

2026 Mobile Food Vendor Application During Toowoomba Carnival of Flowers

WELCOME

Applications are sought from potential stallholders for the Toowoomba Carnival of Flowers 2026 Mobile Food Vendor Program. The Toowoomba Carnival of Flowers is a celebration of flowers as well as regional food, community connection and all things Spring.

Stallholders can apply to be a mobile food vendor by filling in the included application form. Please ensure you thoroughly read through this document to ensure you fully understand all requirements and information pertaining to the event.

For the duration of the 3 big weekends of the Toowoomba Carnival of Flowers we will be looking for suitable food vendors to set up in the Botanic Garden within Queens Park and at Laurel Bank Park.

The focus in our parks should be to sell fresh, healthy, along with Gluten Free, Dairy Free and Vegetarian options for people viewing the gardens, suitable for lunch & dinner. Coffee service would also be favourably considered. Food vendors will be decided at the discretion of the Parks and Toowoomba Carnival of Flowers team; filling in an application does not guarantee placement.

APPLICATION TIMEFRAME

Applications Open	9 am, Monday 2 March 2026
Applications Close	4 pm, Monday 13 April
Assessment Period	14 -30 April
Confirmation Sent	Friday, 1 May 2026
Site Payment Due Date	Wednesday 1 September 2026

APPLICATION ASSESSMENT

All applications will be assessed on: product type, product uniqueness, stall size requirements, stall presentation and styling, stall power requirements, vendor professionalism and vendor previous experience.

Event organisers will also highly consider vendors that are from the Toowoomba Council Region area.

If successful, a confirmation pack with all the event information including confirmed site location, setup and operating details, will be sent. Site allocation is final and at the discretion of Toowoomba Regional Council. No correspondence will be entered into.

The approval process for stallholder selection will be based on your responses in the application form.

Please note, vendors from previous Toowoomba Carnival of Flowers Events are NOT guaranteed a site at this event. All applications will be assessed together based on the above criteria.

PUBLIC LIABILITY

A copy of your Public and Product Liability Insurance Policy must be included in your application. It must be to the minimum value of \$10 million. Organisations / Businesses unable to provide a copy of this policy will not be permitted to trade at this event.



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SECURITY

A canine security service officer patrols overnight in both parks, however no vendor-specific security will be provided. It is the responsibility of the stallholder to lock and/or secure their site and valuables at all times. All equipment and property brought into the event is to be the full responsibility of the stallholder. Toowoomba Regional Council and Toowoomba Carnival of Flowers will not be held liable for any loss or damage for any reason.

FOOD LICENCE

All commercial food vendors will require a food licence. Please include a copy of your current licence. If you do not have a licence, please contact Toowoomba Regional Council to apply for one, as you will not be a successful applicant without a licence.

Stallholders will not be permitted to sell the following items at the site:

- Helium balloons / inflated balloons of any description
- Toys, Merchandise or any non-food related items
- Silly string and pop rocks
- Sausage sizzle
- Fairy Floss

FOOD SAFETY

All food stalls are to be fully operative before trading. All food stalls must comply with the requirements of the Food Act 2006 and the Food Safety Standards. Food vendors may be required to obtain a Temporary Food Business Licence or must provide a copy of their current Mobile Food Business Licence (must hold a licence in Queensland) under the Food Act 2006. This licence must be on display at all times. For more information, or to apply for a Temporary Food Business Licence, contact Council's Environment and Health Services on 131 872). This is the vendor's responsibility.

Council staff will be monitoring food stalls during the Mobile Food Vending Program. Premises found with inadequate facilities will be required to cease operation until any identified issues are rectified.

Food safety standards make sure that the food supplied is safe and suitable for people to eat.

It's important to familiarise yourself with the Code, in particular Food Safety Practices and General Requirements Standard 3.2.2, to make sure you're meeting your obligations.

These can include meeting requirements on:

- temperature control
- cleanliness
- hand washing
- labelling.

STALL REQUIREMENTS

Successful stall holders will be required to keep their area in a clean and tidy manner. Please dispose of rubbish correctly at the end of each day.

Stall holders must have the capacity to meet demand for product / sales during the event. Weekends are high demand times and quick and efficient customer service without long wait times is expected.

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OTHER CONSIDERATIONS

To ensure balanced representation, event organisers may limit the number of stallholders accepted to the event based on offering similar goods or falling within the same category.

We curate our vendor offering to cover as many tastes and interests as possible and appreciate you joining us to deliver this. We endeavour to give local food vendors the best opportunity to trade at TCOF and would appreciate if the relationship between vendors is civil and supportive. *Aggressive behaviour towards our staff or disparaging comments about other vendors will not be tolerated.*

NOT PERMITTED

The promotion or handling out of printed material regarding your company, political persuasion or fundraising is prohibited at this event. Any stallholder who is non-compliant with this restriction will be asked to remove their site from the event immediately, and no refund will be issued.

Use of amplifiers or loud speakers (or any other audio device) by vendors is prohibited. Our parks host Parkland Entertainment artists and we give priority to this ambience.

VEHICLE ACCESS

If you require your vehicle to remain on site during the event, it must be nominated as part of your space when completing the application form. Vehicles not allocated to a site may be parked in the vendor's car park (as indicated on site map provided prior to bump in). All vehicles will remain offsite until the end of each business day or as directed by event staff. The exception is for restocking and emergency purposes only. **You may enter the stallholders area only during the times outlined in the schedule below.**

PARKING

Both parks are within the 3 hour limit CBD parking area and fines may be issued for parking on the street for extended times.

Parking is available for stallholders in the following locations:

Queens Park Botanic Gardens – Lindsay Street Loop Overflow Carpark (you will be provided a parking accreditation to show the parking coordinators at entry to avoid payment). This is limited to one car per stall.

Laurel Bank park – Paid parking (external provider) is available at Secure Parking on Herries Street or Grand Central Shopping Centre. There is no parking available at Laurel Bank Park (please do not use the staff carparks as these are reserved for our InfoHub staff).

OPERATING HOURS

Minimum operating hours for Laurel Bank and Queens Park are 8:30am to 5:30pm daily (including weekends) Allowances will be made to close early in bad weather, under approval from the event coordinator. Vendors are welcome to open longer if you choose to (for events such as parkrun, twilight tours, twilight music sessions or busy periods in the park) but the minimum opening hours must be abided by.

Queens Park Botanic Gardens:

Site Access (vehicle access hours for restocking only)	7:00am to 8:00am daily
Time (operating hours)	8:30am to 5:30pm daily <i>Option to trade 7am to 8:30pm</i>
Site Access (no vehicle access due to bollards in place)	After 7pm

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Laurel Bank Park:

Site Access (vehicle access hours for restocking only)	7:00am to 8:00am daily
Time (operating hours)	8:30am to 5:30pm daily <i>Option to trade 7am to 7pm</i>
Site Access (vehicle access hours for restocking only)	After 6pm

When entering and exiting the grounds, **DRIVE CAREFULLY** and keeping to a speed of 5km/hr speed limit. Please turn your hazard lights on while driving on the grounds.

Vehicles are not to be brought onto the event site during the hours of operation.

EARLY CLOSURE

In the event that your stall is required to close due to lack of staff, personal emergencies or running out of stock, you are to confirm your closure time with the TCOF team (via phone call, text or email) prior to departing. Failure to abide by the opening hours on more than 3 occasions throughout the open period may result in your business being asked to vacate the park, or being ineligible for a TCOF parks event the following year.

INCLEMENT WEATHER

Our parks are open in all weather, including heavy rain. In accepting these terms and conditions, you agree to operate in all weather excluding severe thunderstorms or natural disasters. In the event of severe thunderstorm forecasts or extreme weather events, you will receive a text or email from the TCOF team to approve early closure or not operating for that day.

STALL PRESENTATIONS

All stalls must be professionally presented at all times. Professional presentation at a minimum includes:

- Neat and clear signage (computer generated, nothing hand-written, unless this is in an artistic manner)
- Neat stall presentations with all excess stock to be neatly packed away, preferably out of sight of customers
- All electrical cords must be neatly run through cable trays / under carpet mats and must be gaffed together where possible if more than one lead is being used.
- Stalls must be inside their confirmed site size at all times.
- Themed and high decorative stall presentations are encouraged

APPROVAL PROCESS

- Application must be received by 4:00pm Monday 13 April 2026. Late or incomplete applications will not be accepted after this date.
- Confirmation of permit will be provided in writing and forwarded to the postal or email address included on the application.
- The permit confirmation must be available for viewing by an authorised Council officer if requested.

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FOOD VENDOR SITE FEES 2026

Site fees payable are determined by location, site size and service products. The base site fees have been prorated from the 2025 fees (18 days operation in 2026).

	Details	Full Fee
Base Site Fee - Queens Park Botanic Gardens	(per 4m x 3m site)	\$1,260
Base Site Fee - Laurel Bank Park	(per 4m x 3m site)	\$900
Add Primary Product Type**		
<i>add</i> Coffee / Drinks	Inclusions: Drinks and Coffees Only	<i>add</i> \$1,000
<i>add</i> Snacks	Inclusions: Prepackaged Snacks (eg. Muffins, biscuits) Donuts Ice creams Baked Goods (Slices, biscuits)	<i>add</i> \$1,500
<i>add</i> Main Meals / Hot Food	Inclusions: All heat prepared foods (hot chips, burgers, dumplings, fried chicken etc.) Wraps, salads and sandwiches (Note; this option includes the ability to sell snack items at no additional charge)	<i>add</i> \$2,500

** Single charge per application

SALE OF ADDITIONAL PRODUCTS

If you wish to apply to sell other products in addition to your primary products (eg. a Coffee stall also selling biscuits/ slices or a Hot Food stall also selling cold drinks) the discounted fees are as follows.

Additional Product**	Fee
<i>add</i> Coffee / Drinks	\$750
<i>add</i> Snacks	\$1,250

** Single charge per application

CANCELLATIONS

Food vendors will be invoiced prior to the event.

In the event of cancellation of your booking, the following cancellation fees are incurred. All cancellations are to be received via email to info@tcof.com.au.

Notification Date	Cancellation Terms
Cancellation prior to 4pm Wednesday, 1 September (14 days before Bump In)	Full refund of site fees paid
Cancellation prior to 4pm Wednesday, 8 September 2026 (7 days before Bump In)	50% refund of site fees paid (50% cancellation fee)

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Cancellation **after** 4pm Wednesday, 8
September 2026 (7 days before Bump In)

No refund of site fees paid (100% cancellation fee)

ELECTRICITY SUPPLY

Each site is allocation an electrical supply (max 3 phase 32amp).

INSURANCE

- Provide Council a current copy of your business public and product risk insurance policy in the name of the permit holder insuring the permit holder for a minimum of \$10,000,000 (\$10 million dollars)
- The vendor shall maintain current Compulsory third party (CTP) on all vehicle or vehicle components used in the operation of the business.
- The vendor agrees to indemnify Council by signing a deed of indemnity supplied by Council.

HEALTH REQUIREMENTS

- Must hold all the necessary permits/licences including food permit (if applicable) required to conduct the activity and ensure these remain current for the duration of the permit.
- All food stalls must provide adequate floor covering that clearly covers the dimensions of the allocated area to contain any spills.
- Food stalls must have at least a Dry Chemical Powder (or equivalent) fire extinguisher.
- Where a stall uses a gas or electrical appliance to cook or heat food, it is required to have a fire extinguisher for that class of fire and where a stall uses oils or fats it is required to have a fire blanket. The extinguishers and fire blankets must have an inspection tag attached showing the last test (within six months).
- Food must only be prepared in accordance with the council's food standards.
- Must provide waste containers sufficient to accommodate the collection and storage of all waste generated as part of the operation of the permitted activity and removed daily and ensure no waste is disposed on/ in any council provided rubbish bin.
- All food must be stored in conditions that protect it from deterioration and contaminations. Suitable equipment must be provided to store cold food at less than 5C and hot food at more than 60C.
- Precooked food must be prepared and packaged in licenced premises and labelled according to the Food Act 2006.
- Food products containing meat, poultry, fish, eggs, dairy products or similar potentially hazardous food must be kept refrigerated at 5C or less.
- Cooked foods should be stored for no longer than 4 hours.
- Cooking equipment e.g. grillers, hot plates, open flame barbeques must be protected from dust, flies and other contaminants.
- All perishable food must be shielded from direct sunlight.
- There is a legal requirement for food vendors to provide a food approved thermometer which is accurate to +/- 1c. This will enable food vendors to monitor food deliveries, productions, displays and storage temperatures.
- Use tongs or suitable implements for serving or cooking foods.
- Only disposable, pre-wrapped, single-use eating utensils are to be provided. Straws are to be protected from contamination in a single use dispenser.
- Food must not be accessible to the public. A physical barrier must be provided by means of glass, Perspex sneeze guards or clear plastic siding.
- All food must be stored off the ground and in closed containers with close fitting lids. The public is to be excluded from all cooking and food storage areas.
- Provide a 20-litre container with tap, labelled "Hand Washing Only".
- Must have a labelled "Waste Water Only" container under the tap to catch waste water.

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- Separate hand washing and utensils washing facilities must be provided within the Temporary Food Business. Disposable hand towels and soap must be provided.
- All waste water must be stored and removed in an approved manner offsite (e.g. a minimum 90 litre container for stored potable water and a second 90 litre container for waste water collect).
- All equipment must be kept in clean conditions free from all contaminants.
- All work benches, tables, trestles, and the like must be of a sturdy construction. Constructed of or covered by smooth, impervious, non-absorbent, nontoxic material. Used solely for food preparations.
- **Do not discard of Coffee Grounds in the wheelie bins- the cleaners are unable to lift the bin liners out due to the weight of the contents when this happens. Please remove of coffee grounds in the industrial bins on site.**

GENERAL CONDITIONS

- For safety reasons, vehicle access in the event site will only be permitted outside of event operating times and no onsite parking in the food service area will be permitted.
- The permit is valid only for the activity detailed, on the nominated days and time specified on the approval letter issued.
- The applicant agrees to operate their stall for the duration of the operational times listed on the permit.
- Allocation of sites will be made to best benefit the event plans and patrons.
- The allocation site area is to be used solely for the purpose specified in this application. No sub-letting will be permitted.
- Gambling and/or fundraising activities are strictly prohibited. No selling, canvassing, hawking or distribution or printed or other matter will be permitted.
- Site holders and their employees shall transact all business and sale of goods from their allocated space only. It is not acceptable for site holders to encroach outside the allocated space unless previously agreed to by event organisers.
- Must not interfere with others using the council-controlled land/park or request others to move from the council-controlled land/park.
- Must not interfere with any vegetation including affix, fasten or screw anything to vegetation or council property.
- Must not release contaminants into the environment as part of the operation of their permitted activity where the release may cause environmental harm unless such release is specifically authorised by the Environment Protection Act 1994.
- Must not use amplified noise as part of the operation of the permitted activity.
- Must not conduct the activity using council assets including any playground, picnic facilities, BBQ facilities, memorials, gardens, public car parks without prior written consent from council.
- Must ensure that the operation of the permitted activity, including all vehicles and equipment are maintained at all times including being:
 - in good working order
 - in a good state of repair
 - in a clean and sanitary condition
- Site holders shall leave their allocated area in a clean and tidy state, removing any litter, spills, by-products or equipment from their activities. Should the site require further cleaning or removal of equipment at the conclusion of the event, this expense may be passed on to the site holder.
- Participants must only use equipment in good sound condition and if required, equipment must display a registration certificate in accordance with regulations governing the activity. All guards and safety shields on equipment must be used at all times.
- All electrical leads and equipment must be tagged and tested within 12 months of the event date and must have current tags showing at all times. Any lead that does not have an up to date tag will be disconnected.
- All leads, hoses or other trip hazards must be suitably covered to prevent any trip hazards.
- All marquees must be adequately weighted to ensure no movement due to heavy wind etc. All weights are to be clearly marked and visible to the public to prevent hazards.

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- No hazardous substances are permitted on site unless prior clearance is obtained from event organisers.
- Any incident of loss, damage or injury must be reported to the event organisers located at the Event Information Centre immediately.
- All equipment brought into the event is to be the full responsibility of the site holder including signage, marquees, lighting, extension cords, cable covers, tables, chairs and stock unless previously arranged with event organisers.
- Council shall not be held liable for the loss or damage to the site holder's property while at the event for any reason whatsoever involved in negligence of Council or its employees, representatives or said agents.
- Smoking at this event is only permitted in designated smoking areas (these will be outlined in the confirmation pack). Stallholders are not permitted to smoke at their allocated site.
- By signing the application form you authorise Council to use any photography/videotaping taken of your site including images of your products, and staff for any publicity purposes including publications, promotional flyers, news articles, websites, television production, newsletters and magazines.
- Must only display approved advertising material pertaining to the activity. No other advertising is permitted.
- Any approved advertising device must only be displayed during the operation of the activity and removed daily.
- Advertising should be free standing and cannot be tied to park infrastructure including seats, trees, poles, buildings, etc.
- No alcohol is to be served / sold.
- The Council reserves the right to include any other conditions that may be required to ensure the protection of the parkland and the Manager of Parks and Recreation Services can determine these conditions upon review of the application.
- Council shall have the power to enter upon the site and remove any article, sign, picture or printed material or stop any undue noise created by the site holder, which, in their opinion may be a cause of offence to the public.
- The Council may cancel a permit for reasons of:
 - non-compliance with any of the terms and conditions, and/or
 - any other reason deemed by the Council in its absolute discretion to be of significant importance in the best interests of the Council and/or the community.
 - reserves the right to withdraw the permit for the activity at any time if it is believed weather/ground conditions will result in damage to the area or prove unsafe for the user.
- Must notify Council in writing of any changes to the agreed permit.
- Should Council find it necessary to cancel or postpone the event, the contract shall cease to operate upon notice to that effect signed by Council being served to the site holder either in person, mail or email and shall not be liable to the site holder or for any compensation whether on the grounds of loss of profits or otherwise in respect of such cancellation at all.
- Council reserves the right to cancel this contract and to retain all monies paid in relation thereto if it is the opinion of Council that there is any infringement of any of the forgoing conditions and or if the site holder does not occupy the said space at the commencement of and during the period of the event.

FURTHER INFORMATION

Toowoomba Carnival of Flowers

PO Box 3021, TOOWOOMBA QLD 4350

In person: your nearest Toowoomba Regional Council Customer Service Centre

Phone: 131 872

Email: info@tcof.com.au