



VSP

# **VOGEL STREET PARTY 2017**

**Saturday 14 October 2017 | 3 — 10pm**

Vogel Street, Dunedin

## **Food Vendors Registration of Interest Form**

Registration forms must be received no later than 5pm Friday 1st September 2017.



Expressions of Interest for food stalls/trucks for the Vogel Street Party are now being accepted.

Completed forms must be returned by 5pm, 1st September 2017. The final selection of the vendors for the festival is at the discretion of the event committee in accordance with the aims and objectives of the Vogel Street Party.

## Festival Overview

October 14th 2017 will see the Vogel Street Party hit the streets of the Warehouse Precinct once again. Now in its fourth year, the event will once again celebrate all that is good about Dunedin.

In recognition of Dunedin's reputation as an incubator city, where ideas are brought to life and nurtured until the time they are ready to take larger steps, the theme for this year is *Ideas and Incubation*. We will continue to highlight Dunedin's expanding gigatown status and showcase creative art, fashion, music, drama, interactive activities, development and growth across the city. The Vogel Street Party once again aims to nurture a sense of pride, identity and sense of belonging in our amazing city. Expect to see the unknown and known, the hidden and shown, the weird and the wonderful take to the streets.

## Events

Vogel Street will play host to a mixture of events, activities and vendors celebrating the theme of Ideas and Incubation. There will be a range of interactive activities, workshops, performances, exhibitions, building tours, live music and food stalls to enjoy.

The community will be encouraged to explore the unseen and hidden gems of the Warehouse Precinct and engage in the comprehensive and interactive activity programme.

## Key themes

- Highlighting Dunedin's status as an innovative, incubator city and the wonderful ideas coming from it.
- The Warehouse Precinct's role in hosting innovative start-up businesses, where great ideas are born.
- Creativity and diversity.
- Telling the stories of Dunedin's past
- Heritage-led regeneration

## Objectives

- To celebrate Dunedin's reputation as an innovative, ideas driven city.
- To provide an interactive event that highlights Dunedin's heritage and innovative strength in literature, technology, visual arts, design and more.
- To create a collaborative environment where a mix of different businesses, industries, community groups, residents, creative groups and artists can interact with an audience.
- To showcase the area as a hub of creative activity.
- To celebrate the on-going regeneration of the Warehouse Precinct.

## **GENERAL INFORMATION:**

If you would like to hold a food stall at the Vogel Street Party 2017, please read the Terms and Conditions and fill in the Food Vendors Application Form. **You will be notified by email to confirm whether your application has been successful or not by September 14th 2017.**

For more information, contact Josh George at [vogelstreetparty@gmail.com](mailto:vogelstreetparty@gmail.com)  
ATTN: Josh George - food vendor.

**Applications close 5pm Friday 1st September 2017**

### **Types of Food/Drink:**

When deciding which food and drink you will offer at the Vogel Street Party please consider the age range of those attending the event. Goods should be delivered in a take-away form that are easy to hold and eat.

The sale of alcohol will only be permitted at licensed venues.

### **Stall Site:**

Stall sites are booked at the time of registration (after your application has been accepted). Site locations will be confirmed post-registration. Please note there is strictly no parking on-site during the event (except for operating food trucks).

### **Food Stall Licences:**

All vendors at the Vogel Street Party must have a current Mobile Traders Licence or equivalent to operate on the day. If you do not have one, you will need to apply for a temporary permit in sufficient time to enable it to be assessed and issued prior to the event.

### **Power and Water:**

Sites will be located outside and access to power and water is limited. If required please contact us and we will try to make arrangements

### **Festival Contacts:**

If you would like to be part of the event, please read the information carefully, complete the following form and return it to:

ATTN: Josh George - Food Vendor form  
[vogelstreetparty@gmail.com](mailto:vogelstreetparty@gmail.com) (if scanned)

**or**

Vogel Street Party  
PO Box 6040  
Dunedin North 9059

**Applications close 5pm Friday 1st September 2017**

## TERMS AND CONDITIONS

Food Vendor Registration	This is an application only, not a guarantee. Please note that there is a selection process for all food vendors. This form must be filled out correctly and received by the required closing date. Vogel Street Party organising committee will notify all applicants.
Closing Date	The deadline for registration forms is 5pm Friday 1st September.
Payment	A one-off fee of \$100 per stall/food truck is required to help cover event costs. Payment will be required 5 days prior to the VSP. In the unlikely scenario that the VSP is cancelled, a full refund will be given.
Site Size	Sites will be allocated in 3x3m or 3x6m sizes and will accommodate trucks where possible. Please advise us on the size required.
Cancellation of a Booking	Please let us know by Friday September 29 if you wish to cancel your booking.
Food Permits	<p>Dunedin City Council Bylaw requires all vendors to have a current Mobile Traders Licence.</p> <ul style="list-style-type: none"> <li>You are required to send a copy of your licence with your completed registration form.</li> <li>Licences must be current on the day of the event (14th Oct).</li> </ul> <p>If your application is successful and you do not hold a current Mobile Traders Licence, we will send you the required Dunedin City Council Food at Events application form to be filled out so you can operate at the Vogel Street Party.</p> <p>If you hold a food stall/mobile trading licence from another Council, you may be required to apply for the Food at Events temporary licence from the DCC.</p> <p>Please note, if through this process you are not granted a temporary permit, then we will be unable to accept your application.</p> <p>All food permits and licences must be displayed on your site and will be checked on the day.</p>
Health and Safety	<p>All food sold on site must comply with the NZ Food Safety Authority Standards. You must bring everything you need for food production.</p> <p>It is essential that all necessary precautions are taken to keep food safe. Good food handling practices will reduce food contamination and help prevent food poisoning, i.e. washing hands, storing and cooking foods at correct temperatures etc.</p> <p>Please note that all food stalls at the event may be subject to inspection by the Dunedin City Council Environmental Health Officers.</p>
Power and Water	Sites will be located outside and access to power and water will be limited. If required please contact us and we will try to help.
Serveware	You are encouraged to use bio-degradable plates and cutlery if possible. No glass is to be served.
Equipment	All vendors must supply their own stall and equipment, in good working order. This includes tent, gazebo, tables and chairs, and equipment for food production such as microwaves, gas cookers, pots etc.

Set Up and Pack Up	<p>Vendors will have access to the site from 11.30am - 2pm on Saturday 10 October for set up. Stall sites must be fully set up by 2.30pm.</p> <p>Sites must be packed up within 2 hours after the event closing at 10pm. Sites must not be packed up prior to the event close and no vehicle access will be allowed until after the event close at 10pm.</p>
Vehicle Access and Parking	<p>We will contact you with details on vehicle access points prior to the event. All vehicles must be moved out of the event area by 2pm on the day. There is no dedicated parking space set aside for food vendors, however, parking is available close to the site.</p>
Confirmation of Goods	<p>Once registration is confirmed, food vendors are committed to sell food/drink as stated on this registration form. Any changes or additions must inform us no later than two weeks prior to the event.</p>
Cash Handling	<p>All stallholders are responsible for cash handled at their site during the course of the day - this includes ensuring that they have an adequate float. Stall holders and responsible for providing Eftpos machines if required.</p>
Disposal of Rubbish	<p>All stallholders are responsible for the removal and recycling of rubbish from their site and must clear the site of rubbish, equipment and shelters at the end of the event. Recycling bins will be available.</p>
Postponement	<p>Sunday 15th October is set aside as a rain day. We will inform you on Saturday 14th by 9am if the event is postponed to Sunday. Please inform us if you are travelling to Dunedin and need to be notified earlier than this time.</p>
Disclaimer	<p>The Vogel Street Party Organising Committee, or personnel who work on their behalf, will not accept responsibility for any loss, damage or injury incurred by food vendors during this event.</p>

# VOGEL STREET PARTY

## FOOD VENDORS APPLICATION FORM

### General Information

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Landline No: \_\_\_\_\_

Mobile No: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

### Type Of Stall

Food

(hot snacks, sweets )

☐

Beverage

(e.g juice, coffee, tea )

☐

### Size Of Stall

3m x 3m

☐

6m x 3m

☐

Other (e.g. food caravan - please supply dimensions)

☐

\_\_\_\_\_

### Description of Stall

Please provide us with a detailed description of the types of food/beverage that you will be selling. Please note; stalls will be selected on the diversity of their products and in keeping with the theme of the Vogel Street Party.

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## **Licences**

Do you have a current Mobile Trading Licence?     **Y / N**

**Number:**

**Expiry Date:**

Please attach a copy of your current Mobile Trading Licence.

If you do not have Mobile Trading Licence, and are successful in your application, we will send you the Dunedin City Council Food at Events application form. You will be required to fill out the application form and pay the \$30.00 processing fee to receive a temporary permit to operate at the event. Confirmation of this must be received by the Vogel Street Party Organising Committee no later than Fri 22 September. Any forms received after this date may not be accepted by the DCC.

**By submitting this form, you are accepting the Terms and Conditions as outlined on pages 4 and 5. Thank you for completing the form. Successful applications will be contacted by Thursday 14th September.**