



# Food Vendor Application Guidelines

## Queenscliff Music Festival 27–29 November 2026

### About the Festival

The Queenscliff Music Festival (QMF) is a 3-day festival held on the last weekend of November each year in the seaside township of Queenscliff, Victoria.

Award-winning and high profile, QMF is at its heart a community event operated by a small team of staff and an army of truly amazing volunteers. The festival attracts approximately 20,000 people over three days.

QMF looks to select vendors that epitomise the festival’s unique, family-friendly atmosphere. It is essential that those trading at QMF support and embrace the festival’s environmental and sustainability goals and are willing to work with the festival to achieve these.

To make participation worthwhile for all vendors, QMF offers just 16 food and beverage positions at the event and endeavours to engage traders who provide menus that are uniquely different wherever possible.

### Key Dates

<b>Date</b>	<b>Requirement</b>
25th May 2026	Applications Open
30 June 2026	Closing date for vendor applications (including supporting material)
29 August 2026	Payment of 50% site fee deposit to reserve a position
31 October 2026	Payment of balance invoice, including security bond and extras
16 November 2026	Completion of pre-festival online induction
26 November 2026	Pre-festival site registration and setup (11:00am – 5:00pm)
27 November 2026	Mandatory inspections by Council, CFA and Essential Services (11:00am)
27–29 November 2026	28th Queenscliff Music Festival

Late or incomplete applications will not be considered.



# Application Requirements

Please read this information carefully. As part of your online application, you will be required to:

- Acknowledge your responsibilities and undertakings as outlined in these Application Guidelines
- Provide copies of all relevant insurance documentation
- Provide FoodTrader registration details
- Upload images of your stall setup and menu items
- Submit any additional supporting documentation requested within the application form

All required documentation must be current and valid at the time of application.

Incomplete applications will not be assessed.

# Communication with QMF

QMF has provided as much information as possible to ensure vendors understand the requirements and expectations involved in trading at the festival and to assist in delivering a smoothly run event.

Unless otherwise stated, all communication will be conducted via email.

Vendors are required to maintain regular communication with QMF throughout the application and event process. Failure to respond to requests for information, important updates or urgent matters within the requested timeframe may result in cancellation of participation in the event.

# Assistance

For assistance or further queries, please contact:

**Hana Cooke**

Event Coordinator

Queenscliff Music Festival Inc

Email: [hana.cooke@qmf.net.au](mailto:hana.cooke@qmf.net.au)

General Enquiries: [hello@qmf.net.au](mailto:hello@qmf.net.au)

Phone: 03 5258 4816





# General Information

## What Do We Look For?

QMF aims to curate a high-quality and diverse food offering that reflects the atmosphere and values of the festival.

We look for vendors who:

- Offer fresh, visually appealing food with originality and creativity
- Provide menu items that are good value for money
- Approach the event professionally and meet all health and safety requirements
- Embrace the festival’s sustainability goals and adhere to environmental requirements
- Are friendly, organised and responsive throughout the application and event process
- Submit all required paperwork and maintain high standards of food safety and site presentation

## Vendor Site Packages

QMF offers the following vendor site options:

- Food Vans / Trucks / Trailers
- QMF Supplied Tent Stalls

All sites include:

- 1 x 10amp or 15amp electrical outlet
- 1 x water outlet

A Security Bond applies to all vendor sites.

## Extras

Additional services are available at the following rates:

### Additional Power

- 10amp – \$20 per outlet
- 15amp – \$25 per outlet

### Additional Water

- \$10 per outlet



An invoice will be forwarded once your application has been received and approved.

The initial deposit invoice will be based on the site fee only. The balance invoice will include any additional services selected.

## Meal Vouchers

QMF recognises the hard work of contractors and crew who assist in delivering the festival.

As part of this, QMF provides meal vouchers for use at participating food vendors.

- Meal vouchers have a value of \$3 per token
- Patrons may combine tokens toward any meal item
- If a menu item is not divisible by \$3, the value will be rounded to the nearest \$3 increment

Example:

A \$16 meal would require 5 x \$3 tokens.

Vendors are required to retain all redeemed vouchers. These will be counted by a QMF representative before vacating the site.

Payment will be made following the event upon receipt of a valid tax invoice.

Vendors who do not accept meal vouchers may forfeit their Security Bond and may not be invited to participate in future festivals.

## Menu Requirements

Vendors may be visited by the QMF team during the event to ensure that goods being sold match the information supplied within the Vendor Application.

Certain menu items may be restricted where QMF has engaged a dedicated vendor whose primary operation is the sale of that item (for example, coffee).

Failure to adhere to the approved menu submission without prior written approval from QMF may impact participation in future events.





# Site Information

## Location

All vendors are located within the main food and beverage precinct near the Lighthouse Stage.

Vendors will be allocated a location prior to the festival. Specific placement will be determined based on:

- Site size requirements
- Vehicle length and access needs
- Operational requirements
- Arrival time during bump-in

## Operating Hours

### Festival Trading Hours

- Friday: 4:00pm – 11:00pm
- Saturday: 10:00am – 11:00pm
- Sunday: 10:00am – 5:30pm

All stall holders must vacate their stall area within 30 minutes of festival close each night, as directed by security staff.

### Restocking Access

Restocking is permitted daily between 7:30am – 9:30am.

There will be no vehicle or supplier access outside these hours.

**ALL VEHICLES MUST BE OFF SITE NO LATER THAN 30 MINUTES PRIOR TO GATES OPENING.**

Failure to comply with operating hours or vehicle access requirements may result in forfeiture of the Security Bond.

## Stall Dimensions

All sites are based on a standard footprint of:

- 6m x 3m site space
- Additional nearby space allocated for cool rooms where required



Applicants must provide the physical dimensions of their vehicle or stall setup, including:

- Length and width
- Side or rear access requirements
- Awning or serving extensions

## Tent-Based Stalls

To ensure a consistent approach to safety and presentation across the festival site, all tent-based stalls are supplied by QMF.

QMF supplied tents measure 6m x 3m.

Please refer to the Pricing section for associated costs.

## Boundaries & Site Safety

All vendors must remain within their allocated site boundaries.

Goods, equipment, stock, generators and supplies must be contained within the designated area only.

It is the responsibility of the stall holder to ensure all infrastructure, equipment, signage and display items are:

- Properly secured and anchored
- Safe for public interaction
- Capable of withstanding strong winds and adverse weather conditions

QMF reserves the right to request adjustments to any setup deemed unsafe or non-compliant.





## Safety & Legal

### Insurance

All vendors must hold Public Liability Insurance to a minimum value of \$20 million.

A current Certificate of Currency must be provided as part of the application process.

All stall holders are also required to hold appropriate WorkCover Insurance in accordance with Victorian WorkCover requirements.

It is the responsibility of each vendor to ensure they have adequate Property Damage Insurance covering all equipment and property brought onsite.

### Liquor Licensing

QMF operates a number of licensed bars throughout the festival site.

No alcoholic beverages may be sold by vendors at any time.

### Security

Festival security is managed by an external contracted security provider.

Security services are general across the festival site and are not dedicated to individual vendor stalls.

Security personnel will be onsite during:

- Bump in and bump out
- Festival operating hours
- Overnight security periods

Vendors are encouraged to remove valuable items, stock and daily takings from site each evening.

Please ensure all stalls, cool rooms and storage areas are securely closed at the end of each trading day.

QMF and its contractors accept no responsibility for loss, theft or damage to goods, equipment or personal property.

### Prohibited Items

- No alcohol permitted within vendor stalls
- No glass products permitted within vendor stalls
- No plastic products permitted to be sold from vendor stalls



Failure to comply may result in immediate removal from the festival site and forfeiture of the Security Bond.

## Safety

A qualified Safety Officer will be onsite throughout the festival and will inspect vendor sites to ensure safe operating practices are being maintained.

All vendors must comply with relevant Occupational Health & Safety requirements and follow directions issued by the Safety Officer.

This includes compliance relating to:

- Electrical test and tagging
- Safe storage and handling of gas cylinders
- Appropriate fire extinguishers and fire blankets
- Safe work practices during setup and pack down

## PPE Requirements

Appropriate Personal Protective Equipment (PPE) must be worn during:

- Bump in
- Pre-opening operational periods
- Bump out

This includes:

- High visibility safety vests
- Fully enclosed footwear

## Electricity

Vendors must provide a complete list of all electrical equipment and associated amp usage within their application.

Vendors must specify:

- Total amp usage
- Quantity of 10amp and/or 15amp outlets required

Included in the standard site fee:

- 1 x 10amp power outlet

Additional outlets may be requested.



QMF electricians will be onsite throughout the festival to assist with electrical issues.

Overloading circuits or using faulty equipment may impact power supply to surrounding vendors.

Any vendor found accessing unapproved power connections may forfeit their Security Bond.

## **Electrical Equipment**

All electrical equipment, extension leads and power boards must be tested and tagged by a qualified technician prior to arrival onsite.

All equipment will be inspected during festival setup.

Equipment deemed unsafe or non-compliant will not be connected to the festival power supply.

Items requiring onsite test and tagging will incur a fee of \$25 per item.

Electrical equipment must:

- Be suitable for outdoor use
- Remain elevated off the ground
- Be protected from water exposure

Power may not be available during early setup periods prior to event days.

Vendors are responsible for confirming power activation times with QMF.

## **Fire Extinguishers & Fire Blankets**

Vendors must supply appropriate fire extinguishers and fire blankets suitable for their cooking methods and equipment.

All extinguishers must be:

- Current
- In service
- Easily accessible

Inspections will be conducted by:

- QMF Safety Officers
- Country Fire Authority (CFA)
- Qualified technicians

Failure to provide compliant fire safety equipment may result in closure of the stall until rectified.



## Gas

All gas cylinders and gas appliances must be declared within the application process.

Gas bottles must:

- Be securely fastened
- Be stored in appropriate restraints
- Remain compliant with safety regulations

## Water

Included in the standard site fee:

- 1 x water outlet

Additional outlets may be requested.

Water usage should be kept to a minimum wherever possible.

## Grey Water & Oil Collection

There are no plumbed sullage or oil disposal facilities available onsite.

Under no circumstances are vendors permitted to dispose of liquids into gutters, onto grassed areas, under buildings or into stormwater systems.

All grey water must be collected and stored appropriately using wastewater or grey water tanks.

Oils and contaminated water must never be poured into sinks or drains.

Only biodegradable cleaning products and disinfectants are to be used onsite.

Improper disposal of liquids or waste may result in:

- Forfeiture of Security Bond
- Removal from the event
- Exclusion from future festivals

## Cashless Operations

QMF is a fully cashless event. All vendors are required to operate using an online POS system.

Vendors without their own POS system may request hire through QMF at an additional cost.

A dedicated vendor network will be available onsite if required. **Cash sales are strictly prohibited.** Vendors found accepting cash may forfeit their Security Bond.



# Sustainability & Environment

## QMF's Environmental Commitment

QMF is committed to reducing the environmental impact of the festival.

The festival promotes the collection, sorting and repurposing of waste materials through composting and recycling wherever possible.

QMF is a single-use plastic free event.

Vendor feedback from previous festivals has helped shape planning for the 2026 event.

The support of all vendors is essential in achieving meaningful environmental outcomes.

## Compostable Serviceware

Food vendors must use compostable cutlery and crockery sourced through approved suppliers.

Vendors will be selected based on their ability to comply with the festival's goal of achieving 100% compostable food service packaging.

Vendors whose menu items cannot reasonably be served using compostable products may not be considered.

Failure to comply with compostable packaging requirements may result in forfeiture of bond or future trading opportunities.

## Waste Collection

Waste will be collected regularly throughout the festival.

Plastic bags, glass, polystyrene and oil drums must not be disposed of onsite.

Vendors using these items must remove them from site at the conclusion of the event.

Improper disposal may result in forfeiture of the Security Bond and exclusion from future events.

## Cleaning

Cleaners have been contracted to maintain public areas only.

Cleaning of vendor sites remains the responsibility of the vendor.



All vendors are required to:

- Keep their site and surrounding area clean and tidy at all times
- Dispose of waste in the correct bins provided
- Store liquid waste in suitable containers and dispose of appropriately

Incorrect use of bins contaminates waste streams and prevents composting and recycling.

## Glass & Plastics

No glass is permitted onsite.

QMF is a single-use plastic free event.

Vendors must stock beverages in aluminium cans only.

No plastic or glass beverage containers are permitted for sale.

## Coffee Vendors

To encourage the use of reusable coffee cups, all hot beverage vendors must provide a \$0.50 discount to patrons using reusable cups.

Hot beverage vendors will also be required to stock festival-branded reusable coffee cups supplied by QMF on consignment.





## Staff

### Staff Responsibilities

QMF has over 500 people working onsite across the event and vendor support is essential in ensuring the festival is enjoyed by all.

Vendor owners and managers are responsible for the conduct and behaviour of all staff.

Breaches of the Terms and Conditions by staff members may result in removal from site and forfeiture of the Security Bond.

Each vendor will receive six (6) x 3-day staff wristbands.

Additional wristbands may be purchased at a discounted rate, subject to availability.

### Staff Wristbands

Vendor owners/managers will collect staff accreditation during bump in.

It is the vendor's responsibility to distribute wristbands to staff and ensure they understand all Health & Safety requirements.

During the festival, staff may access the site from 7:30am via Gate B on Wharf Street.

All staff must be wearing a valid wristband to gain entry.

No wristband = no access.

## Parking

There is no parking available onsite.

Free unrestricted parking is available within walking distance of the festival site.

## Hire Equipment

If vendors arrange hire equipment independently from external suppliers, they must be present onsite to receive deliveries.

QMF accepts no responsibility for incorrectly delivered or missing items.



## Don't Forget!

### Accommodation

Vendors are responsible for arranging their own accommodation. There is no camping permitted onsite. Festival camping is available at the Queenscliff Recreation Reserve. Accommodation suggestions are available via the QMF website.

### General Regulations

All vendors, staff and contractors must comply with the following site regulations:

- Vehicles must travel at walking pace only (maximum 10km/h) with hazard lights activated
- Smoking is permitted in designated smoking areas only
- No consumption of alcohol during festival operating hours
- No glass permitted onsite
- No camping onsite
- No sale of cigarettes, tobacco or alcohol
- All polystyrene must be removed by the vendor
- No children under 14 permitted during bump in or bump out
- No pets or livestock permitted onsite
- Abusive or aggressive behaviour will not be tolerated
- Non-alcoholic beverages may only be sold in aluminium cans
- No single-use plastics permitted onsite

Failure to comply with festival regulations may result in removal from the event and/or forfeiture of the Security Bond.

### Donating Leftover Food

QMF is exploring partnerships with local organisations that collect surplus food and redistribute it to community food programs.

Further information will be provided to successful applicants.

### Cancellation

Should the festival be forced to cancel due to circumstances beyond its control, QMF will endeavour to refund all monies paid by vendors in full.

### Final Decision

The decision of Queenscliff Music Festival is final. No further correspondence or negotiation will be entered into regarding vendor selection outcomes.