

FOOD STALLHOLDER APPLICATION FORM 2017

Please read, complete and return via:

- Email: stallholders@saltwaterfreshwater.com.au OR
- Fax: 02 8008 1589 OR
- Mail: PO Box 703, Coffs Harbour NSW 2450

Festival 2017 will be held at the Botanical Gardens, Coffs Harbour.

The hours of operation are Monday 26 January 2017 | 10:30am– 4:30pm

SELECTION & NOTIFICATION

YOUR APPLICATION DOES NOT GUARANTEE YOU A STALL AT THE FESTIVAL – YOU WILL BE NOTIFIED IF YOUR APPLICATION HAS BEEN SUCCESSFUL.

Late applications will not be accepted. A selection process will take place in **December 2016** and all successful applicants will be notified by **24 December 2016**.

Selection and final decision of stalls and site locations are at the discretion of the Festival Coordinator.

REQUIRED DOCUMENTATION

Successful applicants will be asked for additional documentation such as:

- Current Public Liability Insurance (minimum \$10 million),
- Dangerous/Hazardous Materials Register (this includes any LPG gas)
- NSW Food Safety Handling certificate
- AND full payment of all site fees.

Stalls will not be able to trade until they have provided all required documentation.

Confirmation of the following will be required:

- ALL food handling businesses in NSW are required to “notify” their details to the NSW Food Authority. Please access the following website address and enter your details: www.foodnotify.nsw.gov.au. Notification will be received with a reference number.
- Food stalls will require a Food Safety Supervisor who has passed a course and holds a certificate. Visit to learn more: http://www.foodauthority.nsw.gov.au/industry/fss-food-safety-supervisors/guide-for-businesses/#.UnbV-PnI0_Y
- A copy of your Food Safety Supervisor certificate should be sent with your application
- Information about NSW Food Authority Guidelines for Temporary Food Events is available at http://www.foodauthority.nsw.gov.au/industry/industry-sector-requirements/markets-and-temporary-events/#.UnbaNpI0_Y or at www.foodauthority.nsw.gov.au

Stall Details

Stall Name	Owner Name
Are you an Aboriginal or Torres Strait Islander owned business?	ABN/ACN

Contact Details

Email	
Postal Address	Town/Suburb
State	Postcode
Business Hours Telephone	Mobile
Website	Facebook

Stall Type

Type of stall required	Business name for stall sign
<input type="checkbox"/> Food Stall (Aboriginal owned) <input type="checkbox"/> Food Stall (non-Aboriginal owned)	<p>We provide a standard sized sign for each stall. Please enter the business name for your stall, maximum of 40 characters</p>
Stall Size (frontage x depth)	Van Setup or Other Stall Size
<input type="checkbox"/> 3.6m x 3.6m (provided by Festival) <input type="checkbox"/> Supply own van as stall <input type="checkbox"/> Other	<p>Vans must fit into nominated stall space if using own van as stall (size includes tow-bar)</p>

Power, Water & Waste Requirements

Stalls sites are allocated according to requirements for power, water and sullage. It is important that accurate information is supplied in your application so that we can accommodate your requests.

PLEASE NOTE:

- Stalls requiring power can purchase 1 x 10 Amp power outlet for \$25 and may request up to a maximum of 5 outlets at no extra cost.
- All electrical equipment to be used on site, including extension leads and power boards, must be tagged and tested by a qualified technician at the stallholder’s expense. Failure to do so may result in the closure of your stall until leads and power boards provided are approved, at the cost of the stallholder.
- Saltwater Freshwater Festival will not provide any power cables to stall holder. Please ensure you bring your own extensions to connect to our power outlets and run your equipment.

Number of EFTPOS/cash registers	Number of microwaves
Number of urns	Number of electric cooktops
Number of bain-maries	Number of rice cookers
Number of cool-rooms	Please list other appliances

You will be invoiced for one 15 amp power outlet for your coolroom as well as for the additional space required. We will contact you regarding any additional costs.

Total number of 10-amp power outlets you will require for your site

Final summation of fees for power will be confirmed by the Stalls Coordinator once power usage has been reviewed.

Do you require access to water?	Do you require access to a grey-water station?
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Waste disposal, including liquid waste, is the responsibility of the stallholder. Sullage water stations will be provided. Oil must be disposed of in a screw lid drum that stallholders will be required to dispose of off-site.

Do you require access to compost/green waste bins?	Please list all gas equipment used in the stall
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Access to bins will be provided in shared areas between stalls. You must be prepared to transport your waste to these collection points

Product Details

- Our Festival seeks to showcase Aboriginal culture, skills, lifestyle and culinary talents to a wide audience. Please consider this when detailing your products and services.
- To assist with the success of your application, please email photos of your products to stallholders@saltwaterfreshwater.com.au or else mail them with your application. We also welcome menus, catalogues and brochures and any other product details that may assist in the selection process.

Product	Price Range
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Product	Price Range
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Product	Price Range
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SWFW Festival Mailing List

Where did you hear about having a stall at the Festival?

- | | |
|--|--|
| <input type="checkbox"/> Word of mouth | <input type="checkbox"/> Website |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Had a stall last year |
| <input type="checkbox"/> Poster/flyer | <input type="checkbox"/> Radio |
| <input type="checkbox"/> Facebook | |

Would you like to be on our mailing list for SWFW Festival announcements & updates?

- Yes No

This means we will occasionally send you updates and information via email. You can unsubscribe at any time.

STALL SITE PLAN GRID

STALL NAME: _____

Draw a scale map of your stall site. Include the set up within the stall itself, eg. serving areas, cooking equipment, sinks, preparation areas, change rooms etc and all back of house requests ie. Cool rooms, preparation and storage areas. Make sure you include tow bars for any trailers including cool rooms.

FRONT OF HOUSE (Each small square is 1m x 1m)

BACK OF HOUSE