

Darebin Community & Kite Festival 2019

Application Guidelines for Stallholders & Food Vendors

Edwardes Lake Park, Reservoir
Sunday 24 March 2019, 11.00am – 4.00pm
www.darebinarts.com.au/kitefestival



1. Overview

Applications are now open for organisations wishing to express their interest in being a Stallholder or a Food Vendor at Darebin Community & Kite Festival 2019, the outdoor cultural and community celebration held in Reservoir's picturesque Edwardes Lake Park.

This is a competitive application process and acceptance of your application is not guaranteed. Selection will be made to ensure a cross-section of services and products, with preference given to stallholders and food vendors that are local to the City of Darebin, whose offerings align with [Council's goals and values](#), and those that have a clear commitment to environmental sustainability.

2. Application Key Dates

- Applications for Food Vendors close on **Friday 14 December 2018 at 5pm**.
- Applications for Stallholders close on **Friday 1 February 2019 at 5pm**.
- Applicants will be notified in writing of the status of their application within 1 week of applications closing.
- If your application is accepted, you will be invoiced for all applicable fees. All fees must be paid in full by **Friday 20 February 2019 at 5pm**.

3. Application Forms

- Stallholder Expression of Interest is [here](#).
- Food Vendor Expression of Interest is [here](#).

4. Application Assessment

Your application will be assessed on a range of criteria and suitability for the Festival. The City of Darebin reserves the right to final stallholder selection.

5. Community Stallholder Selection Criteria

Selection will be made to ensure a diverse cross-section of services and products is included. Stallholder selection criteria addresses;

- a. The stall's alignment with the Council Goals and Values as outlined in the [Council Plan](#) (40%)
- b. Suitability for the Festival's aims and objectives in the Council Plan (20%)
- c. Preference will be given to local stallholders, with particular regard to those who buy locally and support the local Darebin community year-round (15%)

- d. Stalls offering participatory activities that engage a broad range of the community (15%)
- e. Stalls with a clear commitment to environmental sustainability, especially those that are aligned with Council's [Single-Use Plastic Free Events Policy](#) (10%)

Selection of stalls and vendors is the final decision of Darebin City Council and no further correspondence will be entered into. Council reserves the right to amend the selection criteria at any time without notice.

6. Food Vendor Selection Criteria

Selection will be made to ensure a diverse cross-section of food and beverage offerings are included. To ensure diversity of choice, Council will not select multiple vendors selling the same food type, unless it is reasonable to meet demand (eg: coffee). Food vendor selection criteria addresses;

- a. The stall's alignment with the Council Goals and Values as outlined in the [Council Plan](#) (40%)
- b. Preference will be given to local stallholders, with particular regard to those who buy locally and support the local Darebin community year-round (20%)
- c. Quality of customer service, presentation and conduct of the stallholder (15%)
- d. Stalls with a clear commitment to environmental sustainability, especially those that are aligned with Council's [Single-Use Plastic Free Events Policy](#) (10%)
- e. The number of times a business has previously participated in the Festival (10%)
- f. Stalls that offer new and innovative offerings (5%)

Selection of stalls and vendors is the final decision of Darebin City Council and no further correspondence will be entered into. Council reserves the right to amend the selection criteria at any time without notice.

