



## 2019 HENRY LAWSON FESTIVAL

### STREET STALL INFORMATION & BOOKING FORM

Stalls: Saturday 8<sup>th</sup> & Sunday 9<sup>th</sup> June 2019

**Information Section** Please read carefully

Below is information about the stalls at the 2019 Festival. Please complete either the General Stall form or the Food Stall form, as appropriate. Stall holders **please keep page 1 & 2 for your reference and read these instructions carefully.** Festival executive reserve the right to decline a stall or products that are deemed unsuitable.

**INSURANCE:** All stall holders must have their own public liability insurance for **\$20 million** and send a copy with their stall holder application. **THERE ARE NO EXCEPTIONS.**

**Applications submitted with anything other than \$20million will not be considered.**

**SITES:** Applications close and must be post marked by **WEDNESDAY 1<sup>st</sup> MAY** with sites fully paid for by this date as well. No late bookings will be accepted except by special arrangement with the co-ordinator. Please include copies of all necessary documentation with your application. **Applications not accompanied by required paperwork will not be considered.**

The Festival will go ahead regardless of the weather on the day - fees are not refundable or transferable.

The coordinator reserves the right to determine your stall location. Every effort will be made to comply with requests, however sometimes this is not possible. Sites are allocated in order of payment and registration (first in first served). Similar stalls will be limited and dispersed to provide variety for the patrons.

**All sites are 3m deep x 3m wide. If you need a deeper site please make sure you mention it in the comments section on the form. If your site requires a vehicle or trailer this MUST be mentioned on the form.**

Tables, chairs, power leads, gazebos etc will NOT be provided by the Festival. All vehicles / trailers / trucks are to be removed from the site by 9am unless approved by the coordinator prior to submitting your application. Refer to the general safety guidelines on the next page.

Second hand goods are restricted to collectables (eg bottles, stamps, cards), books (no magazines), vinyl records (no CDs) and quality condition bric-a-brac.

**TIMES:** **Saturday**  
Setup: 6am to 9am  
Stalls: 9am to 4pm  
Packdown: 4pm to 5pm

**Sunday**  
Setup: 6am to 9am  
Stalls: 9am to 2pm  
Packdown: 2pm

**ARRIVAL:** When arriving you must check in with the coordinator at the Information Office located in the Visitor Information Centre, 88 Main Street, open from 6am. You will be provided with information on your stall location. Under no circumstances will stall locations be given out before this time. **DO NOT SET UP YOUR STALL UNTIL YOU HAVE BEEN OFFICIALLY ADVISED OF YOUR ALLOCTED POSITION THAT MORNING.** ANY STALLHOLDER NOT COMPLYING WILL BE ASKED TO LEAVE. Vehicles must leave by 9am. There is no parking in Short Street under any circumstances.

**DEPARTURE:** Vehicles will be allowed back in at 4pm Saturday and 2pm Sunday for bump out. The road must reopen at 5pm on Saturday. Please make sure your stall site is left in the same way as it was found – with no oil spills, food scraps, rubbish etc. Failure to do so will mean you will not be accepted back for future events.

**POWER:** There will be no powered sites offered at the 2019 Festival. If you wish to use a generator you must note this on your application form. Spaces where generators can be used are limited and will be allocated on a first in first served basis.

**COSTS:** Saturday: \$65 per 3 metres or part thereof (e.g 5 metres \$130)  
Sunday: \$30 per 3 metres or part thereof (e.g 5 metres \$60)  
*(Example: a 6m wide x 3m deep stall for 2 days = 2 x \$65 (Sat) + 2 x \$30 (Sun) = \$190)*

**PAYMENT:** **Direct deposit preferred.** Or send full non-refundable / non-transferable payment by cheque or money order made out to 'Grenfell Henry Lawson Festival' with application to address below.

- **Account:** Grenfell Henry Lawson Festival of Arts
- **BSB:** 082 610                      **Account no:** 509 684 644
- **Reference:** 'STST' as prefix, then 'you-organisations-name'

#### **GENERAL SAFETY GUIDELINES:**

**Leads** - If you have been approved to use a generator all leads must be suitable for external use (tagged by an electrician) and leads must be taped down with a strong waterproof tape.

**Signs** - Must be installed so as to not be a danger to the public. You must seek permission to attach anything to shopfronts. No sticky tape to be used on shop windows, Blotak only.

**Weights** - Pegs, spikes and weights for marquees are to be wrapped or protected and must not present a tripping or falling danger to the public. Gazebos must be weighted adequately. Please state on our booking form if you are using a gazebo.

**Food & beverage stalls** - Weddin Shire Council will be conducting inspections on food stalls.

#### **APPLICATION CHECK LIST:**

- Carefully read this Street Stall Information and Booking Form and the safety guidelines and sign the agreement
- Please return only the completed application relevant to your stall (ie general or food stall).
- Enclose photos of your stall with your application if you have NOT attended before
- Include current copy of your **\$20 million public liability insurance**
- Mail or email your application along with payment/proof of payment.

## Form Section

Please complete **either the General Stall form or the Food Stall form**, as appropriate. Festival executive reserve the right to decline a stall or products that are deemed unsuitable.

### 2019 FOOD STALL APPLICATION FORM (PAGE 1 OF 3)

PLEASE PRINT ALL DETAILS

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

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

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

\_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

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#### STALL DETAILS

Days attending (tick):  Saturday 8<sup>th</sup> June 2019                       Sunday 9<sup>th</sup> June 2019

Measurements of stall – include the WHOLE length including tow ball etc

Length: \_\_\_\_\_metres. Depth: \_\_\_\_\_metres

Physical stall description (If a vehicle, trailer, truck OR van is required onsite please describe this here) :

\_\_\_\_\_

\_\_\_\_\_

Vehicle/Trailer/Van Registration number if keeping onsite: \_\_\_\_\_

Will you be using:     Gazebo     Generator

Food Type (e.g soup, pizza, coffee, sandwiches). List and describe items you propose to sell. Only items listed here or in attached menu will be allowed to be sold on the day. PLEASE INCLUDE ANY SPECIAL REQUESTS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 2018 FOOD STALL APPLICATION FORM (PAGE 2 OF 3)

### GAS SAFETY

Does the Food Stall use 4.5kg LPG? YES/NO

Does the Food Stall use 9kg LPG? YES/NO

### FIRE SAFETY

Does the Food Stall have a current Fire Extinguisher? YES/NO

Does the Food Stall have a Fire Blanket? YES/NO

### SPECIAL NOTES FOR FOOD STALL OPERATORS

Food Stall operators with hot equipment or containers with hot liquid must ensure that these are secure from access by the public. Fencing or barricades may be required. Cooking fats and material must be collect in suitable containers for safe disposal. None is to fall on the surface of the footpath or the road.

Food Stall operators must comply with the 'GUIDELINES FOR FOOD BUSINESSES AT TEMPORARY EVENTS' published by the Department of Primary Industries Food Authority. Refer to the website: [http://www.foodauthority.nsw.gov.au/Documents/retail/temp\\_events\\_guideline.pdf](http://www.foodauthority.nsw.gov.au/Documents/retail/temp_events_guideline.pdf)

In an emergency seek help from the Marshalls in RFS or SES uniform.

**All vehicles must leave the Main Street area by 9am and must not return until directed by SES or the street stall co-ordinator.**

### **PLEASE ATTACH COPIES OF THE FOLLOWING TO YOUR APPLICATIONS:**

- Certificate of Food Business Registration
  - Food Safety Supervisor Certificate (Exemptions available subject to conditions)
  - Self-Assessment Checklist (See below)
  - Public Liability Insurance for \$20 million
- 

### PAYMENT

Saturday: \$65 per 3 metres square or part thereof

Sunday: \$30 per 3 metres square or part thereof

**Total Payment Due: \$ \_\_\_\_\_**

Direct Deposit made. Reference number: \_\_\_\_\_

Cheque/Money Order Included

## 2019 FOOD STALL APPLICATION FORM (PAGE 3 OF 3)

**Agreement:**

I agree to the Food/Street Stall regulations and will comply with the 'GUIDELINES FOR FOOD BUSINESSES AT TEMPORARY EVENTS' published by the Department of Primary Industries Food Authority and understand that any breach of these regulations may result in cancellation of Food Stall approval.

**Signed** (by stall holder): \_\_\_\_\_

**Date:** \_\_\_\_\_

Once your application has been approved you will be contacted by the stall coordinator.

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**OFFICE USE ONLY**

Application sighted and approved

Street Stall Coordinator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CONTACT DETAILS**

**Postal:** Henry Lawson Festival of Arts  
Street Stall Co-ordinator  
PO Box 77  
Grenfell NSW 2810

**Email:** streetstalls@henrylawsonfestival.com.au    **Phone:** 02 6343 2059

## **SELF-ASSESSMENT CHECKLIST (FOOD STALLS)**

<b>Trading Name:</b>	<b>Date:</b>
<b>Address:</b>	<b>Phone:</b>
<b>FSS:</b>	<b>FSS EXPIRY DATE:</b>

### **GENERAL**

- Waste/rubbish is contained, sealed and capable of being easily cleaned
- Adequate and potable water supply
- No evidence of pests and animals
- Accessible fire blanket/extinguisher
- Effective disposal of waste water
- No public access to food area

### **CONSTRUCTION MARQUEE / MOBILE / VAN**

- Three sided marquee
- Flooring satisfactory
- Protective barriers/sneeze guards
- Adequate storage facilities
- Storage facilities for personal items

### **WASHING FACILITIES**

- Supply of potable water
- Sealed container with minimum capacity 10 litres
- Effective cleaning and sanitising

### **HANDWASHING FACILITIES**

- Warm running water
- Facilities used for the purpose of hand washing only
- Liquid soap
- Single use paper towel

### **TEMPERATURE CONTROL**

- Hot PHF held at 60°C or higher
- Cold PHF held at 5°C or lower
- Minimal hold times for PHF (*potentially hazardous food*)
- Probe thermometer readily accessible, sanitised

### **GENERAL FOOD HANDLING**

- Manufacture of food from an Council approved kitchen (home manufacturer may require Council approval)
- Food protected from contamination during transportation
- Premises, fixtures, fittings and equipment maintained to a clean standard
- Food is protected from contamination
- Single use items protected from contamination

### **CROSS CONTAMINATION**

- Foods covered to protect from contamination
- No unnecessary contact with ready-to-eat foods
- Adequate hand-washing to prevent contamination
- Food handlers informed of their health and hygiene requirements
- No source of cross-contamination by raw food
- Food elevated off the floor

### **PRE-PACKAGED FOODS (LABELLING)**

- Description of food
- Name & address of supplier
- Lot identification
- Mandatory & advisory warnings
- Ingredient's list in descending order
- Date marking
- Storage conditions
- Nutritional Information Panel (NIP)

## **EXPLANATORY NOTE AND DEFINITIONS**

This inspection report is based on guidance in the Safe Food Australia (2001) publication and Guideline for Temporary Events.

A temporary event is "any occasion which is not permanent in nature, where food is sold or offered for sale to consumers, Examples include: fairs, festivals, markets and shows".

The report focuses on key food handling practises and risk factors likely to contribute to food borne illness in a temporary event setting. The checklist has been developed to assist enforcement officer's identify these risk factors during the inspection of a stall or other food outlet at a temporary event.

### **General**

A garbage bin with a tight fitting lid should be provided in the stall for solid waste. This should be emptied into the bulk bin or other facility before leaving.

Sullage water should go to the sewer on site, if available, usually via a surcharge gully near the amenities block. If a sewer is not available, the waste should be disposed of as advised by the event organiser or local council.

### **Construction**

Minimum standard of construction is

- a) preparation and servery areas to be fully enclosed on three sides
- b) the entire food premises (including barbeques and cool rooms) to be adequately screened to reduce the risk of food contamination and to restrict public access for safety reasons;
- c) the floor to be in the form of a groundsheet cut larger than the floor area to enable it to be turned up at the wall and clipped or otherwise fixed into position;
- d) walls to be of 'poly-tarp' or similar non-absorbent material, and able to be easily cleaned. The framework of the wall panels should support the fabric taut and rigid. No part of the walls should flap in the breeze or be otherwise insecure;
- e) the ceiling to be of similar construction to the walls; and
- f) the whole structure to be securely fixed together when assembled and be secured against wind loadings.

For pre-packaged and low-risk foods, there may be exemptions from certain construction requirements due to the reduced food safety risk.

Examples of pre-packaged and low-risk foods are pre-bottled/sealed jams, honey, pickles and drinks; pre-wrapped and sealed cakes, toffees and biscuits; and whole fruit, vegetables and nuts intended to be washed or peeled before eating.

### **Adequate Washing Facilities**

Food premises and fixtures, fittings and equipment must be maintained to a standard of cleanliness where there is no accumulation of:

- (a) garbage, except in garbage containers;
- (b) recycled matter, except in containers;
- (c) food waste;
- (d) dirt;
- (e) grease; or
- (f) other visible matter

Clean and Sanitary condition means a surface or utensil is;

- a) clean; and
- b) has had applied to it heat and/or chemicals or other process so that the number of micro-organisms has been reduced to a safe level.

A sealed container of potable water (minimum capacity 10 litres) with a tap should be provided, together with suitable bowls or containers for cleaning, sanitising and hand washing. Clean towels and detergent and chemical sanitiser must be provided.

Note: pre-packaged foods are exempt due to the reduced food safety risk.

Re-useable eating and drinking utensils and food contact surfaces must be washed and sanitised in separate facilities used only for that purpose. It is recommended that a "food grade chemical sanitiser" is used to achieve this requirement.

### **Adequate Hand Washing Facilities**

A hand-washing facility, separate from other facilities and used only for that purpose, must be provided. Warm water is needed for effective hand washing and personal hygiene. Hot and cold water must be delivered through a single outlet to a dedicated hand basin. Soap and single-use towel must be provided at or near the hand washing facility.

### **Temperature Control**

'Potentially hazardous food' (PHF) is food that has to be kept at certain temperatures to minimise the growth of any pathogenic micro-organisms that may be present in the food or to prevent the formation of toxins in the food. Examples of potentially hazardous food include meat, seafood, dairy and foods such as salads and some cut fruits.

Temperature control means maintaining PHF at a temperature of:

- a) 5°C or below or
- b) 60°C or above or

Minimal hold times for PHF if the food business demonstrates that maintenance of the food at temperature outside the range of 5°C or below or 60°C or above for a period of time for which it will be maintained, will not adversely affect the microbiological safety of the food. Demonstrated through the use of the 2hr / 4hr rule.

A thermometer accurate to +/- 1°C must be available to monitor PHF's.

### **General Food Handling**

A food business must, when displaying unpackaged ready to eat food for self service:

- a) ensure the display of food is effectively supervised so that any food that is contaminated by a customer or is likely to have been contaminated is removed from display without delay;
- b) provide separate serving utensils for each food or other dispensing methods that minimise the likelihood of the food being contaminated; and
- c) provide protective barriers that minimise the likelihood of contamination by customers.

### **Cross Contamination**

Adequate measures must be taken to prevent cross-contamination from raw foods to cooked foods. This includes:

- . ensuring there are separate utensils for cooked and raw meats, poultry and seafood;
- . covering all food;
- . keeping cooked meat and salads separate from raw meat, raw poultry and raw seafood; and
- . washing your hands after handling raw meats, raw poultry, raw seafood and raw vegetables.

Ensure hands are thorough washed at the designated hand washing facility using warm water and soap for a recommended 15 seconds, thorough rinsing of hands under warm water and drying thoroughly on single use towel.

A food handler must wash his or her hands whenever their hands are likely to be a source of contamination of food. This includes: before working with ready to eat food after handling raw food immediately after using the toilet before commencing or recommencing handling food immediately after smoking, coughing, sneezing, using a handkerchief or tissue, eating, drinking or using tobacco, and after touching his or her hair, scalp or a body opening.

A food business inform food handlers of their health and hygiene requirements to ensure the following persons do not engage in the handling of food for the food business where there is a reasonable likelihood of food contamination:

- a) a person known to be suffering from a food-borne disease, or who is a carrier of a food-borne disease; and
- b) a person known or reasonably suspected to have a symptom that may indicate he or she is suffering from a food-borne disease.