

## Market Day Extravaganza Sunday 26 March 2017

### STALLHOLDERS - TERMS AND CONDITIONS 2017

All stallholders at the Feast of the Senses are permitted to be stallholders on the following terms and conditions. Please note that failure to comply with these terms and conditions may result in stall closure and exclusion from exhibiting at the Market Day Extravaganza now and in the future. In the event of exclusion any resulting costs will be entirely the responsibility of the Stallholder.

#### Produce

1. All produce must be grown and sourced locally in the Tropical North Queensland region
2. Theme/food concept. *"Gone Bananas"* is the theme of the 2017 Feast of the Senses. New and innovative food concepts and outlet themes are strongly encouraged.
3. Information of origin of produce & purchase outlets (if applicable) should be displayed at stall.
4. Ingredients used in value added products must be available on request (correct labelling is required).
5. Stallholders must not sell or promote any product/service, which has not been approved by the Festival Manager.

#### Food Labelling Qld Health "Label Buster"

1. List ingredients
  2. Use by or Best Before date
  3. Name & email or PO Box. (does not need to personally identify, but need to be able to trace food source)
  4. "Refrigerate after Opening"
  5. Batch Number.
- Note: Keep a book with batch numbers recording number of jars produced and date as a record.*

#### Insurance

1. All stallholders must attach a current **'Certificate of Currency'** of Public and Products Liability Insurance with their application form.
2. All Stallholders must provide the Festival Manager with evidence of Product & Public Liability Insurance for an amount of between \$10mil and \$20mil. Contact Festival Manager if clarification is required.
3. **Only insured groups/individuals will be permitted to participate in this event.**
4. All insurance policies must be deemed acceptable by the Festival Manager.
5. All stallholders are responsible for any personal accident to themselves, their employees, volunteers, contractors or agents whilst on site.

#### Food Handling

1. All Food stallholders preparing food must hold and display a Cassowary Coast Regional Council Temporary Food Stall Licence (obtain from the CCRC Health Department). For further information telephone 07 4030 2267 or 07 4030 2259.
2. Registered Mobile Food Vans must supply registration number and copy of current registration certificate to the Festival Manager with their stall registration.
3. Applicable food stallholders are requested to submit a temporary food stall application and gain approval from the Cassowary Coast Regional Council Environmental Health Dept before 1 March 2017.
4. All stallholders must provide their own garbage bin with bin liners, and are responsible for the removal of stall rubbish.
5. All food vendors are responsible for their own water and sullage requirements.
6. Refrigeration is NOT provided; you must supply your own. Those using supplied coldrooms do so at their own risk.

#### Power Supply

1. Access to electricity is limited. Stallholders are encouraged to organise gas cooking/heating as limited stalls will be permitted to use electricity.
2. Accurate and Correct Details of how you will power your site **must** be included on your application form. Failure to do so may result in your expulsion from Market Day if your inaccurate information results in power failure across multiple stalls.
3. **Electrical and gas appliances and leads must be tagged, tested and approved before arrival at site and must be tagged within the previous 12 months.** Appliances not tagged and tested cannot be used on Market Day.

### Stall Requirements

1. Acceptance to participate in the Feast of the Senses 2017 is at the discretion of the Festival Manager.
2. Site allocation is at the discretion of the Festival Manager.
3. All stalls must be set up and **ready to operate by 8.30am**, with limited access thereafter.
4. All stalls must be prepared to cater for crowd size (estimated attendance between 8,000 and 10,000 patrons). Estimated number of stalls will be around 100 – 50% are anticipated to be food outlets).
5. All stalls must stay in place and be operational until the conclusion of the event. **No stalls are to be dismantled before 3pm without prior approval from the Festival Manager.**
6. **Vehicle access will be from 6am to 8am and 3.30pm to 5.00pm in market area. No vehicles will be permitted in the area outside these times.** Vehicles must follow the directions of the officials (Festival Marshalls & Staff, SES or traffic controllers) at all times and must drive at a walking pace with hazard lights on. **Please be courteous to these officials at all times.**
7. Stallholders must make their own arrangements for parking on the day and consider customer parking.
8. Stallholders are responsible for the provision and construction of their own stalls. All structures / tents must be weighed down correctly to prevent the structures from being affected by wind/rain. Pegs are NOT permitted in grassed areas. **Chocks will be required if level tables are necessary.**
9. Food stallholders are required to submit and gain approval of their food stall prior to the event.
10. NO alcohol is to be provided from stalls, except for approved and licensed liquor outlets.
11. Raffles may only be conducted at this event with the authority of the Festival Manager and only by Not-for-Profit organisations and sales activity must be contained to individual stall area.
12. Most Stall sites are under cover however Stallholders must consider the weather and be prepared to provide their own coverage during wet/windy weather.
13. No advertising sign, display or equipment shall be fixed to any council owned structure, or to trees, posts without the written consent of the Festival Manager.
14. Display racks when erected must be safe & of sound construction. This is the responsibility of the stallholder.
15. Spruiking or soliciting outside boundaries of that particular stallholder's nominated stall area is NOT permitted. A summary of your stall's name and products/services will greatly assist the day's MC to promote your stall. This should be emailed to the Festival Manager ahead of the day.
16. Public address systems, microphones, amplified equipment of any type of audible demonstrations or musical instruments are not to be operated unless authorized by the Festival Manager.
17. The Feast of the Senses Inc. Committee and/or the Festival Manager will not be responsible for loss or damage to any property of a stallholder.

### Safety Requirements

1. Stalls must be safely constructed and secured.
2. **Electrical and gas appliances and leads must be tagged, tested and approved before arrival at site and must be tagged within the previous 12 months.**
3. A current certificate of compliance for gas cylinders should be attached to each cylinder.
4. All appliances and leads must be kept out of the reach of festival patrons.
5. **No double adaptors permitted to join leads.** Single lead only permitted from appliance to power outlet. Power boards are permitted.
6. Stalls with naked flames must have their own fire fighting equipment which must be tested and tagged.

**Festival manager reserves the right to refuse operation of the stall on the day if terms and conditions are not adequately fulfilled.** Cassowary Coast Regional Council Environmental Health Officers will be present to monitor safe food handling for the community under the Food Act 2006.

### Stallholders applications will be accepted based on the following criteria:

- Signed agreement to comply with Feast of the Senses 2016 terms and conditions
- Type of stall and product available
- Quality of food/goods and stall presentation
- Ability to meet Cassowary Coast Regional Council Health Department requirements