



## Information for Dunedin Diwali Festival – FOOD VENDORS

<b>Event name</b>	Dunedin Diwali festival			
<b>Event location</b>	More FM Arena, Edgar Centre, 116 Portsmouth Drive, Andersons Bay, Dunedin			
<b>Description of event</b>	Discover the magic of Diwali at the Dunedin Diwali Festival. Enjoy live music, savour authentic Indian cuisine, be captivated by cultural performances and participate in interactive activities. This family-friendly, alcohol-free event is open to all with free entry. The event aims to showcase the richness and diversity of Indian heritage to the local community.			
<b>Target audience</b>	Indian and wider Dunedin and Otago community			
<b>Crowd numbers expected</b>	<b>Spectator numbers</b>	>750	<b>Participant numbers</b>	50-100
<b>Event date and Time</b>	9 November 2024, 3:00 PM - 8:00 PM			

### Event organiser details

<b>Name of event organiser</b>	Dunedin Indian Association	<b>Contact number (during the event)</b>	0211347338
<b>Name of alternative contact person</b>	Rohit Jain Priyanka Majumdar Sridhar Kasibatla	<b>Contact number (during the event)</b>	Rohit Jain – 021 134 7338 Sridhar Kasibatla – 021 105 0212 Priyanka Majumdar - 0210 258 6950

Email: [contactus@indianzdunedin.org](mailto:contactus@indianzdunedin.org)

Website: <https://indianzdunedin.org/>



## Information Pack for Food Vendors

### Essential information

**IMPORTANT: PLEASE ENSURE NECESSARY PROTECTION IS IN PLACE FOR HEALTH AND SAFETY OF THE ATTENDEES AND VENDORS (e.g. barrier for hot surfaces)**

**Table Size:** 2.4 meters x 0.6 meters

**Table Covers:** 1 table cover provided by the DIA

**Number of tables:** 1 table will be provided by DIA.

**Table Configuration:** You can bring one more table: We will provide one table for display and your table can be for storage.

**Disposables, Cutlery, Water Bottles:** To be provided by the food vendor

**Power Supply:** Standard power outlets will be provided.

**Electrical equipment:** Ensure equipment is tagged to ensure safety

**Heating/Warming Equipment:** Only low-power equipment is permitted.

**Food and beverage:** Both vegetarian and non-vegetarian options are acceptable, but **beef and pork** are not permitted. Only non-alcoholic beverage is allowed.

**Food License:** A food license must be displayed or kept on hand.

**Gas tank:** Gas tanks or burners are not permitted.

**Payment: No** EFTPOS provided by DIA. Vendors must provide a means of payment (cash or contactless payment via phone).

**Internet:** Wi-Fi will be available.

**Food Safety:** Adherence to food safety guidelines is mandatory. (visit Diwali Website).

**H&S briefing:** H&S briefing will occur at **2:15 PM** at the venue. Please make sure you are available for this.

**Food license:** Food License must be displayed on the food counter.

### Essential Tips:

- **Branding:** Display your company banner prominently to attract attention and create a professional impression.
- **Menu and Pricing:** Present your menu and price list in an easy-to-read format. Consider using digital displays or large, clear signs.
- **Cash Handling:** Ensure you have adequate change on hand to facilitate smooth cash transactions.



- **Allergy Information:** Provide clear information about potential allergens in your food, such as peanuts, gluten, or dairy.
- **Take-Home Materials:** Offer flyers or menus for attendees to take with them, promoting your business and making it easier for them to remember your offerings.

**Additional Tips:**

- **Sample Offerings:** Consider providing small samples of your food to entice potential customers.
- **Efficient Service:** Aim for quick and efficient service to minimise wait times and keep customers satisfied.
- **Staff Training:** Ensure your staff is well-trained and knowledgeable about your products, allergens, and payment options.
- **Engaging Display:** Create an attractive and engaging display that highlights your food and encourages customers to stop by.
- **Social Media:** Promote your presence at the event on social media, using relevant hashtags and encouraging attendees to share their experiences.

**By following these tips, food vendors can increase their visibility, attract more customers, and ultimately have a successful experience at the event.**

**Happy Diwali**