



EDIBLE/FOOD VENDOR APPLICATION FORM

- **Katanning vendor applications open 5 October 2020 (located within Shire of Katanning)**
- **All vendor applications open 6 November 2020**

If Katanning applications are not received before 6 November 2020 the Harmony Festival Committee may accept other vendor applications of a similar nature.

LIMITED STALL SPACES

Applications close Friday 29 January 2021

Please return to harmonyfestival@katanning.wa.gov.au or in person at the Shire of Katanning Administration.

Please note that as we receive a high volume of applicants, once all vendor applications open, stall spaces will be granted on a first in – first served basis.

TERMS AND CONDITIONS

- If your application is successful, the Shire of Katanning will issue you an invoice (if applicable). Your vendor booking is not confirmed until you have paid your invoice in full.
- An information pack will be forwarded to successful exhibitors by Friday 5 March 2021.
- No vehicles are allowed in festival zone after 11.00am. Street parking is available within walking distance. The Ranger will issue fines if your vehicle remains in the festival zone.
- **Bump In 9.30am. Vendor vehicle street access from 9.30am-11.00am.**
- **Trading starts 12.00pm. Trading finishes at 6.00pm.**
- **Bump Out 6.00pm. Vendor vehicle street access from 6.15pm onwards.**
- The festival is held outdoors on bitumen road and paved footpaths therefore you are unable to 'peg in' marquees and there is no protection from rain. We strongly encourage you to bring the following:
 - ☑ Marquee with side walls and sand bags or weights (to hold marquee down).
 - ☑ Lighting for when it gets dark.
 - ☑ Large bin.
 - ☑ Cleaning materials for spillages on road/paving. Bring cardboard or pieces of carpet to soak up oil drips.
- A site is ground space only; exhibitors are required to provide all materials to erect a stall, including tables, chairs, power leads (minimum 50 metres length), marquees, rubbish bins, signage etc.
- Damage caused to sites will be the responsibility of the vendor.
- Sites must be left in a clean and tidy condition with all rubbish taken with you.
- Failure to appear at the festival will be considered a breach of contract, and no refund of monies will be made.
- Stall holders must hold their own Public Liability Insurance that includes cover for the 2020 Katanning Harmony Festival event. If you do not have public liability insurance, please visit one of the following websites: www.stallholders.com.au/insurance Or www.localcommunityinsurance.com.au
- Smoking and alcohol consumption is not permitted at the event.
- All electricity requirements must be stated on the application form. No power can be provided unless stated on form.
- All food vendors must meet Local Government Health regulations.

IMPORTANT INFORMATION

Accommodation

We recommend booking in advance: www.katanning.wa.gov.au/explore/public-facilities/accommodation

Attendance numbers

The Katanning Harmony Festival attracts approximately 5000-6000 people. The event has indicated a steady increase each year.

Electricity

15 and 10amp electric power is available. Exhibitors must supply their own power cords and cord covers (**minimum length required 50 metres per plug**), which must be tag tested for safety. Sorry there is no 3phase power available. The Shire of Katanning is not responsible for any damage to electrical equipment. Stall holders are encouraged to bring their own generator. Generators should not contribute unduly to noise or vibration levels. All generators, electrical cabling, switches, fuses and the like should be kept clear of patrons and properly and safely secured.

Lighting

As the event continues into the evening please ensure to bring battery or solar powered lighting or lanterns for your stall.

Emergency

Emergency exits will be marked on the site allocation letters. All stall holders must review and sign the risk management plan. A first aid kit will be available at the 'Shire Marquee' or Pop up shop on the day of the event. Location to be identified when information packs sent out.

Stall Enquiries

Natassia (Tash) Shirazee, Community Relations Officer
harmonyfestival@katanning.wa.gov.au or (08) 9821 9999

KATANNING HARMONY FESTIVAL – SATURDAY 13 MARCH 2021

EDIBLE/FOOD VENDOR APPLICATION FORM

STALL SUGGESTIONS

- Showcase your culture or heritage
- Offer traditional cutlery or serving methods (chopsticks, banana leaf, etc)
- Offer samples or \$1 “tasters” so visitors can try a bit of everything
- Dress in colourful or traditional outfits
- Decorate your stall to reflect what you are selling (flag of origin, materials/hanging ornaments, carpet)
- Have a colourful/bright menu and price list
- Display a brief history or explanation of what you are selling
- Large banner with the name of your stall

Name of Organisation / Business / Group:

ABN:

Stall name (to be listed in festival program):

Contact Person:

Postal Address:

Email:

Phone:

Please indicate which best describes you:

- Business / individual / commercial / for profit
- Community group / not for profit / non commercial / charity

Cost calculation for business sites

- 1 site: Business / Individual. 3m (depth) x 3m (width) \$27.50
- 2 sites: Business / Individual. 3m (depth) x 6m (width) \$55.00
- Custom size: _____ \$TBA (\$27.50 per site)

Cost calculation for community group site

- 1 site: Community group/Information stall. 3m (depth) x 3m (width) Free
- 2 sites: Community group/Information stall. 3m (depth) x 6m (width) Free
- Custom size: _____ Free

Please remember to include the length of tow balls and awnings in your measurements.

Power requirements: (3 phase is NOT available- sorry for any inconvenience)

- x1, 10 amp \$10.00
- x2, 10 amps \$20.00
- x3, 10amps \$30.00
- x1, 15amps \$15.00
- x2, 15 amps \$30.00
- Own generator FREE
- Unpowered FREE

Please note 1x 10 amp OR 1x 15amp is suited to 1 appliance. Deep fryers/Large Bain Maries/Electric Woks/Large Urns will need 1 cord plug each. **Power boards are not to be used.** Double adaptors can be used for items such as toaster/electric whisk/kettle/etc. Please bring one 50 metre extension cord for each plug requested above (eg. If you selected x2, 10 amps you need to bring two 50 metre extension cords).

TEMPORARY FOOD PREMISES APPLICATION

- Community Group \$15.00
- Business / Individual \$22.00
- Registered Food Business FREE

**Please attach a copy of your Registration Certificate with this application, we will accept Food Registration certificates issued from other local governments.

MARQUEE HIRE

A limited number of marquees are available to hire. Marquees can not be guaranteed and availability will be confirmed with you before your application is processed. Bond money will be returned after the marquee has been inspected on return.

Marquee hire – Business / Individual

- 1x Marquee bond and hire \$50.00 bond + \$100.00 day hire
- 2x Marquee bond and hire \$50.00 bond + \$200.00 day hire

Marquee hire – Community group / non-commercial

- 1x Marquee bond and hire \$50.00 bond + \$50.00 day hire
- 2x Marquee bond and hire \$50.00 bond + \$100.00 day hire

TOTAL COST: = \$ _____

The Katanning Harmony Festival 2021 theme is 'Making Connections'. How does your stall fit within the Harmony Festival theme? ***Must be filled out**

How would your stall promote the Harmony Festival and ways of 'Making Connections'? (See Stall Suggestions for ideas)

Please indicate your type of stall structure (marquee, van, trailer, etc):

Height of stall required:

Have you attached your public liability insurance with your application?

- Yes
- No

Organisation Facebook address:

Organisation Instagram address:

If you would like to have your stall promoted on the Katanning Harmony Festival page if successful, please attach promotional photos with your application or email them to harmonyfestival@katanning.wa.gov.au

Food Act 2008 Temporary Food Business Guidelines

General

- A temporary food premises consists of a food stall of which the roof and three sides are covered with plastic sheeting, vinyl or other approved material; or an approved food vending vehicle (3x3 marquees are considered acceptable).
- Where a temporary food stall is erected on unsealed ground, a suitable impervious material shall be laid over the ground area of the stall.
- The temporary food premises must be kept in clean and sanitary condition and all fixtures, fittings and equipment should be in good condition.
- Animals must not be allowed in the food preparation area or food service area at any time.

Transportation & Storage

- All food stuffs must be stored in sealed containers and be transported to the site in a refrigerated vehicle or in eskies packed with ice, and be maintained at a temperature of 5°C or less.

Protection of food

- Raw and cooked foods must be stored and handled separately to prevent cross-contamination.
- All food stored inside the stall shall be stored off the ground in closed containers.
- Food shall not be displayed so as to be openly accessible to the public. A physical barrier shall be provided, such as a sandwich display type counter, perspex glass, sneeze guards or clear plastic siding to the stall.
- All condiments such as sauce or mustard shall be contained in squeeze type dispensers or otherwise in individual sealed containers.
- Only disposable eating and drinking utensils shall be provided for use by patrons and all disposable eating utensils.

Equipment Washing

- A utensil and equipment washing sink is required at each stall. (20 litre water containers and a plastic sink are adequate)
- An adequate supply of detergent and hot and cold water shall be provided for the utensil and equipment washing sink/s. All waste water shall be disposed of appropriately.
- Food grade detergents and sanitisers should be used on all food contact surfaces.

Hand Washing

- A hand washing sink of adequate size shall be provided, to be used solely for hand washing within the stall.
- An adequate supply of warm water, single-use paper hand towels and liquid soap shall be provided for the hand washing sink. All waste water shall be disposed of appropriately.

Food Temperature Control

- All takeaway food prepared in the stall shall be for immediate sale and consumption unless a suitable food display which maintains the food at a temperature of at least 60°C (hot foods) or below 5°C (cold foods), is provided.
- Pre-prepared food products or pre-cooked food consisting wholly or in part of potentially hazardous cold foods (e.g. fresh cream, custard, trifles etc.) must be stored at 5°C or below.
- All raw food and perishable foods (e.g. steaks, sausages, hamburger patties etc.) shall be stored at 5°C or below.
- Food businesses conducted as a fundraiser are not permitted to sell pre-cooked high-risk food. Food after being appropriately cooked shall be provided for immediate consumption.
- All food stalls must have a thermometer which is accurate +/- 1°C. The thermometer shall be cleaned and sanitised before use and in between uses on different foods, so as to prevent cross contamination.

Cooking

- All heating and cooking equipment including open flames, barbeques and cooking plates shall be located within the stall or otherwise suitably protected from contamination.
- The cooking area to be kept free of dust-borne contamination and droplet infection (coughing, sneezing by the public).
- A **fire extinguisher** of adequate size shall be provided convenient to every stall where open flame cooking is carried out.
- Where cooking is carried out, provision shall be made to protect the stall walls from heat, flame and splashing.

Labelling

- Labelling packaged foods is a good idea. Although food sold at charitable events is not required by law to be labelled, information must be available to purchasers to identify potential allergens. Relevant information must be available to the public if any of the ingredients may cause allergic reactions. These ingredients include:
 - Gluten, a substance found in wheat, rye, barley, oats and spelt, and therefore present in foods made from these grains, such as flour
 - Fish, fish products, crustacean (shellfish) and products
 - Eggs and egg products, milk and milk products

- Soya beans and products
 - Peanuts and products
 - Sesame seeds and products, and other nuts and products
 - Sulphites (a preservative)
 - Royal jelly (secretion from the salivary gland of bees)
 - Bee pollen (pollen collected from the legs of bees)
 - Propolis (a substance collected by bees)
- If you wish to label foods sold at fund-raising events it is recommended you include:
 - A description of the food, for example 'strawberry jam' or 'chocolate cake';
 - The name and address of the person or company who made the food, so that the maker can be traced if there is any problem with the food. A street address is needed, as a post office box cannot be traced;
 - A list of ingredients;
 - A 'best before' date to indicate how long the food will keep;
 - Any special storage conditions, for example 'keep refrigerated'.
 - A simple handwritten label is fine.

Rubbish

- Suitable rubbish disposal receptacles shall be provided near the stall for the public to dispose of used takeaway food containers and the like.
- Adequate arrangement shall be made for the storage and frequent removal of rubbish generated inside and outside the food stall.
- The rubbish disposal receptacles and surrounding area to be kept clean at all times.

Hygiene of food handlers

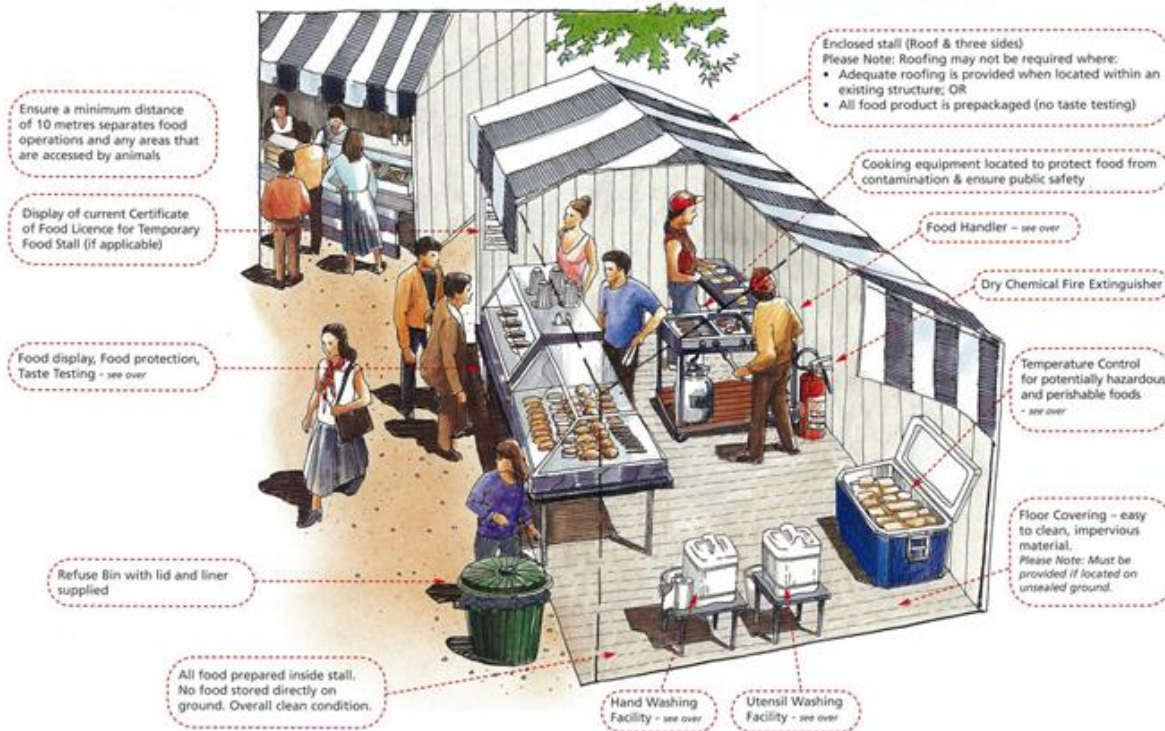
All persons engaged within the temporary food premises shall-

- Be clean and of good health;
- Wear clean clothing and an apron without pockets;
- Have hair tied back and wear clean hair covering (hat, hair net etc);
- Wash hands before starting work, after every break, always after visiting the toilet, after smoking, after touching their hair, face or body and when hands are unclean or contaminated with raw foods;
- Cover all cuts and burns on hands, arms and face with waterproof dressings (bright in colour);
- Not wear false fingernails or have nail polish on their fingernails and wear minimal jewellery;
- Not lick fingers when handling or wrapping food, nor blow into bags or use hands to open bags when serving food;
- Not cough or sneeze over food;
- Keep themselves and their working areas clean, neat and tidy;
- Not touch their hair, face or body whilst engaging in food handling;
- Use clean tongs or similar implements when handling unwrapped food; and
- Not smoke in or near the temporary food premises.

Further Information

If further information is required on the above requirements please visit www.foodstandards.gov.au or contact the Shire of Katanning's Environmental Health Officer on phone (08) 9821 9999 or email eho@katanning.wa.gov.au

Artists impression – minimum standards for the operation of a Temporary Food Stall



Produced by GCCC Publications

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