



## Australian-Italian Festival Association Inc. Festival Dates 14<sup>th</sup> -16<sup>th</sup> May 2010

### Stalls Policy & Guidelines

The Australian Italian Festival Association Inc. reserves the right to refuse any stall application and no correspondence will be entered into the decision.

#### **IMPORTANT DATES**

Application Forms Closing Date: Friday 20<sup>th</sup> March  
Notification posted to successful applicants: Friday 9<sup>th</sup> April  
Due date for payment of fees: With the Application before closing date  
(Payment will be refunded if stall is not accepted)

#### **Timetable**

##### **Set-Up**

Friday 14<sup>th</sup> May 2010 from 8.00am

Earlier set-up time can be organised through the Festival Director.

**Stall Operators are to be ready for opening by 5.00pm**

##### **OPERATING HOURS: (All Stalls)**

Friday 14<sup>th</sup> May 2010 - 5.00pm – 10.00pm  
Saturday 15<sup>th</sup> May 2010 - 10.00am - 1.00am  
Sunday 16<sup>th</sup> May 2010 - 9.00am - 3.00pm

**Please note: That these times are indicative. The festival has the right to change opening and closing times as required.**

##### **Clean Up**

Sunday, 16<sup>th</sup> May 2010 – 3.00pm to Monday 17<sup>th</sup> May 2010 – 3.00pm

#### **1. Stall Policy**

The Australian-Italian Festival Association Inc. (AIFA) as the organising body of the Australian-Italian Festival takes pride on the quality and variety of foods and other merchandise available at the festival and on the efficiency and standards of the stall operators. Festival patrons enjoy the diversity of foods and merchandise on offer in a friendly piazza-like atmosphere and the AIF have an ongoing commitment to holding a festival that offers patrons a unique experience.

**Experience is needed to cope with the huge crowds and subsequent pressure of running a profitable catering outlet in a festival environment.**

Please read your guidelines carefully, if there is anything that is unclear please don't hesitate to contact us on 47765288.

#### **Description of Stalls**

- |                       |  |
|-----------------------|--|
| x Food Stall          | - Consumables (Edible Cuisine)             |
| x Soft Drink          | - MUST BE Sponsors Brand (if applicable)   |
| x Sweet Stall         | - Cakes/biscuits, ice cream, confectionery |
| x Craft Stall         | - Personally handcrafted items             |
| x Merchandise Stalls- | Handcrafted or other items                 |
| x Service Stall       | - Providing on the spot services           |

#### **Food Stall**

Providing edible cuisine(meals and single line food items) to festival patrons. (Refer to Food Stall Guidelines)

**Drink Stall** - *non-alcoholic drinks* (softdrink, juice, milk, bottled water etc)

### **Sweet Stall**

Provision of cakes/biscuits, ice-cream to festival patrons. (Refer to Food Stall Guidelines)

Main meal food sold on a Sweet Stall is considered a Food Stall not a Sweet Stall.

### **Craft Stall**

Innovative stalls that provide Festival patrons with an enticing selection of craft merchandise. Craft stalls who sell only handmade or home-grown products, and the seller should be the crafts person. (**Sweets sold on a craft stall are considered a Sweet Stall not a Craft Stall.**)

### **Merchandise Stall**

Categorised items which have been purchased by the stall holder as a reseller, and considered a Merchandising Stall not a Craft Stall. (**Sweets sold on a merchandise stall are considered a Sweet Stall not a Merchandise Stall.**)

### **Service Stall**

Stalls who provide patrons with on the spot specialised services, massage, and taro card, etc.

### **Stall Selection Criteria**

- × Preference will be given to stallholder who comply with AIF Stall Guidelines, and follow correct procedures, promptness of application and payment.
- × Stalls **must** have a clean presentation and interesting appearance with bright and festive decorating and dressing in traditional costume to promote the Piazza with colour, excitement and festive environment . Stallholders who comply with the criteria will be given preference to, as this is an important part of the Festival theme.
- × Quality of stock and suitability to AIF.
- × Level of professionalism and experience and good customer service.
- × It is the Australian-Italian Festival policy to support the local community. Your agreement to buy locally will improve the chance of your application being successful.
- × Food Stall must comply with additional criteria below

### **Food Stall Guidelines**

Stall selection is based on quality, variety and presentation, so send a photo or artist's impression of your proposed stall and a scaled drawing with your stall application. A visual image, preferably in colour, can assist in stall selection. Environmentally friendly vendors will be given preference, please demonstrate environmental commitment with your return application. **All appliances, coldrooms and any other cooking equipment must be placed out of sight. The front of the stall must be inviting and appealing to Festival patrons.**

Obtaining the necessary food licenses and registration and/or any other special approvals for the sale of their goods

1. Contact Hinchinbrook Shire Council (HSC), Environmental Health Services ph 4776 4607 for information on Food Safety Requirements prior to lodging a food application form.
2. The Hinchinbrook Shire Council regularly hold food handlers information sessions. These information sessions will give you the skills and knowledge on what is required to run a food stall. It is recommended that you contact the Shire Council regarding these sessions which adhere to Hinchinbrook Shire Council Food Stall Standards and Operating Procedures and the Food Labelling Regulations.
3. All cooking equipment to be fenced off from the public.

### **Food Stall Additional Selection Criteria**

- x Quality of menu and food presentation
- x Ability to meet Hinchinbrook Shire/Health Department requirements
- x Environmentally aware food presentation
- x Commitment to fresh and authentic cuisine.

**Please Note that some applications may be rejected. No correspondence will be entered into.**

#### **Stall Fees for the 2010 Festival**

Food and Drink Stalls (Consumables)	\$80 per metre frontage (maximum 6 metres)	Power \$55
All Other Stalls eg. Craft, Merchandise	\$50 per metre frontage	Power \$55

**If you require extra frontage – please send a copy of the site plan and an explanation for consideration by the Festival Director and Logistics co-ordinator.**

**Your Bond will be forfeited if you remove your stall from the venue prior to the Sunday**

#### **CANCELLATION**

**If the stallholder wishes to cancel this contract after notification of acceptance, the Festival organizers reserve the right to retain 50% of the total site fee.**

#### **Applications**

The closing date for Stall applications is the 20<sup>th</sup> March. Please post your application and full payment to: **Australian-Italian Festival Association Inc. PO Box 888, Ingham Qld 4850 or Fax to (07) 47763048**

**Please ensure that the following are enclosed with your completed application form:**

- **Photo/artists impression of your stall or a scaled drawing**
- **Copy of a Current Public Liability Insurance Policy**
- **Copy of the current Work Cover ( if applicable)**
- **Hinchinbrook Shire Council Food Stall Licence**

**Failure to supply all of the above documentation (where applicable) will result in your application not being considered.**

**Stall Site and Size: Foodstalls 6mx6m. All other Stalls 3mx3m**

**If you require extra depth, please include it in your plan for consideration by the Committee**

Total area of site includes: - stall and all ropes, awnings, appliances, cooking equipment everything you require to operate your stall. The committee has allocated a site size for the stalls. Provision to stallholders with a site plan and information as to distance from power and water, and owner can set up at that allocated site within the boundaries stated. The Stall Manager's decisions at the time of the festival will be final.

***(Please note the number on your site plan corresponds with the number of your site. It would be most inconvenient if after having set up, you have to move from a wrong site)***

Erection of all stalls must be carried out prior to the festival commencement and must be structurally safe and approved by AIF. **The venue will open from 8.00am Friday 14<sup>th</sup> May for setting up.** All restraining ropes must be clearly defined by flagging tape.

#### **Selection Notification by the 9<sup>th</sup> April 2010**

Each year, we expect to receive more applications for stalls than can be accommodated. Some stalls are not accepted mainly for reasons of duplication. A non-acceptance letter is not always a reflection on your quality. Please note that some quality applications may be rejected. In this instance your full payment will be refunded. No correspondence will be entered into.

## 2. Stall Presentation

It is of the utmost importance that every effort is made to create a bright and festival aura throughout the festival piazza. You are required to decorate your stall in a manner that reflects your goods and attracts patrons. Please ensure that your stall is kept neat and clean and looks professional and inviting at all times. AIF organisers will reject any stall that we consider to be dirty or not up to standard. **All Workers/Stallholders must be in costume which adds to the atmosphere of the Festival.** For example: Black trousers/slacks/skirt with a white shirt – the festival has aprons and scarves available for purchase for \$5 from the Festival Office. All appliances, coldrooms and any other cooking equipment must be kept out of sight – at the back of the stall. The stall frontage must look inviting and appealing.

There is to be no vehicles parked near the stalls – all vehicles are to park in the Morehead Street carpark.(refer to map) **All vehicles MUST be removed from the stall sites 1 hour before opening times and cannot re-enter the Festival venue until after closing times.**  
**For the safety of all the Festival patrons all stalls are to remain in place until closing times.**

Stalls shall not extend their displayed goods beyond the boundaries of their nominated site. It is not acceptable for stallholders to encroach onto the walkways with their racks or displayed goods. The Stall Manager has the right to move stock items from the designated walkway in the interest of public safety.

You **must** provide your own tables for stall set up. 2 tables and 12 chairs for alfresco dining in front of stall site is permitted and must be serviced by the stallholder during the Festival.

### Subletting

Stallholders **ARE NOT** entitled to assign, share or sublet all or part of their site.

### Pets

Due to Workplace Health & Safety Regulations (WHS) **NO PETS OR LIVESTOCK** are allowed inside the Piazza due to food being sold in this area.

## 3. Insurance

Public Liability Insurance is compulsory for all stallholders. A copy of your Public Liability Policy must be forwarded to the Festival Office with your stall payment. Your stall will not be accepted unless we have a copy of your current Public Liability Insurance – this document is to be attached to your application.

All stall holders must cover their workers with a Policy from Work Cover Qld.

## 4. Garbage & Recycling

Food Stallholders are encouraged to minimise waste and use recyclable products for serving. **Stallholders must supply own garbage/wheelie bins and are responsible for removal and disposal of their own rubbish created by their bins, stall-boxes, cartons etc.** A waste skip will be at a designated site. AIF will not be responsible for the clearing of any waste from stall sites. **All wheelie bins provided are for the use of the public only, not stall holders.** The stall manager will inspect your site before you leave the festival. Clean sites will have site bonds returned by mail within 10 days after the festival.

## 5. Environmental Impact Statement

What methods do you use to minimize waste and actively recycle?

- x recycling products for food packaging
- x waste retention handling and disposal eg water, organic, recycling
- x biodegradable ecologically sound detergents and cleaning fluids

## 6. Right of Veto / Offensive Goods

*Ensuring that only products listed on the application form are sold. (On inspection, any product not listed on owner's application will be required to be removed from stall). The organisers of the*

*festival retain the right to enter upon the site of any stall at anytime remove any article, sign, picture or printed matter which in our opinion is either not eligible for display or considered offensive. Is in contravention to their application. Stalls will be required to sell Sponsors' Brands (if applicable)*

## **7. Water Effluent**

All effluent must be discharged into the large vessel provided at the designated site which will be disposed of by the AIF.

## **8. Electrical**

It is important that you list all your electrical equipment and appliances, on the application form. **Stall holders should check all electrical equipment and leads before coming to the Festival to avoid the occurrence of any difficulties.**

To ensure the safety of all stall holders, their workers and the public, and to ensure continuous power supply to **ALL** stalls are requested to adhere to the following: -

1. Connection of tagged and tested appliances only will be accepted. All leads must be tested and tagged along with your name written on the curricular plug for easy identification at the switchboard. **Electrical leads that are not tagged will be confiscated. Any faults or power failures caused due to consumer underestimation will be charged to the consumer.**
2. a. Ensure power leads are secured to the pole above power box, allowing enough length for the power leads to be looped to the ground, so that they will enter the power box from the bottom. Please note all power leads are to be at least 2 metre above the ground level from your stall to the power box and must not run on the ground. (Allow at least three metres for this.)**[This is to ensure that rain does not run from leads and straight into the power box.]**
2. b. All joining of extension leads are to be looped and covered with waterproof tape.
3. A separate lead must be supplied for each appliances eg, deep fryer, bain-marie, food warmer etc.
  - × 1 deep fryer & 2 bain-marie will require 3 leads long enough to reach the mains box.
  - × Lights & small appliances can be connected, to a power board which can be connected to the mains box. **No double adaptors are to be used(power boards are acceptable)**

**PLEASE NOTE: AIF does not have leads, lights, power boards for your use.**

## **9. Rain**

Some years we experience rainy days and unprepared stalls have a hard time. It is important to ensure that you have decent flooring and a wet weather contingency plan for your stock. **The Stallholder is responsible for any loss or damage of stock.**

## **10. Noise Spillage**

Use of amplifiers or loud speakers, including cassette players by stallholders is prohibited except with prior written consent from the Stall Manager. Stallholders are not permitted to employ, contract or programme any performers or performance with out prior permission from the AIFA Festival Director.

## **18. Disagreement**

In the event of un-resolved disagreement between the organisers of the festival and a stallholder, where a satisfactory compromise can not be reached, the stallholder's continued presence will be at the discretion of the AIF. No fees or bond will be refunded, and no correspondence entered into.



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Stall applications are invited for the 2010 Australian-Italian Festival  
 Friday 14<sup>th</sup> May to Sunday 16<sup>th</sup> May  
**Closing Date for Stall Applications: 20<sup>th</sup> March 2010**

**Stall Name** \_\_\_\_\_  
**Contact** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**Phone** \_\_\_\_\_ **Mobile** \_\_\_\_\_  
**Email** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Stall Info** (please refer to the AIF Stallholders Policy & Guidelines to ascertain your stall type)

Stall Type      Consumables      Merchandise      Craft      Service      (circle applicable)

Stall Structure  
 Type: \_\_\_\_\_

Site Size - 6mx6m (Foodstalls)    3mx3m (Merchandise, Craft and other Stalls)

Access to Water Required    Yes    No (circle applicable)    Softdrinks Sold    Yes    No (circle applicable)

Powered Site      Yes      No      (circle applicable)

**Please Note: Due to increased power usage it is very important that you list ALL appliances and AMPS required (eg. Foodwarmer x 15amps)**

1 _____	4 _____	7 _____
2 _____	5 _____	8 _____
3 _____	6 _____	9 _____

Please list all items to be sold at your stall.

1 _____	4 _____	7 _____
2 _____	5 _____	8 _____
3 _____	6 _____	9 _____

**(Any items not listed will NOT be permitted to be sold at your stall)**

Any other information.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<p><b>OFFICE USE ONLY</b>          Date Received:           Approved:           Rejected:</p>
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