

2024 STALLHOLDER REGISTRATION FORM

Snowy Valleys Cycle Challenge & Adelong Festival Sunday 10th November 2024

STALL HOLDER CONTACT INFORMATION

Trading Name: _____

Contact Person: _____

Postal Address: _____

Mobile: _____ Home: _____

Email: _____

Facebook Tag: @_____

Twitter Handle: @_____

SITE INFORMATION

All business stallholders must provide their own shade shelter/gazebo & table(s). Not for profit organisations, please contact the Stalls Coordinator.

Site Size:

☐ 3m x 3m

☐ 3m x 6m

☐ Other: _____

Power Requirements:

☐ Yes

☐

☐

What products do you wish to sell on your stall? Please give a detailed description and, if you wish, supply a web-ready photos of your stall with this document

DECLARATION

I/We have read the terms and conditions and undertake to abide by them. I/We have read and completed all the necessary paperwork associated with the Adelong Festival & Snowy Valleys Cycle Challenge 2024 event, including Snowy Valley Council's *Temporary Food Stall Application Form* and *Temporary Food Stall Operation Checklist*.

Signed: _____

Date: _____

CHECKLIST

- ☐ Completed Application Form
- ☐ Copy of your Certificate of Currency (\$10m minimum, \$20m preferred)
- ☐ Food Handling Certificates (Food Vendors Only)
- ☐ Temporary Food Stall Operation Checklist (Food & Alcohol Vendors Only)
- ☐ Temporary Food Stall Application Form (Food & Alcohol Vendors Only)
- ☐ RSA Certificates (Alcohol Vendors Only)

COMPLETED APPLICATION FORMS

Email or mail to:

The Stalls Coordinator E: tumut.rotary@gmail.com

PO Box 209

Tumut 2720

M: 0439653491

Stallholder Release & Indemnity

Snowy Valleys Cycle Challenge & Adelong Festival Sunday 10th November 2024

1. Stallholder acknowledges that certain products and services are not covered by Stallholders Liability Insurance Policy arranged through AON, QBE with the following products and services being specifically excluded:
 - a. Second-hand mechanical goods, electrical goods and toys.
 - b. Medicines, potions, oils, fragrances, soaps and beauty products, (but oils, fragrances, soaps and beauty products will be covered if predominantly consisting of natural ingredients).
 - c. Hazardous, flammable or dangerous goods.
 - d. Massage, manipulation, chiropractic, massage therapies or treatments provided by Stallholders.
 - e. Any product, item or service prohibited by Federal or State legislation to be sold or traded without suitable licence.
2. Stallholder further acknowledges that the provision of these products and services are done so at Stallholders own risk and choice.
3. Stallholder acknowledges that Tumut Rotary & Snowy Valleys Cycle Challenge Adelong Festival are not an insurance advisor or agent and any questions relating to this Release and Indemnity will be forwarded directly to AON QBE or the Insurer of the organising committee's choice.

4. Stallholder releases Tumut Rotary & Snowy Valleys Cycle Challenge Adelong Festival, its officers and employees, agents or volunteers from any liability or obligation (including any future liability or obligation which may have existed but for this release) to Stallholders (or any person claiming through or on behalf of Stallholder in respect of:
 - a. Loss of or damage to any real or personal property; and
 - b. Personal Injury to any persons (including agents or representatives of the Stallholder), arising out of or in connection with Market or the performance the Stallholder's other obligations under this agreement.
5. Stallholder indemnifies Tumut Rotary & Snowy Valleys Cycle Challenge Adelong Festival, its officers and employees, agents or volunteers, and keep Tumut Rotary & Snowy Valleys Cycle Challenge Adelong Festival, their officers and employees, agents or volunteers indemnified against all claims, actions, damages, expenses (including legal costs on an indemnity basis), losses or liabilities in respect of:
 - a. Personal Injury to Stallholder or representative of Stallholder; and
 - b. Personal Injury to any persons (other than Stallholder or representative of Stallholders); and
 - c. Loss of or damage to real or personal property, Market site or any property whether located on Market site or otherwise, arising out of or in connection with Market or the performance of its other obligations under this agreement.
6. Stallholder's liability to indemnify Tumut Rotary & Snowy Valleys Cycle Challenge Adelong Festival, their officers and employees, agents or volunteers under Clauses 4(b) and 4(c) will be reduced proportionally to the extent only that a negligent act of omission of Tumut Rotary & Snowy Valleys Cycle Challenge Adelong Festival, their officers and employees, agents or volunteers has contributed to the Personal injury, loss or damage.
7. Stallholder's liability to indemnify Tumut Rotary & Snowy Valleys Cycle Challenge Adelong Festival, its officers and employees, agents and volunteers under Clause 4 is a primary obligation and not the same as or subordinate to any other indemnity to which Tumut Rotary & Snowy Valleys Cycle Challenge Adelong Festival are entitled.

Stallholder acknowledges and agrees that:

- They have read and understood the policy wording, including specified exclusions, Underwriting Public and Products Liability Insurance Summary; and
- Their participation in the Market is as a consequence of their own free will and desire and they have read and understood the above warning, releases and indemnity.

Terms & Conditions:

1. The following items will not be permitted:
 - i. Pornographic material.
 - ii. Any items that infringes on third parties (copyright/trademark)
 - iii. Weapons real or replica
 - iv. Dangerous or illegal substances
 - v. Fireworks
 - vi. Second-hand goods
 - vii. Raffle tickets of any kind
2. The organisers accept no responsibility for damage to stallholder's products or equipment.
3. Power must be requested at the time of the booking as it will NOT be available on the day.
4. Special site requests may be accommodated but cannot be guaranteed.
5. No picnics or BYO alcohol is to be brought into the event area.

- 6.No pets are permitted. Certified Guide, Hearing and Assistance Dogs are excepted.
- 7.Stallholders must be prepared and equipped to trade in all weather conditions - the event will not be cancelled due to inclement weather. Extreme weather conditions that threaten the safety of all those attending may cause cancellation or postponement.

NEED MORE INFORMATION?

For further information regarding temporary food stall operation requirements, please contact

Snowy Valleys Council via
Telephone 1300 ASK SVC (1300 275 782)

MARKET INFORMATION

Sunday 10th November 2024

Times: 9.30am - 5pm

Adelong Show & Recreation Ground,
Cnr Campbell & Oberne Streets,
Adelong NSW 2729

IMPORTANT INFORMATION FOR

LOAD IN/LOAD OUT

Stallholders are advised to enter the Market area from the Oberne St entry gate.

Load in: Sunday 10th November between 9am-10am.

Load out: Sunday 10th November between 5:00pm-6:00pm

There will be no vehicle movement in the Market area between 10.0am-5:00pm due to the high level of foot & bicycle traffic, including children.

STALLHOLDERS

- 1.Thoroughly read the information contained in this pack.
- 2.Complete the agreement form and include all relevant documentation.

3.**Return all documentation by 28th October 2024**

4.Initial applications may be lodged by email response however all documentation must be received either in hard copy or by email within 7 days of your initial email.

5.Any cancellations must be notified in writing (by email or post) at least 5 days prior to the event date.

6. Stallholders are required to operate throughout the entire Festival Day.

STALL SITES

When deciding what stall size you require, you must take into account your entire stall including ropes, awnings, coolrooms etc. Everything you bring must fit inside the space you reserve.

POWER

If power is required, please be specific about your requirements as there are limited spots.

VEHICLES

Once in the designated area at the Showground, vehicles that are not part of your stall must unload and vacate the market area as soon as possible. A Snowy Valleys Cycle Challenge Adelong Festival obey all instructions given by volunteers. You will be directed to appropriate parking areas by volunteers.

If power is not requested at the time of booking, it will not be available on the All Together Adelong Market Day. It is preferred that Stallholders provide their own power where possible.

GENERATORS

If you are bringing a generator, it must have an Earth Leakage Circuit Breaker and be of the silent type no louder than 54DB at 2.5m under full load.

COOLROOMS

If you are bringing a cool room, you must allow for the space that it occupies in your application form. Snowy Valleys Cycle Challenge Adelong Festival, takes no responsibility for stallholders overdrawing on their power supply and tripping out their appliances.

2024

WET WEATHER POLICY

Stallholders must be prepared and equipped to trade in all weather conditions - the event will not be cancelled due to inclement weather such as rain showers.

Snowy Valleys Cycle Challenge Adelong Festival, may, however, be cancelled due to extreme weather or natural disaster. If there is a cancellation, stallholders will be notified in the first instance by email sent to the email(s) as listed on your application form. Please note - stallholders are responsible for ensuring that they have adequate protection for their goods, including foods, from the weather extremes. This includes sun exposure.

It is important that you have appropriate weather contingency plans (heat, cold and rain) for your stall and stock.

HOUSEKEEPING

Stallholders are responsible for keeping their stall sites and the immediate surrounds (front, rear & sides) tidy and clear of rubbish. Stallholders are required to leave their allocated site in the same condition in which it was found. Breaches of this condition will result in denial of future stallholder applications. The distribution of handouts and brochures is allowed from within the stallholder's sites only.

FOODSTALLS

Temporary food stalls are an important aspect of our event.

However temporary food stalls can pose a higher risk to the consumer than regular food shops due to their temporary nature and restricted ability to provide permanent hand washing, storage, food preparation and cleaning facilities. We encourage all food vendors to access the Australia and New Zealand Food Authority Food Safety Standards at www.anzfa.gov.au and familiarise themselves with the requirements.

Similarly, a checklist is included in this Stallholder Pack to help you understand what is required to operate a temporary food stall - that way, you can be sure that you are providing your customers with safe food.

All enquiries relating to food stalls can be directed to Snowy Valleys Council's Public Safety Officer on 02 6941 2555.

PROHIBITED PRODUCTS

- Pornographic material of all forms
- Items that infringe third party intellectual rights (copyright/trademarks)
- Dangerous or illegal substances
- Fireworks

All stall holders must comply with all Covid-19 rules stated by Government at the time.

**Return all documentation by
Monday 28th October 2024**

WORK HEALTH & SAFETY

Every stall will undertake a safety risk assessment prior to trading by an Snowy Valleys Cycle Challenge Adelong Festival, or Council representative. Stallholders are expected to ensure that their stall meets the required safety standards or they may not be permitted to trade.

PUBLIC LIABILITY INSURANCE

Stallholders must supply evidence of their Public Liability Insurance cover with their application form. A minimum insured amount is \$10,000,000, however \$20,000,000 coverage is now recommended.

Public Liability Insurance is **COMPULSORY** for all stallholders.

Please note that the Certificate of Currency **MUST** state the business name, expiry date and the coverage either "Anywhere in Australia", "Anywhere in NSW" or specifically "Snowy Valleys Cycle Challenge Adelong Festival," Failure to supply a valid insurance certificate will constitute an incomplete application and will be rejected.

TEMPORARY FOOD STALL APPLICATION FORM

TEMPORARY FOOD STALL OPERATION CHECKLIST

This checklist outlines the requirements for temporary food stalls as per the Food Act 2003 and Food Standards Code

FOOD STALL CONSTRUCTION / LAYOUT		✓
1	Roof covering (made from canvas, plastic sheet, or vinyl) provided	
2•	Walls – food preparation and server area are enclosed on three sides with 'polytarp'	
3	Floor – covered by suitable material such as non-slip plastic sheet or vinyl	
4	Counters/tables/benches are smooth and impervious (clean plastic material or a plastic tablecloth may be used to meet this requirement). Surfaces that are not able to be effectively cleaned, such as wood are not acceptable.	
5•	Food preparation and storage areas – sufficient space is provided within the confines	
6•	Food preparation and storage areas (including but not limited to, cooking equipment/hot surfaces) are separated from the public by an effective barrier	
7♦	Electrical equipment /appliances (such as hot display units and refrigerators) are secured, connected to power points and in good working condition	
FOOD DISPLAY/PROTECTION AND HANDLING CONTROLS		
8	All food on display are either: 1. whole fruit, vegetables; 2. wrapped or packaged; or 3. completely enclosed in a suitable display cabinet (or dome); or 4. be protected by a physical barrier such as Perspex glass sneeze guard; or located so as not to be openly accessible to the public	
9	Any food provided as 'samples' to customers are given out in a supervised manner, off a tray or plate by a staff member, and not left out for self service	
10•	Condiments, (eg. sauces, salt, sugar) shall be provided in squeeze bottles or dispensers, or provided as individual packets	
11•	Single use eating and drinking utensils are provided pre-wrapped or adequately protected from contamination	
12	Food and equipment (including cooking utensils) are stored above the ground (eg. on shelves or tables)	
13♦	A working digital probe thermometer is provided, and is easily accessible	
14♦	Cold food storage/display – potentially hazardous foods (PHF) are stored/displayed at or below 5°C in the cold fridge display cabinet/cool room/refrigerator/esky or similar and temperatures are checked using an appropriate thermometer	
15♦	Hot food storage/display – PHF are stored/displayed at or above 60°C in the display unit/warmer or similar and temperatures are checked using an appropriate thermometer	
16	There is no preparation or storage of food outside of the food stall/marquee	
17•	A staff member has been designated to handle money only, while other staff serving ready-to-eat food are using tongs or gloves	
CLEANING AND SANITISING		
18•	Adequate supply of potable water in a sealed container (minimum capacity 10 Litres) with a tap and suitable bowls or containers is provided for handwashing, cleaning and sanitising	
19•	Food grade sanitiser provided in a spray bottle (Note: household bleach (4% chlorine) diluted with the correct amount of water, may be used in accordance with Table 1)	
20•	Adequate detergent and cleaning wipes/towels	
21	Counter/tables/benches are clean or covered by clean tableware	
HAND WASHING FACILITIES		
22•	A separate hand washing facility that provides warm running water (provided within the food stall	
23•	A container for the collection of waste water (placed under the hand washing facility)	
24•	Liquid soap and disposable paper towel are at the hand wash basin	
GENERAL		
25	Labelling – All pre-packaged food for sale are adequately labelled	
26♦	A copy of the Food Safety Supervisor (FSS) certificate is available for Council's inspection upon request	
27	Garbage bins – adequate and properly located within the stall	
28•	Wastewater disposal facilities are available for the collection of liquid waste	

- Not applicable – if you do not handle/prepare potentially hazardous food, including but not limited to, meat; dairy products, seafood; prepared salads; cooked rice and pasta; processed soya bean products; raw-egg products, and products containing beans and nuts; or other protein-rich foods.
- Not applicable – if you sell only packaged food products such as bottled/sealed drinks, jam, honey, sweets, biscuits

If you were unable to ✓ any of the above checklist items, then you may need to take immediate action to ensure that outstanding items are addressed prior to commencement of business.

Diagram 1: Temporary food stall layout

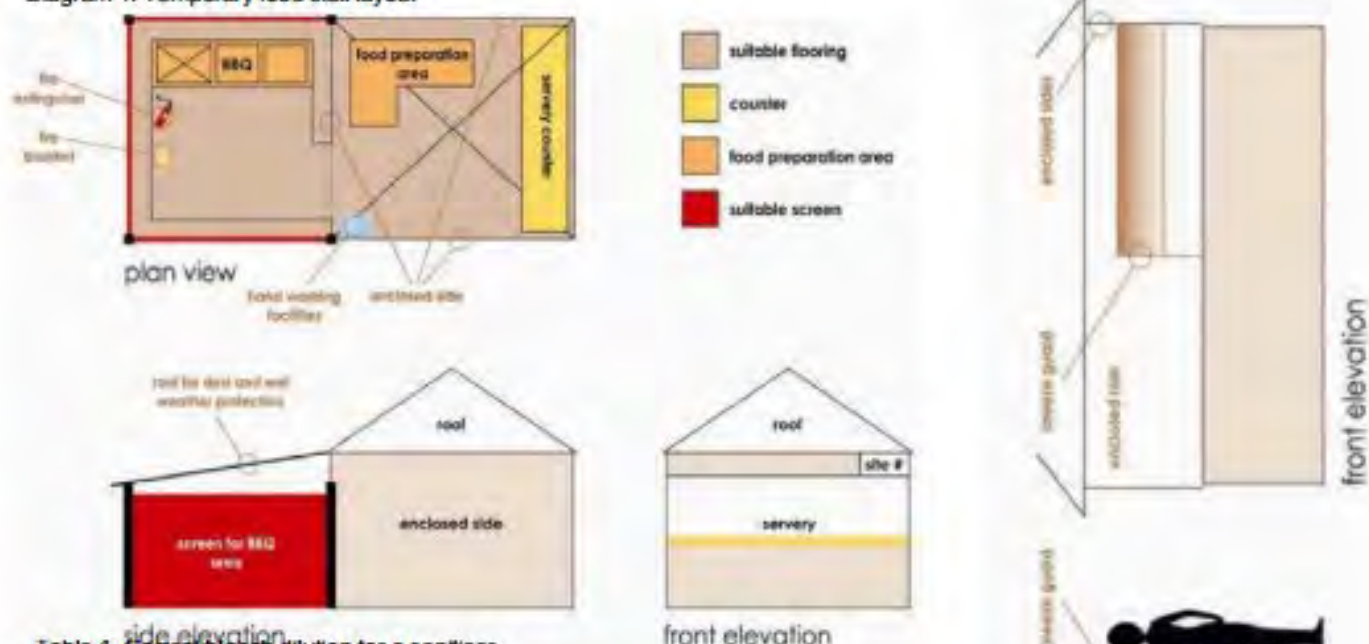


Table 1. Correct bleach dilution for a sanitiser

How much water?	How much bleach?					
	Household (4% chlorine)		Strong domestic (6% chlorine)		Commercial (10% chlorine)	
Concentration required (ppm)	50 ppm	100 ppm	50 ppm	100 ppm	50 ppm	100 ppm
Water temp	Warm	Cold	Warm	Cold	Warm	Cold
1 litre	1.25 ml	2.5 ml	0.85 ml	1.7 ml	0.5 ml	1 ml
10 litres	12.5 ml	25 ml	8.5 ml	17 ml	5 ml	10 ml
50 litres	62.5 ml	125 ml	42.5 ml	85 ml	25 ml	50 ml

NEED MORE INFORMATION?

For further information regarding temporary food stall operation requirements, please contact us via:

Telephone 1300 ASK SVC (130 275 782)