

# 2019 GAYNDAH ORANGE FESTIVAL



## **FOOD STALL HOLDER Policy**

The Festival Committee reserves the right to alter this policy in any way without notification, however will endeavor to contact stall holder should these changes affect the stall holder.

1. No site is considered booked until the Gayndah Orange Festival Inc. Co-Ordinator has forwarded a 'letter of acceptance'. Payment in full must be received by the date printed on invoice or the site automatically becomes vacant and will be reallocated to the next interested applicant.
2. Stall sites are rotational, and there will be no guarantee that the site allocated will be as previous years. The Committee shall take into consideration, the nature of the stall, when applying this policy.
3. **All stall holders** are requested to provide a copy of current Certificate of Insurance policy and this must accompany your application. Your application will not be considered without a copy of your insurance.
4. Stall holders who do not disclose all articles that will be sold at their stall will be asked to remove the unlisted items from sale immediately.
5. You are required to provide your own Earth Leakage board, electrical leads and lighting, and these boards and leads must be compliant with safety regulations. (Leads and power boards will not be supplied by the Festival) – **No power boards or leads – No power supplied.**
6. All leads are to be taped down to the street and footpath with 'Silver Duck Tape' to the main power source.
7. There will be an additional fee of \$30 per electricity outlet from Festival Power Board on all sites requiring power. Power needs must be indicated on application form, and number of heating appliances etc that require power.
8. Copies of your Local Council Food Operators Licence and Certificate of Insurance must accompany your application. Your application will not be considered if these copies are not attached to your application.
9. Local Council Food Operators Licence and Certificate of Insurance must be displayed in your stall area.
10. Stalls selling food to the public will comply with the health guide lines and regulations in regard to food preparation and handling. Inspections by the Environmental Health Officer will occur throughout the

11. Festival Day to ensure that all rules are adhered to. You may be liable for prosecution if you do not comply with these regulations.
12. Only foods and drinks listed on your application may be sold on the day. You will be asked to remove food etc from sale that is not listed on your application.
13. Full payment of food stall site fees must be received at the Festival Office by the date printed on your invoice. The site will automatically be reallocated to the next interested applicant.
14. First round applications close 31 January 2019. If you are successful you will be notified by 10 February 2019.
15. Cancellations after payment and prior to 20<sup>th</sup> April are provided with a 80% refund. No refund will be provided after 21<sup>th</sup> April 2019.
16. Stall holders behaviour and professionalism will be taken into consideration for future Festivals. Any decisions made on the day, by the Stall Co-Ordinator are final, and no discussions will be entered into.

### **SATURDAY MARKETS**

17. Trading hours for Saturday 4<sup>th</sup> May are from 8am till 9pm.
18. The food stalls will operate in Meson Street.
19. All Stall holders are to meet the Stall Co-Ordinator at the designated assembly point, by 6am, where you will be advised of your site number and location. Stall holders **must not enter the closed street section prior to 6am.**
20. All stalls are to be **closed at 9.00pm sharp.** No one is permitted to trade after this time and all power leads will be removed from the main power source at 9pm sharp.

### **SUNDAY MARKETS**

21. Trading Hours for Sunday 5<sup>th</sup> May are from 8am till 1pm.
22. Limited onsite electricity is available during the Sunday Markets.
23. The stalls will operate at the Gayndah Showgrounds, Spencer Street, in conjunction with the Family Fun Day.
24. All Stall holders will be provided with their Sunday site number and location on Saturday.
25. Vehicles associated with your stall are permitted to park within your site. All stalls must be dismantled and exited the show grounds by 2.30pm.



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