



STALL SITE APPLICATION 2012

Name of Stall Holder:

Name of Stall:.....

Stall Holder Address:

.....

Phone: Fax: Mobile:

* **Email:**

Description of products:

.....

Number of Staff (for entry passes).....

***Please note - most correspondence will be conducted via email where possible.**

Stall Rates, Options and Booking

Type of Stall	Stall Size and Cost <i>All fees include GST</i>	Please tick to indicate your preferred stand	Booking [complete with amount to pay]
Food Stalls • 9am – 8pm	Single site 4m x 4m = \$350		
Food Stalls • 9am – 8pm	Double site 4m x 8m = \$600		
Market stalls • 9am – 5pm	Single site 4m x 4m = \$130		
Market stalls • 9am – 5pm	Double site 4m x 8m = \$230		
Charity Groups • 9am – 5pm	Single site 4m x 4m = \$75		
		TOTAL SITE COST	\$

Authorisation

By signing this application I/we:

- ✓ confirm that I/we have read, understand and accept the Woolgoolga Curryfest Stall Holder Terms and conditions
- ✓ confirm my/our acceptance of Terms and Conditions as set out in the attached schedule
- ✓ confirm that all information that I/we have provided in our stallholder application is honest and truthful to the best of my/our knowledge
- ✓ will comply with all stallholder requirements
- ✓ acknowledge our understanding that this application will not be automatically accepted by the Curryfest Committee and be allocated a stall site at the event
- ✓ accept the decision of Curryfest Committee in respect of my/our application as final and binding.
- ✓ will not hold Curryfest Committee liable or responsible for any decision by the Curryfest under any circumstances.

Signed: Date:



Stall-Holder Electricity Supply Requirement

Name of Stall Holder:

Name of Stall:.....

Item #	Type of equipment	Total watts	Phase/voltage

Please indicate the total Watts / Kilowatts you require:

- I confirm that all information that provided regarding the electricity supply requirements for the abovementioned Market Stall is honest and truthful to the best of my knowledge.
- I confirm that: I acknowledge, accept and shall comply with the Curryfest obligations under the Workplace Health and Safety Act and in accordance with Australian Standard AS3002/2002 and that all leads and electrical equipment are (currently) tagged and tested and have my name on each item as outlined in Woolgoolga Curryfest Stall-Holder Terms and conditions
- Costs associated with tagging and testing of electrical equipment or rectification of equipment to make it compliant with relevant standards will be at stall holders' expense.
- I confirm that any additional power used over and above that stated will incur further onsite charges as detailed in the Electrical/Lighting table below.

Signed: Date:

Name of person/s responsible for and signing this document:

.....
(This person shall be deemed responsible for ensuring compliance as agreed above)



Stall-Holder Electrical/Lighting Rates

At the 2011 Curryfest event there was shortfall in charges to stall holders for electrical and lighting items of approximately \$4,000. This amount had to be made up by the organisers.

This payment shortfall is not sustainable for the future of the event. In fairness to all stall holders the decision has been made to levy part of the cost of power and lighting items and consumption to stall holders who require this on their site [ie a user pays system].

The charges are based on a percentage of the power used by stall holders in 2011. This increase in charges is not designed to be a revenue raiser for the Curryfest committee and will only cover part of the estimated costs involved.

If you are not sure of how much power your equipment uses please contact us at info@curryfest.com.au or phone 0408286696 and we will obtain an accurate assessment from our licenced electrician.

<u>QTY</u>	<u>ITEM</u>	<u>UNIT COST</u>	<u>TOTAL</u>
	Power Point 5amp	\$20.00	
	Power Point 10amp	\$30.00	
	Power Point 15amp	\$50.00	
	415v – 15amp 3 phase	\$175.00	
	Lighting per single site [tent required]	\$30.00	
	Connection Fee [all orders must include this fee]		\$30.00
		<u>TOTAL POWER</u> <u>COST</u>	\$



Health Regulations and Hygiene Requirements

Foods Stalls ONLY

Name of Stall Holder:

Name of Stall:.....

Stall Holder Address:

.....

Essential FOOD Stallholder Information

- All Food stall holders are required to use 100% recyclable containers, utensils etc. This is compulsory and under no circumstances will there be any exceptions.
- All food stallholders will be required to offer a taste size option product. This serving should be approx. ½ portion sizes and will enable visitors to sample many different products. Full size portions and take away meals may still be served in appropriate containers.
- The Woolgoolga Curryfest Committee is required to maintain a register of all food businesses.
- All food businesses are required to provide the Committee with a current copy of business registration documentation. If you do not have a copy, you may obtain one from your local council.
- I confirm that I have read the NSW Food Authority Food Handling Guidelines for Temporary Events and acknowledge, accept and shall comply with the *Health Regulations and Hygiene Requirements* as outlined in the Woolgoolga Curryfest Stall-Holder terms and conditions

Signed: Date:

Name of person/s responsible for and signing this document:

..... (This person shall be deemed responsible for ensuring compliance as agreed above)

General Conditions of Event



1. Receipt of your completed application by the Curryfest Committee does not guarantee a site at Curryfest. By submitting your application you agree that you will accept the decision of the Committee as final and understand that the Committee reserves the right to decline any application.
2. Stall Holder set-up time is from 5:30am (Larger food stalls may be given access on Friday 27th April,)
3. Sites are based on 4m x 4m spaces (ie: single site = 4m x 4m / double site = 4m x 8m)
4. Stall-Holders requiring access to electricity supply are required to complete the attached form and forward with their application. If an appliance is not listed on the application, it can not be used on the day. To satisfy Curryfest obligations under the Workplace Health and Safety Act, and in accordance with Australian Standard AS3002/2002, the Curryfest Committee requires that all leads and electrical equipment are to be (currently) tagged and tested with the stallholder's name on each item, before installation on site.
5. You must provide the Curryfest Committee with a Certificate of Currency from your insurer evidencing public liability insurance of limits not less than \$10million and indicating coverage for the Curryfest period.
6. All rubbish to be taken from site at completion of festival. The removal costs of any rubbish left onsite either in or behind your stall will be at stall holders expense

Curryfest 2012 - Application Checklist

SEND US ALL INFORMATION AND FORMS LISTED BELOW

- Completed & signed Stall Site Application form (including full name, all contact numbers and clear description of products for sale) – page 1
- Completed Stall Layout form
- Completed and signed Stall Holders Electricity Supply Requirements form (don't forget lighting requirements for night trading)
- Completed and signed Health Regulations & Hygiene Requirements form (for food stalls)
- Copy of Public Liability Insurance Certificate of Currency
- Copy of Certificate of Food Business Registration (for food stalls)
- Payment form completed payment sent

Completed Application and full payment MUST be received no later than 1st April 2012

Applications received after this date MAY NOT be accepted



STALLHOLDER GUIDELINES FOR THIS WASTE WISE EVENT

The Woolgoolga Curryfest is working to implement waste reduction into its public events. We complete a Waste Management Plan which generally outlines the types and amounts of materials expected on the day and how they will be managed. In 2012 we will again have green organics bins to capture compostable materials. It is therefore very important that you, as a Stallholder provide the correct compostable materials to the customers. **The focus is not only on recycling waste but introducing changes that reduce and avoid waste generation.**

What is a 'Waste Wise Event'?

A waste wise event is one that takes responsibility for Waste Management by adopting sound purchasing and packaging policies, waste and recycling collection services and clean up practices. Special events like the Curryfest, because of their temporary nature, generate a high volume of disposable materials. A waste wise event will aim to divert the maximum amount of material from being sent to landfill.

How this affects Stallholders

We will need your help to complete the Waste Management Plan. Can you please:

1. Communicate with the Event Coordinator, Kelvin Harris.
2. Bring accepted packaging material to the event as shown here in the table.

Event Packaging Material Guide

Below is a quick guide as to what packaging materials are accepted at Curryfest. There is also a link for a list of suppliers of bio-degradable packaging.

AVOID	ALTERNATIVES
Non-recyclable plastics .These are not permitted on site at Curryfest in 2012 unless other alternatives are not available.	Re-useable items , Use Recyclable Plastics Use 100% recyclable plates, containers and utensils or brown Kraft paper bags. Visit the links below for a list of biodegradable packaging options: http://www.northeastwasteforum.org.au/NEWF/CMS/uploads/PDF/WWE/Biodegradeable%20Packaging%20Options.pdf www.biopak.com.au
Coffee cup lids	Provide only on request
Individual sugar/salt/pepper sachets	Provide bulk shakers
All Polystyrene including clam shells, plates, bowls and cups. These are not permitted on site at Curryfest in 2012 unless other alternatives are not available.	Use cardboard clams, plates, bowls, cups or paper bags. Offer on a serviette.
Aluminium foil trays / plates	As above
Pre wrapped straws	Keep in covered dispenser. Provide only on request
Plastic stirrers or spoons for hot drinks	Provide only on request. Provide re-washable spoons for use at stall.

Why is this Important?



We need to reduce our consumption, use and re-use and recycle our resources as much as possible, as we live with finite resources. The Coffs Harbour landfill has less than 10 year’s capacity at the current rates of filling it with garbage.

How much Waste do Events produce?

Public events can generate significant amounts of waste. It is estimated that each participant to an event generates 1.2kg of waste. Therefore if the event attracts 5,000 people, that’s 6,000kg waste generated. Recycling systems yield instant results. Up to 60% waste generated at events is compostable (if biodegradable packaging options are adopted) and 20% recyclable. Waste can be even further reduced through reusing and washing crockery.

How does the Woolgoolga Curryfest Commit to Reduce Their Waste?

We set at least 3 goals for the event each year, and we communicate with our Festival participants through the media and through regular announcements during the festival. In 2012 our goals are:

- To achieve a 65% recycling rate;
- To achieve less than 5% contamination in the recycling bins;
- To improve on last year’s Waste Wise event by increasing our capture of compostable materials by supplying the green organics bins in 2012;
- To increase recycling and reduce contamination;

How does the Curryfest promote our Waste Wise Event?

We place Waste wise information on event posters, websites, newsletters and maps. We remind attendees and participants to dispose of their waste and recyclables correctly during the event by providing announcements, through performers, posters and volunteers at waste stations.

What recycling facilities and infrastructure is available?

A collection of recyclables will be provided at the event. We provide a back of house yellow recycling bin to share amongst other stallholders. We will position them well and have them well sign posted.

Recycling stations consist of a 3 separate suitably labelled bins:

- ✓ Green Bin for Compostable or Organics,
- ✓ Yellow Bin for Recyclable or Co-Mingled,
- ✓ Red Bin for Garbage or Waste:

COMPOSTABLE	CO-MINGLED	WASTE
Food Scraps Food Contaminated Paper & Packaging e’g serviettes, plates Biodegradable food ware e.g wooden cutlery, palm leaf, corn starch, sugar cane, or cardboard cups & plates etc.	Glass Glass bottles & jars Aluminium cans & aerosols Steel cans Recyclable Plastics* Cardboard & clean paper Milk and juice cartons	Nappies Plastic bags Plastic wrap & film All other non -recyclable materials or non –compostable materials



STALL- HOLDERS TERMS and, CONDITIONS

1. The date for Curryfest 2012 is SATURDAY 28th April
2. Where the context permits the following words shall have the following meaning:
~ "WNBCC" shall mean the Woolgoolga&Northern Beaches Chamber of Commerce, and Curryfest Committee
~ "the site" shall mean Event site as nominated by WNBCC,
~ "the Stall-Holder" shall mean and include the Stall-Holder, its employees or agents,
~ "the event" shall mean the event described on the application form.
3. The venue will be available for set-up by Stall-Holders from 5.30 am – all sites must be ready for trade no later than 8.30 am. All food stalls are to remain operating until 8pm with clean-up to be complete by 9.00 pm Market stalls will open at the same time as above but may close from 5pm. No vehicles will be allowed on to the site until the festival is complete or at the discretion of the event manager
4. Sites at the Woolgoolga Curryfest are based on 4m x 4m spaces
5. The Woolgoolga &Northern Beaches Chamber of Commerce Curryfest Committee (WNBCC) shall have the right to nominate the situation of the site (s) applied for the Stall- Holder and the Stall-Holder shall only have a licence to occupy the site (s) so nominated during the period of the event. While all efforts will be made to meet requests for a specific site location, WNBCC may allocate, reallocate and/or change the position of the site at any time.
6. The Stall – Holder shall not be entitled to assign or part with possession of the whole or any part of the site(s).
7. The Stall-holder shall be responsible for the condition of the site(s) during the period of the Event. Upon the close of the event, shall fully clear the site by 10.00pm and shall reinstate the site to the condition of the site at the commencement of the Event to the satisfaction of WNBCC. In the event that the site (s) shall not be cleared and reinstated the Stall-holder shall reimburse WNBCC for any costs incurred by it in clearing and reinstating the site(s).
8. The food stall holder shall be responsible for complying with all Food Hygiene Guidelines and Regulations in matters of Hygiene (personal cleanliness, smoking, clean clothing etc) and food handling. If WNBCC considers that a stallholder does not comply with the minimum standards as set out in this guide then it reserves the right to remove the stallholder from the event and the stallholder will forfeit the application fee and surrender all rights of action against WNBCC
9. Food cooking and heating equipment must not be located within reach of the public. This includes Bain-maries - unless they are "cool touch" appliances.
10. Stallholders **must** make every attempt to protect cooking areas from dust-borne contamination and droplet infection, for example from coughing and sneezing by the public.
11. Stallholders **must** supply approved fire extinguishers where cooking of food on site is involved.
12. It is the food stall holders obligation to insure that all food is prepared, packed, displayed and sold as far as is practicable in accordance with the requirements of the Food Act 1998, and guidelines made there under.
13. WNBCC shall have the right to sell by public auction any structure, plant equipment, goods or other articles that remain upon the site(s) after the date referred to in clause 6. The Stall-Holder hereby irrevocably authorises WNBCC to effect such sale and on the Stall-Holder's part to give full and clear title to the purchaser.
14. Neither WNBCC or their agents shall be responsible for loss or damage to or caused by Stall-Holder' goods wares or merchandise as a consequence of loss by fire, water, theft, riot, accident, electrical failure or any other cause whatsoever. WNBCC shall not be responsible for damage or theft to any display material, stock or any part of Stall. All Stalls are to be 'manned' at all times, including bump-in and bump-out times. Stallholders will be held responsible for any damage (including for payment of repairs) to other stalls, road, park surrounds or fixtures
15. WNBCC reserves the right to cancel the event without assigning any reason at any time. If WNBCC should find it necessary, expedient or desirable to cancel or postpone the event, the site application shall cease to operate upon notice to the Stall-Holder by whatever means deemed appropriate by WNBCC. WNBCC shall not be liable to the Stall-Holder for any compensation whether on the ground of loss of profits or otherwise in respect of such cancellation or postponement.
16. The Stall-Holder shall not conduct or permit or suffer to be conducted on the site (s) by competition game or sale by auction without prior approval of WNBCC.
17. The dropping of advertising leaflets or other printed material from aircraft over the site is prohibited.
18. The use of amplifiers or loud speakers by a Stall-Holder is prohibited.
19. Stall-Holders are not to make, cause, permit or suffer to continue any undue noise or anything, which unreasonably obstructs, disturbs, injures or inconveniences any other participant or visitors to the event.
20. No livestock other than those provided or approval by WNBCC shall be brought onto the site.
21. Any building structure, barriers, railings etc. erected on any site(s) by the Stall-Holder shall be entirely at the risk of the Stall-Holder who shall be responsible for its maintenance or protection from damage at all times. The Stall-Holder shall defend and indemnify against any action, claim or demands made against WNBCC for any damage caused whatsoever and howsoever including any action for negligence or trespass arising out of the Stall-Holder's activities during the Event.
22. It is the responsibility of the Stallholder to ensure that their Tent is weighted appropriately. Tents that comply with Australian Standards AS1170.0 and AS1170.2 should be weighted according to the manufacturer's guidelines. Those that do not comply with the Australian Standards should be secured at the rate of 55kg/m² to comply with State Government Policy on the erection of Temporary Structures.
23. The Stall-Holder shall at all times comply with any directions that may be given by a representative of WNBCC whilst the Stall-Holder is upon the site
24. Full payment is required by 1st April 2012. Cancellation received by WNBCC in writing before this day will be entitled to a refund less administration fee of \$30.00 After this date there is no money refunded.



PAYMENT PAGE

Contact Name: _____

Stall Name: _____

Contact Number: _____

Service	Amount
Stall Site (Inc. GST) – FROM PAGE 1	\$
Electrical / Lighting (Inc. GST) – FROM PAGE 4	\$
Sub Total	\$
<u>TOTAL PAYMENT</u>	\$

Payment has been made by:

Cheque / Money Order (Payable to Woolgoolga Curryfest) Cheque #: _____

Mail cheque and completed forms(see Checklist on page 6) to **PO Box 66, Woolgoolga NSW 2456**

We have made a Direct Deposit to

BankNAB WoolgoolgaBSB: 082887 A/C No: 120112840

Transaction Date: ____/____/____

*Please provide your **stall name as a reference**, and notify us via email to info@curryfest.com.au of your deposit to ensure that your payment is allocated correctly.*

Scan and email payment details and completed forms(see Checklist on page 6) to: **info@curryfest.com.au**
OR Mail to **PO Box 66, Woolgoolga NSW 2456.**