



Vendor Application Information

Queensland State Cup

Coomera Sports Park

Please read this document and understand your requirements prior to completing the expression of interest form.

The 2023 Queensland Touch Football Queensland State Cup (QSC) is in its fifth year running and provides an avenue for senior touch football athletes to compete in the largest Senior Affiliate Competition in Queensland. The event will be held at the Coomera Sport Complex, Gold Coast, QLD. The Venue is located at 53 Beattie Rd, Coomera and will utilize a number of Sporting Association venues;

- Northern Gold Coast Touch Association
- Coomera Crushers Rugby Union
- Coomera Magpies AFL

The event will be held from Friday 24th November 2023 – Sunday 26th November 2023 (for a period of 3 days). However, bump in days are required to allow for adequate venue setup from Tuesday 23rd of November and pack down completed by Sunday 27th November.

QTF are looking to work with vendors who have an emphasis on healthy and fresh options for both participants and spectators. Vendors who demonstrate a strong commitment to sustainable and environmentally friendly practices and support local producers will be looked upon favourably.

Applications close on **Monday 25th September 2023**. Late or incomplete applications may not be considered. You will receive notification of the outcome of your application by early October.

How to Apply

Applications must be submitted online [CLICK HERE](#) **COB Monday 25th September 2023**.



What to Include

Your application must include the following:

- Public Liability Insurance, covering the period of the event
- Food License and Permit
- Pictures of your stall (minimum 4 – one of each side when fully set up)
- Total area required for full setup – in square meters (include all tent/marquees, cars, equipment etc.)
- Map of footprint of full setup
- Digital Copy of your menu
- Pictures of your food options
- Detailed description of all equipment included in your set up, i.e. cold room, 3x3m marquees, BBQ, gas bottles etc.
- Power requirements – including, number of outlets required, total amps needed.
- Trade waste requirements (Cupboard, Recycle and Water waste)
- Confirmation if you are a Food Vendor that you will abide by an Industry Approved COVID Safe Plan – Food Services
- Agree to abide by the Covid Safe Checklist from QLD Public Health. More information can be found at <https://www.covid19.qld.gov.au/government-actions/approved-industry-covid-safe-plans>

Attendance Fee

To be accepted as part of the QSC, all vendor must agree on the following two payment requirements.

- Site fee of \$300 + GST paid no later than two (2) weeks prior to the event – Friday November 10th 2023
- 15% of total revenue from the event paid to QTF – with documentation of daily takings

Power

Power requirements must be outlined within the application. Any information not provided resulting in additional power requirements at the time of the event will be at the expense of the vendor.

All equipment must be tested and tagged, with all current inspection tags visible.

Vendors must provide all leads, power boards, and electrical equipment. QTF will only supply access to power.



Menu

All product lists and menus are subject to approval by QTF. Some products may be restricted due to existing QTF/event partnerships.

Trading Hours

The event runs from Friday 24th November to Sunday 26th November 2023. Games will commence at 7:30am on all event days. Games will be expected to continue until 8pm Friday through to Saturday and approximately 3pm on Sunday.

QTF will provide further details regarding operating hours closer to the event.

Bump In/Out

All vendors are required to bump in during the following times:

- Wednesday 22 November, 3pm – 5pm
- Thursday 23 November, 10am – 3pm

If a vendor is unable to meeting these times, contact QTF. There is no guarantee an alternate time will be granted.

All vendors are required to bump out on Sunday afternoon, once the competition is complete.

- Sunday 26 November, from approximately 3pm

More details regarding bump in and out, vendor parking and site location will be provided closer to the event.

Dependent on location, stalls will either need to have the ability to be safely and adequately pegged and/or secured with the appropriate weights. Failure to comply will result in the vendor to be required to dismantle the structure.

Insurance

Vendors must provide Public Liability Insurance for the amount no less than \$10,000,000.



Waste Tarif

Please ensure you clean up your area and remove all waste each day prior to leaving. If your area is deemed to be unacceptable when you leave the event, you may be fined \$150 (per day).

Sustainable practices

QTF always strives to provide a more sustainable and environmentally friendly event. Please consider the following when planning for the event:

- **Packing Reduction** - please only use what is necessary and aim to reduce packing.
- **Reuse** - where appropriate, please provide opportunities/discounts/incentives for those who utilise reusable products, such as keep cups, straws etc.
- **Trade Waste** – safe disposal and management of all trade waste.

Terms and Conditions

1. Products and or/services must be included on the application form to be able to be sold at the event.
2. If any products conflict with any QTF sponsor or partner arrangements, they will not be permitted to be sold at the event, unless approval has been given via the Event Manager, in writing, prior to the event.
3. All food vendors must comply with health regulations issued by the City of Gold Coast prior to commencement of the event.
4. A current copy of food vendors' Hygiene License and Registration must be sent through to the Event Manager prior to the event and must be available at the Event Manager's request.
5. To comply with the Fire and Rescue Service Act 1990 and the Building Fire Safety Regulations 1991, all hot food vendors must have at least 20B(E) Dry Chemical Powder (or equivalent) fire extinguisher on site.
6. All vendors must provide proof of a Public Liability Insurance Policy for an amount no less than \$10,000,000 and will note the interests City of Gold Coast and the Event.
7. Site Fees must be paid at least two (2) weeks prior to the event. If payment has not been received, QTF can replace or ask vendors to leave the event site.
8. Total revenue for each day of the event is to be provided by QTF.
9. QTF will determine the maximum price to be charged to all recognised event staff. It is the vendor's responsibility to correctly document all goods purchased by recognised event staff. QTF will pay the costs incurred. Any purchase under the maximum determined is to be charged at the original price and not rounded up to the maximum.
10. Stalls must be set up or packed up during the specified bump in and bump out times.



11. All temporary structures brought in by the food vendors or supplier are the responsibility of the food vendor/supplier and must be secured with appropriate weights. If the Event Manager deems the structures as unsafe, the food vendor/supplier will be required to dismantle the structure.
12. All electrical leads and devices must be tagged and tested prior to attending the event and display a current inspection tag as per Workplace Health and Safety legislation.
13. The QLD State Cup precinct is a non-smoking venue, and smoking will be strictly prohibited on the premises.
14. All power boards must have safety cutout switches. All leads to power boxes must be covered.
15. All instructions and requests made by the Event Manager, Traffic Controllers and QTF Staff to vendors during the event must be complied with.
16. As a food vendor attending the Queensland State Cup, I understand that it is my responsibility to abide by QLD Government COVID safe restriction and will abide by the Approved Industry COVID Safe Plan – Food Services or and if I or my staff do not I will be asked to leave the venue by QTF and will not be issued with a refund on site fees.
17. As a non - Food Vendor attending the QLD State Cup I understand that it is my responsibility to abide by QLD Government COVID safe restriction and will abide by any COVID Safe Requirements QTF enforce. If I or my staff do not, I will be asked to leave the venue by QTF and will not be issued with a refund on site fees.
18. All staff are to comply with any COVID Safe requirements that QTF implement pre, during and post the Queensland State Cup including, check in, social distancing and cleaning protocols. These are expected to change and will be communicated during the lead up and during the event.

