

VIVA 2009 Stall Application Information

If you would like to have a stall at this year's Festival **NOW IS THE TIME TO APPLY**. Please use the '2009 Stall Application' form and **return it by Friday 1st September 2009**.

The viva la Gong festival will be a '**Waste Wise Event**'. The Festival organisers and all stallholders will take responsibility for waste management by adopting sound purchasing and packaging policies, waste and recycling collection services and clean up practices. Festivals, by their temporary nature, generate a high volume of disposable materials. Waste Wise Events aim to divert the maximum amount of material from being sent to landfill.

The Festival Committee strictly controls the type and number of each type of stall at the Festival.

Approval will only be granted under the following conditions: -

1. The goods you are selling are acceptable to the Festival Committee.
2. You will only sell the goods you indicate on the '*Stall Application*' form.
3. You will be located on a site determined by the Festival Committee.
4. No vehicles will be permitted in the Festival stalls area. Please provide trolleys and means to transport stall items from the Stallholders Carpark located behind the Horse Stables.
5. To your application you will attach a copy of your 'Certificate of Currency' (available from your insurer) proving your Public Liability insurance cover for your enterprise at the Viva la Gong Festival 2009.
6. You will need to bring the original of your 'Certificate of Currency' to the Festival so it can be viewed by the Festival Committee before setting-up.
7. If selling food and drinks you must comply with Wollongong City Council's regulations. If you need a copy of these regulations please **call Paola Rodriguez**. See further information below.
8. If selling food and drinks you must **only** use recyclable drink and food containers and eating utensils. On the '*2009 Stall Application*' form you will need to give details of the recyclable products you will be using. For details of appropriate products click on the '*Enviro Products*' tab on <http://www.wastewiseevents.resource.nsw.gov.au/>
9. The standard stall area is 4m x 4m (12' x 12'), if you require a larger area **call before Paola Rodriguez booking to negotiate**. Additional charges will apply.
10. Fees are to be paid to Wollongong City Council (if approved, you will receive a Tax Invoice and details on payment options).

Wollongong City Council Temporary Food Requirements

Selling food from a temporary food stall requires a number of important considerations. Cleanliness and hygiene standards are as important for temporary food premises as they are for any shop or restaurant that has food for sale.

The set up and operation of a food stall shall comply with the **Food Safety Standards** from the **Australian New Zealand Food Authority**. Contact 1800 652 166 or www.anzfa.gov.au

Notification

- q All food premises must be notified to the State Government; this can be done by accessing the NSW Health website at: www.foodnotify.nsw.gov.au
- q Each stallholder shall provide their notification number to the festival in accordance with Food Safety Standard 3.2.2 (clause 4) from NSW Health.

Structure

- q Each food stall must be fully roofed and completely covered in on three sides by materials such as canvas, plastic sheeting, vinyl or similar material.
- q Each temporary food stall must be provided with adequate washing facilities for both hand washing and for the cleaning of utensils. These washing facilities include:
 1. A supply of hot and cold water
 2. A plastic basin for washing hands
 3. A plastic basin for cleaning utensils
 4. Single use hand towels, soap and detergent

Protection of food from Contamination

- q When serving food that requires utensils, make sure that you only issue disposable utensils for eating and for drinking. All food which is kept within the stall must be stored 750mm above the ground and it should be covered or in closed containers.
- q All food that is on display should be protected from the public. A barrier must be provided, such as a display counter, plastic or glass barrier, sneeze guard or siding. Condiments such as sauce and mustard must be contained within squeeze type containers or in individual packs.
- q All disposable eating utensils must be pre-wrapped in paper napkins, cellophane bags or a similar material that protects them from contamination.
- q Tea, coffee, cordial and other beverages must be served from an enclosed or lidded receptacle, which is equipped with a tap or spout. Drinking straws, paper cups and other utensils should be enclosed in suitable containers or otherwise protected from contamination.
- q Any prepared food must be sealed and clearly labelled with the name, address and phone number of the place of manufacture. This place must comply with the Food Safety Standards.

Food Temperature Control

- q All potentially hazardous food, which is prepared within the stall, must be for immediate sale and consumption unless a suitable food warmer or food display is provided. This must maintain the food at a temperature of at least 60°C for hot foods or below 5°C for cold foods.
- q Pre-prepared food products or pre-cooked food, which contain ingredients such as fresh cream or custard, must not be sold from a one-day stall. You are only permitted to sell these foods if you have proper refrigeration facilities.
- q All potentially hazardous foods must be stored, displayed and transported in accordance with the Australia New Zealand Food Authorities requirements, outlined on the fact sheet attached.

Cooking

- q All heating and cooking equipment, including open flame barbeques and cooking plates, must be located within the stall. The cooking area must be kept free of air-borne contamination and droplet infection, which may be caused by coughing and sneezing. Cooking and heating equipment must be located so it is not within the reach of the public. A fire extinguisher of adequate size must be conveniently located near any open flame. Adequate provision must be made to protect the stall walls from heat, flame and splashing from any cooking which is being carried out.

Wastes

- q Suitable garbage receptacles must be provided near the stall so that the public can dispose of empty food containers and other waste material. Adequate arrangements must be made for the storage and removal of rubbish, which is generated both within and outside the food stall. The contents of hand basins and wash up basins must not be thrown onto the ground. They must be emptied into a waste container and disposed of into a sewer outlet.

For more information please contact Wollongong City Council's Environment and Health Division on 4227 7224.

2009 Stall Fees

- q One charge for Food stalls Saturday only : **\$100** (G.S.T. included).
- q Connection fee for electricity is **\$20** (G.S.T. inc)
- q Arts and Craft Stalls \$50

Please note:

- o Power will not be available until 9am approx.
- o 240V Powered sites are limited – allocated in application date order.

Application forms and a copy of your 'Certificate of Currency' proving your Public Liability insurance cover must be received by the Festival Committee by Friday 1st December 2007.

When in hand, the Festival Committee will consider your application and you will be advised of their decision in writing. If approved, you will also be sent a Tax Invoice.

DO NOT SEND MONEY WITH YOUR APPLICATION FORM.

Please note: Application for a stall at the Festival does not mean automatic approval.

FOR ALL ENQUIRIES ABOUT FESTIVAL STALLS PLEASE CALL:

PAOLA RODRIGUEZ 4251 4731 CATHY GODING ON 02 42717635