

EVENTS

IN THE THE CITY OF CANTERBURY



STALLHOLDER TERMS & CONDITIONS



City of Canterbury

City of Cultural Diversity

IF YOU ARE INTERESTED IN BECOMING A STALLHOLDER AT ONE OF OUR EVENTS, PLEASE READ THE FOLLOWING INFORMATION...

STALL SELECTION



We will accept stall applications on the basis of suitability for the Festival and an appropriate mix of food and stall types and the ability to meet the City of Canterbury's sustainable events procedures. The City of Canterbury is committed to the revitalisation of our Town Centres through the support of our local businesses.

Priority for stalls is determined in the following order:

1. Businesses on the actual site itself (ie Beamish Street, Haldon Street etc)
2. Businesses located within the The City of Canterbury
3. Stallholders who have attended our sustainable practices seminar and use biodegradable packaging. Stallholders who have previously exhibited exemplary sustainable practices and have had excellent sustainability compliance results.

4. Non-Local restaurants, cafes or food producers
The stallholder selection process will also be reflected upon the cooperation of stallholders at our events. We endeavor to have safe and successful events and if a stallholder is discouraging that process we will reconsider your suitability to participation at future events

SUSTAINABLE PRACTICES



It is mandatory for stallholders to use biodegradable plates, bowls, containers, paper cups, napkins, cutlery and bags to minimise waste in landfill.

Our compliance officers and event staff will conduct sustainable audits on the morning to ensure conditions are met.

REDUCING WASTE FROM LANDFILL



There are several packaging products available made from 100% natural resources. These products are durable and can be made from sugarcane, PLA or corn starch.

Biodegradable products help reduce waste from landfill because sugarcane, PLA and corn starch products break down months after use rather than years.

Biodegradable products include (refer to image):

- Cups and lids
- Bowls
- Clam Shells
- Plates and trays
- Cutlery
- Plastic Bags



INSURANCE & CONDITIONS



- Stallholders must provide a copy of their Public Liability Certificate of Currency
- Public Liability must cover a minimum of \$20,000,000.
- City of Canterbury must be an interested party on your certificate.

EVENT CANCELLATION



In the event of extreme weather conditions, Council reserves the right to cancel the event for safety and other unforeseeable reasons. Notification will be provided to stallholders via the City of Canterbury call centre as early as possible, generally by 9 am. The City of Canterbury is in no way responsible for any losses or damages incurred through participation in/or cancellation or this event.

Council has a NO REFUND Policy for stallholders.

If weather conditions are unfavourable, please contact the Council Call Centre 9789 9300 for information regarding possible cancellation of the event.

HANDLING, PREPARATION & COOKING OF FOOD



- Ensure that all surfaces and equipment used to prepare food are clean.
- Washing facilities for utensils, separate from hand washing facilities, must be provided within the stall.
- Use utensils or disposable gloves when preparing both raw and cooked foods.
- Ensure that raw foods and cooked foods are kept separate and that raw foods are not kept on display prior to cooking.
- Ensure that preparation and cooking area is kept free of dust and contamination and that equipment is not within reach of the public.

- Barbeques or open grills must be suitably fenced and undercover (refer to image on pg 5). The stallholder is responsible to prevent food handlers, the public or other equipment from injury or damage.

INFORMATION FOR FOOD HANDLERS



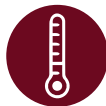
- Ensure that food handlers do not sneeze or cough on foods and that bare skin is free from abrasions or infection.
- Food handlers should have an adequate supply of disposable gloves, hair tied back from their face and have clean aprons and other suitable clothing.
- A no smoking policy will be enforced for food handlers and for the food preparation area.
- Food handlers must wash and dry their hands regularly using soap, hot water and disposable towels.
- Stallholders are responsible for separate hand and utensil washing facilities within their stall.
- Stallholders are reminded that no water is available on site.

STORAGE AND PRESENTATION OF FOODS



- Food on display must not be openly accessible to the public — using either a hot food bar, sandwich display style counters and perspex sneeze guards.
- Cooked hot food must be stored in hot storage facilities until sold.
- All condiments and sauce, mustard, salt, pepper etc shall be in squeeze type dispensers or individual sealed packs not open containers.
- Drinks such as tea, coffee shall be dispensed from an urn with a tap or spout.

TEMPERATURE CONTROL



- All food sold must be for immediate consumption or stored at the following temperatures:
 - Cooked hot food ready for sale must be kept at temperatures above 60 degrees.
 - Cold foods such as chicken, meat, seafood, or milk products must be kept in sealed containers at temperature below 5 degrees Celsius.
 - All stalls must provide and display at all times thermometers to ensure that food is maintained at appropriate temperature.
 - Products such as bread, rolls and the like must be kept in sealed containers prior to sale and is free from dust, dirt and contaminants.
 - All pre-packed foods must be labelled indicating the nature of the product and the date of the packaging.
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GENERAL SAFETY AND WASTE DISPOSAL



- You must limit the number of people who work inside the stall to a maximum of 4 people.
 - Waste disposal bins are provided for used cooking oil.
 - Stallholders are required to leave their stall clean and free of rubbish at the conclusion of the festival.
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STALLHOLDER INFORMATION



- Please select one staff member to be the main contact person of your stall. An ID pass will be given to that person and they will be clearly identified to liaise with Council or suppliers throughout the day.
- All stallholders must be operational by 9.30am for a 10.00am start. We require all stallholders to commence pack down at 3:30pm for a complete closure at 4 pm. No stalls are to operate after 4pm.
- As in previous years, food, craft and market stalls will be placed in clusters along the Street with café style seating for festival goers placed nearby. Access for pedestrians will be maintained along footpaths and along the roadway.
- The City of Canterbury is committed to a safe and successful festival celebrating the diversity of our local community and introducing residents and visitors to new and interesting cuisines. Such celebrations can be spoiled by unsafe food handling practices and we have undertaken a number of steps to reduce the likelihood of food poisoning.
- Our Environmental Health Officers will conduct an information session prior to the festival to provide further information for all stallholders. Inspections will also be conducted on the day of the festival to ensure hygiene standards are met.
- Stallholders are advised that the playing of Videos, DVDs, tapes, CDs or any form of amplified music or speech is not permitted during the festival.

Stalls who do not comply with the terms and conditions as outlined will be unable to trade on the day.

STALLHOLDER ITINERARY ON THE DAY

7am - 7.30am	-	If you have a vehicle with goods entering the site you must arrive to the stallholder registration first.
9am	-	All vehicles off site
9.30am	-	All stalls set up and operational
10am	-	Stalls open / Festival commences
2.30pm	-	One hour notification for stall closure
3.30pm	-	Last sales. 30 minutes to closure, nominate last sales
4pm	-	Stall closed. STRICTLY no further sales
4.30pm	-	Stall equipment packed up and ready for collection
5pm	-	Vehicle permitted on site for bump out. Follow directions by Security and Events Staff

THE CITY OF CANTERBURY CALL CENTRE 9789 9300

REGISTER YOUR EXPRESSION OF INTEREST

Please complete the online registration form at
www.canterbury.nsw.gov.au/festivals.

*** Please note this does not confirm you will receive an application form. Refer to stall selection on page 1.**

STALL STRUCTURE & EQUIPMENT DETAILS

INCLUDED EQUIPMENT



Included in your stall fee:

- Signage (see sample below)
- Health & Compliance Inspection
- Sustainable practices inspection
- Power (up to 20 amps only)
- Single Stall: 2.4 m x 2.4 m
- 3 Flat Tables Tops (inside): 2.4 m x 0.4 m

Stall banner sign:

Between 15 to 20 letters

EQUIPMENT FOR HIRE



Glass Fronted bain marie (Hot bar)



Gas Ring (includes a 9kg gas bottle)



Gas BBQ (includes 9Kg gas bottle)



BBQ must not
be outside stall



BBQ must be
inside stall

CHECKLIST

Compliance Officers and Event Staff will be checking the following requirements.

You must abide by the following checklist in order to participate at the festival.

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|-----|---|--------------------------|
| 1. | Use of biodegradable plates, bowls, containers, napkins, paper cups and cutlery. | <input type="checkbox"/> |
| 2. | No plastic bags. Plastic bags must not be sold or given away during event. Gift bags not to be used. (Please consider sustainable alternatives). | <input type="checkbox"/> |
| 3. | Use of eco-friendly cleaning products. | <input type="checkbox"/> |
| 4. | Food stall will be a covered stall provided by Council, measuring 2.4m x 2.4m with three trestle tables tops inside, complete with a roof and sneeze guards. Stallholder will not serve food from areas other than from within the stall. | <input type="checkbox"/> |
| 5. | All waste is removed at the completion of the event and disposed of accordingly. The area will be left in a clean and tidy condition at the end of the day. | <input type="checkbox"/> |
| 6. | Hired equipment through Council will be cleaned before collection at the end of the event. | <input type="checkbox"/> |
| 7. | No goods are permitted on the footpath. The operation of the street stall must not inhibit access into or out of any shop. | <input type="checkbox"/> |
| 8. | The stall must maintain the flow of pedestrian traffic. A distance of 1.5 m must be kept to allow for accessible access at all times. | <input type="checkbox"/> |
| 9. | Fire blanket and fire extinguisher in stall for the duration of the event. | <input type="checkbox"/> |
| 10. | All food handlers must be familiar with these conditions prior to the events. | <input type="checkbox"/> |
| 11. | Attend the stallholder seminar. The date is provided on your letter of invitation. Attendance is compulsory for all stallholders. | <input type="checkbox"/> |

EVENT COORDINATOR

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CITY OF CANTERBURY

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