- Plan to make your stall look good, it encourages patrons to buy from you.
- Please re-read this document before sending us a query, you will likely find the answer here.
- If your application is accepted, advertise your attendance at the Festival on your social media in the lead up to the festival. (minimum 5 times in the lead up)

Vegan Festival Director:
Lea McBride - 0414 437 553

For non-urgent enquires email us at
stalls@veganfestival.info

The Vegan Festival is brought to you by Any Excuse... Event Styling and Planning and has a team of very dedicated volunteers. Part proceeds are distributed to various animal charities. It is first and foremost a public educational event but also acts as the best possible environment to promote and raise funds for the not-for-profit organisations who are related to the festival matters and believe in promoting a compassionate, healthy and ethical lifestyle.

COVID19

Stalls are required to complete a COVID SAFE PLAN & have a printed copy visible in their stall at all times

<https://www.covid-19.sa.gov.au/business-and-events/create-a-covid-safe-plan>

- Stay home if you are feeling unwell and get tested for COVID-19
- Practice good hygiene at all times – keep up the hand washing/use sanitiser and always cough/sneeze into your elbow.
- Bring your own hand sanitiser for the front of your counter for customers & some for your staff
- Check in using the QR code as you enter the festival site each day, including set up days
- Recommend one of your staff members complete the online COVID Marshal Training

<https://www.covid-19.sa.gov.au/business-and-events/covid-marshals>

Vegan Festival Adelaide will undertake all requirements as laid out by SA Health regulations. The festival itself will provide the COVID Management Plan and be responsible for the entire festival. A copy of the plan will be available on our website and at the information booth.

Wishing you a safe and happy festival weekend!

