



2016 Central Highlands Multicultural Festival STALL HOLDER TERMS AND CONDITIONS

FOOD STALL HOLDER APPLICATION FORM

[Click here](#) to access the online food stall holder application form.

BY SUBMITTING AN APPLICATION, the stall holder understands that they will be notified if the application has been accepted and acknowledges that they have read and understood the Stall Holder Terms and Conditions.

If the stall holder's application is accepted, they agree to comply with Central Highlands Regional Council's site safety and food hygiene procedures and the directions of the festival hosts, the Central Highlands Regional Council and the Central Highlands Development Corporation.

Complete one form per stall request. Stalls are allocated at the discretion of the festival coordinator, and preference is given to community groups/local businesses located in the Central Highlands, Queensland. The outcome of your application will depend on the selection of stalls that will best suit the site and the festival objectives.

FOOD STALL HOLDER SITE FEES

Food stall holder site fees apply (inc. GST):

Standard site 3mx3m - \$99.00

Double site 6mx3m - \$198.00

Food stall holder fees can be paid by credit card (Visa, MasterCard and Amex). Payments via cheque, electronic funds transfer (EFT) or purchase order are also accepted.

PLEASE NOTE, whilst credit card details will be taken at the time of application, payment will not be processed until stall holder applications have been accepted.

MANDATORY SITE SAFETY AND FOOD HYGIENE BRIEFING

Food stall holders must attend the mandatory site safety and food hygiene briefing. This is an essential part of our public liability insurance requirements.

Date: Wednesday 3 August 2016

Venue: Wally McKenzie House, Emerald Showgrounds

Time: 5:30pm – 6:30pm

FOOD STALL HOLDER INCLUSIONS

Standard site fees include a 3mx3m marquee with flooring, a trestle table, two plastic chairs, a basic sign, one fluoro tube light and access to power.

Double site fees include a 6mx3m marquee with flooring, two trestle tables, four plastic chairs, a basic sign, two fluoro tube lights and access to power.

DAMAGE

Stall holders will be billed for any damage to equipment supplied based on repair or replacement cost. The determination as to whether damaged equipment is repaired or replaced is at the sole discretion of the festival hosts and no discussion will be entered into.

SET UP

Stall holders can set up on:

Friday 26 August, 3:00pm - 7:00pm

Saturday 27 August, 8:00am - 11:00am

ALL STALLS must be set up by 11:00am, Saturday 27 August as power distribution will be tested from this time onwards to ensure the system is not overloaded.

Gates open at 4:30pm and program performances run from 5:00pm – 10:00pm.

STALL DECORATION

National Costume - Best Decorated Stall - Best Food

We strongly encourage stall holders to dress in costume reflective of their cultural background or their cuisine and decorate their stalls accordingly. Prizes are on offer for 'Best Dressed'; 'Best Decorated Stall' and 'Best Food'.

When decorating stalls, it is essential that stall holders are mindful not to damage the marquee structure ie walling, roofing, flooring, etc – safety pins, Velcro dots, sticky tape, pins and staples can all cause irreversible damage to the marquee (refer information above: *Damage*). Cable ties work wonders when decorating stalls so we suggest all food stall holders buy a packet!

ADDITIONAL EQUIPMENT (INCLUDING BAIN MARIES, DEEP FRYERS, ETC)

Any additional equipment is to be supplied or hired by the stall holder at your own expense, including extra tables, chairs, cooking equipment ie bain maries, deep fryers, etc.

Additional equipment must be kept inside your site boundary – if using gas cooker/bbq's these must be sited outside the stall at the back, however, stall holders must supply tarp flooring for this area. No cooking is allowed on grassed areas.

It is important to note that bain maries, deep fryers, etc cannot be placed on your standard site-provided table as they may damage the surface and are above the weight load limit. If you are utilising this equipment, you will need to supply your own table.

SITE SAFETY AND FOOD HYGIENE INSPECTIONS

Site safety and food hygiene inspections will be undertaken by Council staff. Council officers reserve the right to inspect stall premises at any time and take the appropriate action should stall holders be non-compliant.

SECURITY

No responsibility will be taken for loss or damage to any goods onsite by festival hosts. It is the responsibility of the stall holder to possess adequate property damage and theft insurance for their own property used at the festival, and for additional equipment that has been hired.

ADVERSE WEATHER

The Central Highlands Multicultural Festival is an outdoor event and is clearly susceptible to severe weather (ie rain). The festival will be conducted rain or shine, subject to safety. In the event of extreme weather conditions and the site becomes unsafe then the event shall be cancelled. This will occur after consultation between the festival hosts, and their decision will be final.

Should the festival be cancelled due to weather, it may be re-scheduled (the next day).

The festival hosts cannot be held liable for any loss caused by the cancellation of the festival.

PERMITS / LICENSES

Commercial/private businesses are required to provide a copy of their Certificate of Food Handling and Hygiene course attendance and/or Food Safety Supervisor Certificate. Please also provide a copy of your food licence as issued by your Council.

The Central Highlands Regional Council will issue non-profit community based organisations with a Temporary Caterers Permit. This will be done based on the information supplied in the food stall holder application. If this information is incomplete, an officer from Council's environmental health department will make contact to discuss.

INFORMATION REGARDING TEMPORARY CATERERS PERMIT

Food preparation and sale must be carried out in an approved food establishment, which may include a food van approved by the Council (list available on request). The sale of soft drinks, cakes (not containing custard or cream), sealed biscuits and confectionery is excluded from this provision.

The use of existing licensed food establishments to provide food to temporary caterers is encouraged.

All food stored, packed and displayed must be suitably wrapped or contained to preclude contamination by dust, flies, etc.

Every occupier or owner of any food establishment is to comply with the [Food Act 2006](#) with regard to conduct and cleanliness.

GOODS SOLD

Stall holders must only sell those items that have been listed in their application. Certain stall holders may have exclusive rights and restrictions may apply.

The festival has a dedicated soft drink stall, therefore all other food stall holders will only be permitted to sell soft drinks that relate to or are directly associated with their global cuisine – for example, a New Zealand food stall selling Lemon & Paeroa (L&P) or a Japanese food stall selling Calpico.

The festival also has dedicated coffee stalls, therefore no coffee is to be sold unless written permission from the festival coordinator has been obtained.

FOOD THERMOMETERS

All food stall holders must have a food thermometer (digital is preferable). These are available on request from the festival coordinator prior to the festival. A cash bond of \$30.00 is payable. Food thermometers ordered via the online application form will be available for pick up at the mandatory Site Safety and Food Hygiene Briefing. A food temperature log will also be provided at the mandatory Site Safety and Food Hygiene Briefing.

VEHICLE ACCESS

For the safety of SES traffic marshalls and patrons entering and exiting the festival venue, stall holders are only allowed vehicle access through the gate past the car park between the hours of 8:00am – 4:00pm on the day of the festival.

From 4:00pm – 10:00pm, stall holders will not be permitted to access this gate without a *Food Stall Holder Vehicle Access Pass*.

A *Food Stall Holder Vehicle Access Pass* is available upon request, prior to the festival. A pass will only be issued if it is deemed essential for that food stall holder to have access.

From 10:00pm onwards this gate can be accessed however drivers must take appropriate care as patrons and SES volunteers will be utilising this area.

Vehicle access onto the arena is NOT PERMITTED until after this time AND until the festival coordinator has given the all clear.

SITE POSITIONS

Site positions are allocated at the festival coordinators discretion. Site positions will be advised on the day of the festival.

ELECTRICITY AND GAS

Generators will provide power but stall holders must supply their own extension cords (minimum 20 metres in length) and power boards with an earth leakage circuit breaker to distribute the power within sites.

All electrical cords (including extension cords and power boards) and equipment MUST have a current safety tag.

It is imperative that food stall holders advise the festival coordinator of their expected power usage and notify if this information changes. Failure to do this impacts on the load put on generators and if last minute undisclosed items are used, outages in power will impact other stall holders.

All gas equipment must meet current standards and regulations. If equipment is found to be non-compliant it will not be permitted on site.

COLD ROOM

A communal-use cold room will be available onsite for the temporary storage of food. Food stall holders must transfer food to their own cool storage once set up is completed.

GARBAGE AND RECYCLING

At the 2016 festival we aim to continue and increase our recycling efforts.

Recycling 'wheelie' and 'skip' bins will be available for cans and cardboard. General waste 'wheelie' and 'skip' will also be available. It is stall holders responsibility to sort and dispose of rubbish appropriately.

All oils must be removed from the site at the conclusion of the event.

The Emerald Showgrounds is a glass free zone.

In addition, we would like to call on stall holders to reconsider their use of polystyrene foam food containers. Polystyrene doesn't break down in landfill and isn't recyclable in our region.

Sites must be left as they were originally found. It is the responsibility of stall holders to remove ALL waste and ensure the site is left clean and tidy.

RAFFLES OR OTHER PROMOTIONS

No raffles or other promotions can be conducted outside the stall site area or by wandering around throughout the crowd. Raffles can however, be conducted from food stall counters, within food stall holder site boundaries.

SIGN

Stall holders will be provided with one corflute stall sign. This is to be returned at the conclusion of the festival. The festival coordinator reserves the right to re-use signage from previous years.

MEAL VOUCHERS

Each stall is requested to provide 10 x meal vouchers. These are given out to volunteers. The festival coordinator produces the vouchers; however food stall holders are required to provide details of what they will offer.

SIGN IN / OUT

All food stall holder staff are required to sign in at the beginning of their shift and sign out at the end of their shift. Sign in / out sheets will be available at food stalls on the day of the festival and must be returned to the festival coordinator prior to leaving.

DISMANTLE

Food stalls can be dismantled from 10:00pm onwards on Saturday 27 August.

Vehicle access onto the arena is NOT PERMITTED until after this time AND until the festival coordinator has given the all clear.

POST EVENT FEEDBACK SESSION

To assist us with planning for the 2016 festival, all food stall holders are encouraged to attend the post-event feedback session:

Date: Wednesday 31 August

Time: 5:30pm – 6:30pm

Venue: Wally McKenzie House, Emerald Showgrounds

EMERGENCY EVACUATION PLAN – EMERALD SHOWGROUNDS

In case of emergency, dial 000

The Emerald Showgrounds Emergency Evacuation Plan is to be implemented in the unlikely event of emergency at the Emerald Showgrounds. A copy of the plan will be provided at the mandatory Site Safety and Food Hygiene Briefing and will also be available in food stalls on the day of the festival.

CANCELLATIONS / REFUNDS / SUBSTITUTIONS

Stall holder cancellations must be made in writing to the festival coordinator. Stall holder substitutions cannot be made without the approval of the festival coordinator. After 1 June 2016, all cancellations are subject to 100% forfeit of full amount of stall holder site fee. No refunds will be made for non-attendance and any outstanding amounts remain applicable.

PRIVACY STATEMENT

Information provided by stall holders at the time of booking will be used to administer the event. Data obtained will remain the property of the festival hosts and will be managed in accordance with the [Central Highlands Development Corporation's privacy policy](#).

SMILE, YOU MAY BE ON CAMERA

Your attendance at the festival may be digitally recorded through photographs and/or video recordings. Images may be used on our websites, publications, social media or by other media and marketing channels. If you do not wish your image to be published, please notify the festival coordinator before the event.

INDEMNITY

The festival hosts have made every effort to ensure that the information outlined in the Stall Holder Terms and Conditions are correct at the time of distribution and cannot be held liable for any inaccuracy or misrepresentation, whether by inclusion, omission, change or withdrawal of services without notice. Neither the festival hosts, our agents or servants, nor festival sponsors or partners will be held responsible for any changes in the structure or content of the festival program including performers, stall holders and any general or specific information published relative to the festival. Festival hosts will not accept liability for damages of any nature sustained by participants or their accompanying persons or loss damage to their personal property as a result of the festival.

TERMINATION

The confirmation of stall holder participation is offered on the basis that all directions provided by the festival hosts will be followed and these terms and conditions will be adhered to. Any stall holders who do not adhere to directions of the festival hosts or these terms and conditions may forfeit any rights to participate as a stall holder at Central Highlands Multicultural Festival regardless of any monies paid.

DISCLAIMER

The festival hosts reserve the right to amend this document subject to change in the event format at any time without notice.