



## FOOD STALL APPLICATION FORM – FRIDAY 24 MARCH 2023

**Applications close Friday 27 January 2023**

*Please note this is an expression of interest only, and if successful, you will be advised via email.*

Application Timeline & Details	
<p><b>Applications open to Katanning-based stalls only</b> This is for businesses, groups and organisations based within the Shire of Katanning area. Other stalls outside of these areas may apply but will not be considered until 14 November 2022.</p>	<p><b>Monday 17 October 2022</b></p>
<p><b>Applications open to all stallholders</b> To keep variety in the festival, there will be a limit on the number stalls selling the same products. First preference will be given to Katanning stalls but if Katanning applications are not received before 14 November 2022, other stalls selling similar products may be selected instead.</p> <p><b>Please note that as we receive a high volume of applicants, once all stall applications open, stall spaces will be granted on a first in – first served basis.</b></p>	<p><b>Monday 14 November 2022</b></p>
<p><b>All applications MUST be received by due date</b></p>	<p><b>Friday 27 January 2023</b></p>

## 2023 KATANNING HARMONY FESTIVAL

The Katanning Harmony Festival runs over two days starting with the Friday Food Night on Friday 24 March 2023 ahead of the huge street festival on Saturday 25 March 2023.

The annual festival showcases the positive aspect of Katanning's cultural diversity as the community comes together to offer a festival that promises colour, culture, connection, and excitement. Featuring cultural dance, music, kids' zone, youth activities, market stalls, international food village, and more!

Only three hours from Perth with a variety of accommodation available, the festival has established itself as one of the highlights on the Great Southern Calendar with about 5,000 people expected to attend.

The 2023 Katanning Harmony Festival theme is "Communities Reconnecting", which will focus on bringing different communities and cultures together to reconnect and celebrate after the last few years of hardship, isolation, loss and more.

For regular Harmony Festival updates please follow [www.facebook.com/KatanningHarmonyFestival](https://www.facebook.com/KatanningHarmonyFestival)

OFFICE USE ONLY			
FILE REFERENCE		DATE RECEIVED	
DATE PROCESSED		SUCCESSFUL	Yes / No

**2023 KATANNING HARMONY FESTIVAL – FRIDAY FOOD NIGHT  
24 MARCH 2023, 5PM – 8PM, TOWN SQUARE & CLIVE STREET**

**FOOD STALL APPLICATION**

Please select if you are also applying for the main event on Saturday 25 March 2023:

- I have also completed an application form for a stall on Saturday 25 March 2023 - Saturday Street Festival (main event day).

**Grill'n It Our Way**

There is a Grill'n It Our Way part of Friday Food Night that includes cooking on open grills. Grills are supplied by Shire of Katanning if you don't have your own. Would you be interested in having your stall be on one of the grills at the event?

- Yes       No

<b>Name of Organisation/Business/Group</b>			
<b>ABN (if applicable)</b>			
<b>Stall Name (for festival program)</b>			
<b>Contact Name</b>		<b>Contact Number</b>	
<b>Postal Address</b>			
<b>Email</b>			
<b>Organisation Type</b>	<input type="checkbox"/> <b>TYPE A</b> - Business / individual / commercial / for-profit / government <input type="checkbox"/> <b>TYPE B</b> - Community group / not-for-profit / non-commercial / charity		
<b>Cost calculation for business sites (TYPE A)</b>	<i>Please remember to include the length of tow balls and awnings in your measurements.</i> <input type="checkbox"/> 1 site: Business / Individual - 3m (depth) x 3m (width)      \$27.50 <input type="checkbox"/> 2 sites: Business / Individual - 3m (depth) x 6m (width)      \$55.00 <input type="checkbox"/> 3 sites: Business / Individual - 3m (depth) x 9m (width)      \$82.50 <input type="checkbox"/> Custom size (please specify):      TBA		
<b>Cost calculation for community group sites (TYPE B)</b>	<i>Please remember to include the length of tow balls and awnings in your measurements.</i> <input type="checkbox"/> 1 site: Community group/not-for-profit - 3m (depth) x 3m (width)      Free <input type="checkbox"/> 2 sites: Community group/not-for-profit - 3m (depth) x 6m (width)      Free <input type="checkbox"/> Custom size (please specify):      Free		

<p><b>Power requirements: (3 phase is NOT available- sorry for any inconvenience)</b></p>	<p><input type="checkbox"/> x1, 10 amp \$10.00</p> <p><input type="checkbox"/> x2, 10 amps \$20.00</p> <p><input type="checkbox"/> x3, 10amps \$30.00</p> <p><input type="checkbox"/> x1, 15amps \$15.00</p> <p><input type="checkbox"/> x2, 15 amps \$30.00</p> <p><input type="checkbox"/> Own generator FREE</p> <p><input type="checkbox"/> Unpowered FREE</p> <p><i>We recommend using your own generator where possible as power availability is very limited. Power requirements may impact where your stall is placed.</i></p> <p><i>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. <b>Power boards are not to be used.</b> Double adaptors can be used for items such as toaster/electric whisk/kettle/etc. <b>Please bring AT LEAST one 50 metre extension cord for each plug requested above</b> (e.g., If you selected x2, 10 amps you need to bring two 50 metre extension cords). It is your responsibility to make sure that your cords will reach the power generators.</i></p>	
<p><b>Temporary Food Premises Application</b></p>	<p><input type="checkbox"/> Community Group \$15.00</p> <p><input type="checkbox"/> Business / Individual \$22.00</p> <p><input type="checkbox"/> Registered Food Business* FREE</p> <p><i>*Please attach a copy of your Registration Certificate with this application, we will accept Food Registration certificates issued from other local governments.</i></p>	
<p><b>Marquee hire</b></p>	<p>A limited number of marquees are available to hire. Marquees cannot 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.</p> <p><b>Marquee hire – Business / Individual</b></p> <p><input type="checkbox"/> 1x Marquee bond and hire \$50.00 bond + \$100.00 day hire</p> <p><input type="checkbox"/> 2x Marquee bond and hire \$50.00 bond + \$200.00 day hire</p> <p><b>Marquee hire – Community group / non-commercial</b></p> <p><input type="checkbox"/> 1x Marquee bond and hire \$50.00 bond + \$50.00 day hire</p> <p><input type="checkbox"/> 2x Marquee bond and hire \$50.00 bond + \$100.00 day hire</p>	
<p><b>Stall structure type (please tick all that apply)</b></p>	<p><input type="checkbox"/> Marquee    <input type="checkbox"/> Car</p> <p><input type="checkbox"/> Van**       <input type="checkbox"/> Table only</p> <p><input type="checkbox"/> Trailer**    <input type="checkbox"/> Other</p>	<p><b>Height of stall required: (please list in metres)</b></p>
<p><b>** If you have a food trailer or van, what side does your window/hatch open on?</b></p>		<p><input type="checkbox"/> Drivers' Left Side    <input type="checkbox"/> Driver's Right Side</p>
<p><b>TOTAL COST</b></p>	<p><b>\$</b></p>	

Name of Food/Drink <input type="checkbox"/> Please tick if menu is attached to application instead	Selling Price
<p><b>As one of the sponsors of the Katanning Harmony Festival is Act-Belong-Commit, sugary drinks (e.g. soft drink, energy drinks) cannot be displayed (e.g. not lined up on a trestle table, counter top or visible from a display fridge). They may still be sold but a healthy alternative should be available.</b></p> <p><input type="checkbox"/> I understand that sugary drinks are not to be displayed</p>	
<p><b>Have you attached your public liability insurance with your application?</b> Temporary public liability can be obtained from <a href="https://mymarketinsurance.com.au/">https://mymarketinsurance.com.au/</a></p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	
<p><b>Address of where the food/drink will be prepared?</b></p>	
<p><b>Details of Temperature Control at the festival site (e.g., bain marie, esky with ice)?</b></p>	
<p><b>Other requirements, notes or requests to consider?</b></p>	

**DECLARATION BY APPLICANT**

Please tick the following to confirm that:

- I, the undersigned, certify that I have read and agree to comply with the terms and conditions set out in this application
- I, the undersigned, certify that I have read and agree to comply with the Food Act 2008 Temporary Food Business Guidelines

<b>Full Name</b>	
<b>Signature</b>	
<b>Date</b>	

**Application closing date - Friday 27 January 2023**

**Please return this application to:**

Shire of Katanning  
 By post: PO Box 130, Katanning WA 6317  
 In person: 52 Austral Terrace, Katanning WA 6317  
 By email: [harmonyfestival@katanning.wa.gov.au](mailto:harmonyfestival@katanning.wa.gov.au)

**Please keep a copy of this application for your records.**

## **Important Information**

### **Accommodation**

We recommend booking in advance: <https://www.katanninghub.com/katanning-accommodation>

### **Attendance numbers**

The Katanning Harmony Festival's Friday Food night has been running for two years and attracts approximately 700-1,500 people depending on the publicity and limited spots are available for food vendors.

### **Stall Enquiries**

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

## **Terms and Conditions**

### **Successful Applications and Attendance**

1. If your application is successful, the Shire of Katanning will notify you via email or phone call.
2. All stallholders will be informed in writing of their stall site locations, bump in time and location at least one week prior to the Katanning Harmony Festival. All stall allocations are final.

### **Stall Payment, Cancellation and Refunds**

3. Invoices (if applicable) for stalls will be issued in January and February. Stalls who have not paid their fees by the event will have their stall removed or given to someone on the waitlist. If you decline your stall offer, no fees apply.
4. Once your stall offer is accepted and paid for, should you cancel two (2) or more weeks prior to the market date for which you have been accepted, you will be entitled to a 100% refund of your stall fee. To be refunded successfully, there may be a creditor form that needs to be completed (if you aren't already in the system for payment).
5. Cancellations received within two (2) weeks or less, prior to the specified market date for which you have been accepted, are non-refundable. Emergency circumstances are exempt from this and will be refunded.
6. Notification of non-attendance is required in with an explanation provided, in writing, as to the reason for non-attendance.
7. Failure to appear at the festival on the days applied for, will be considered a breach of contract, and no refund of monies will be made.
8. If for reasons the Katanning Harmony Festival is cancelled, the Shire of Katanning will contact all stall holders via phone or e-mail of event cancellation with as much notice as possible and stalls will receive a full refund. To be refunded successfully, there may be a creditor form that needs to be completed (if you aren't already in the system for payment).

### **Stall Presentation and Traffic Management**

9. **On Friday 24 March 2023:** Strictly no moving vehicles are allowed in festival zone after 4.30pm for bump-in. Failure to abide by this rule may result in a fine and disqualification from future Shire of Katanning events. Street parking is available within walking distance and will be clearly marked on the site maps that will get sent closer to the event date.
10. **Friday 24 March 2023**  
**Bump In 3.00pm. Vendor vehicle street access from 3.00pm-4.30pm.**  
**Trading starts 5.00pm. Trading finishes at 8.00pm.**  
**Bump Out 8.00pm. Vendor vehicle street access from 8.15pm onwards.**
11. During bump-in and bump-out there is a strict traffic flow. You may only enter at the allocated entry point, following the one-way traffic flow and must exit at the allocated exit point. There are no exemptions to this as it is for patron safety. Please remember that there may be pedestrians in the event area during set up. All vehicles must drive slowly through the road closure area during the allocated times above.
12. For easy flow, stalls may be given times to bump-in based on where their stall is located. Please adhere to the recommended times to allow for a smooth set up. Please make sure you have enough people to assist in setting up your stall effectively as festival staff may not have the time to help.
13. Stalls must not commence pack up prior to the advertised closing time.
14. **On Friday 24 March 2023:** Strictly no moving vehicles are allowed in festival zone before 8.00pm for bump-out. Failure to abide by this rule may result in a fine and disqualification from future Shire of Katanning events.

15. Stallholders must comply with the market's traffic plan and parking allocation for stallholders.
16. Stallholders are required to unload their market supplies at their allocated bump-in location, and immediately move their car to the event parking.
17. Stallholders requiring extra assistance when moving between event parking to the event (for any reason) must notify event staff or volunteers.
18. Stallholders must follow directions of market staff at all times to ensure safety.
19. All stallholders are responsible for the removal of their own rubbish and must leave their allocated space in the condition it was found prior to bump-in.
20. 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 sandbags 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.
21. 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.
22. Damage caused to sites will be the responsibility of the vendor.
23. Sites must be left in a clean and tidy condition with all rubbish taken with you.
24. Stallholder displays and materials must stay within their assigned stall space. Failure to do so may result in items being removed by festival staff for safety reasons.
25. Please show all consideration to safety of yourself, your team, your fellow stallholders and patrons. For any safety concerns you have during the event at or near your stall, please contact Katanning Harmony Festival staff or volunteers as soon as possible to prevent injury.
26. Shire of Katanning and Katanning Harmony Festival take no responsibility for the weather. Please come prepared for all weather conditions.

### **Stall Operation**

27. Stall holders must be ready to trade by the start of Friday Food Night at 5:00pm 24 March 2023.
28. Stallholders agree to trade for the entire duration of the Friday Food Night they have accepted to participate in.
29. Stallholders are responsible for the area of their stall and surrounds and must leave the area clean and tidy.
30. All stallholders must be respectful and considerate of their neighbouring stallholders, their spaces and any shared areas. This is not only to ensure the safety of stallholders and patrons, but to maintain a courteous and friendly environment for all.
31. Stall holders are not to sell silly string, toy guns or weapons at the Katanning Harmony Festival events.
32. As the event continues into the evening, please ensure to bring battery or solar powered lighting or lanterns for your stall. This is important for stalls trading on Friday Food Night.

### **Regulations and Insurance**

33. Stall holders must hold their own Public Liability Insurance that includes cover for the 2023 Katanning Harmony Festival event. If you do not have public liability insurance, please visit one of the following websites:  
[www.stallholders.com.au/insurance](http://www.stallholders.com.au/insurance) Or [www.localcommunityinsurance.com.au](http://www.localcommunityinsurance.com.au)
34. All food vendors must meet Local Government Health regulations. Food registrations must be clearly displayed in your stall or food van. Stalls will be inspected by the Environmental Health Officer prior to the event start time.
35. Smoking and alcohol consumption is not permitted at the event.
36. Stallholders must not at any time insult or intimidate anyone including other stallholders, customers, visitors and staff. Failure to comply may result in the immediate closure of your stall and you will be prohibited from trading at the next or any future Shire of Katanning events. You must not engage in any conduct which is disruptive or inconsistent with the purpose of the Katanning Harmony Festival. This includes but is not limited to online bullying, engaging in false claims in

online reviews or slander of the Shire of Katanning or Katanning Harmony Festival, our stallholders, our venues, or our staff.

### **Electrical Safety and Requirements**

37. All electricity requirements must be stated on the application form. No power can be provided unless stated on form.
38. All your electrical gear and cords must be tagged and tested **prior** to the festival, this is to ensure the safety of everyone and to avoid electrical faults. Stalls will be inspected on the day of the festival prior to the start of the event. **If your equipment has not been tested and tagged, you may be unable to operate.**
39. Exhibitors must supply their own power cords and cord covers (**minimum length required 50 metres per plug**). Any cords that go across a walkway will be covered by festival staff. Please group any cords that run across a walkway together with other stallholder cords to make it easier for cables to be safely covered.
40. The Shire of Katanning is not responsible for any damage to electrical equipment. Stall holders are encouraged to bring their own generator.
41. 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.

### **Other**

42. While all care is given where possible, the Shire of Katanning and Katanning Harmony Festival are indemnified from any theft, loss or damages to persons, money, or goods as a result of participating in the festival.
43. Images of stallholders and stallholder products may be used as promotional material by the Shire of Katanning for media and publicity purposes. By applying to be a stall holder you grant the Shire of Katanning full rights to use the images resulting from the photography/video filming, and any reproductions or adaptations of the images for marketing or publicity for future Katanning Harmony Festival promotion. This might include (but is not limited to), the right to use them in their printed and online publicity, social media, press releases and funding applications.
44. Emergency exits will be marked on the site plans sent out. A first aid kit will be available at the 'Shire Marquee' located at the Katanning Town Square on the day of the event.
45. Stallholders found in breach of any of the terms and conditions outlined within this document, risk exclusion from future events, determined at the discretion of the Shire of Katanning.

## ***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**

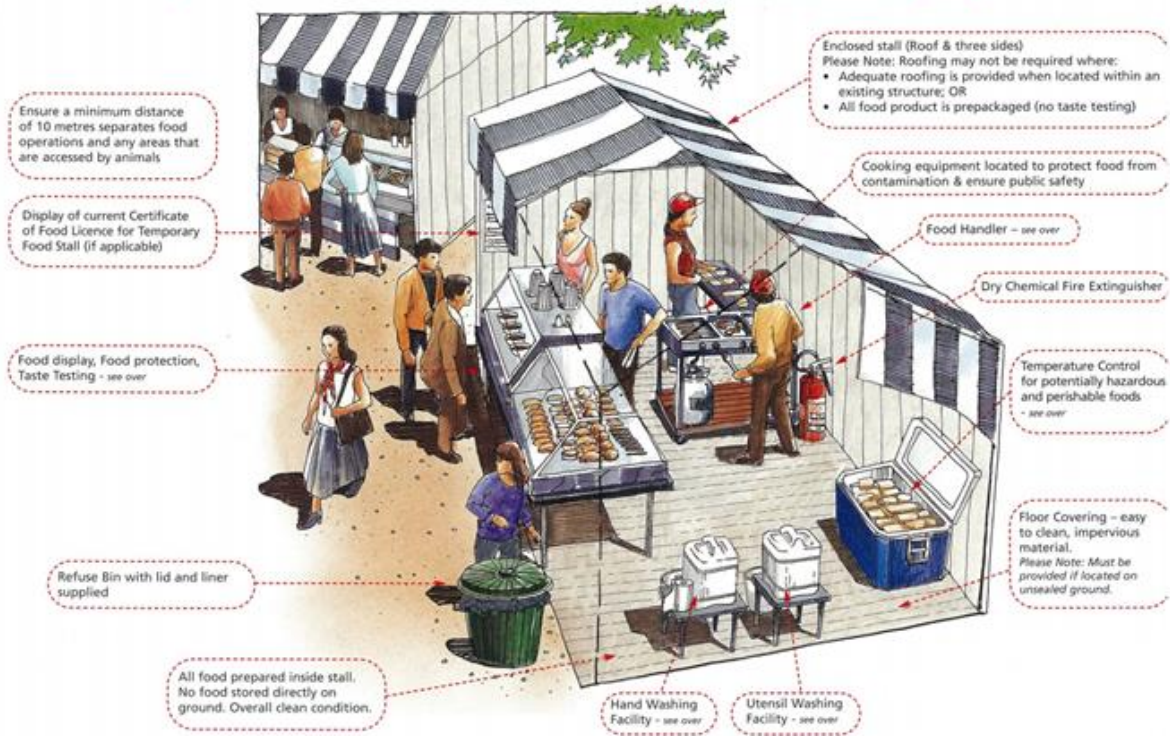
All persons engaged within the temporary food premises shall-

- 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](http://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](mailto:eho@katanning.wa.gov.au)

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



Produced by GCCC Publications

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

