



General information for a Food stall at Lakeside Festival 2017

Prior to applying please read the following:

To apply for a food stall at the Lakeside Festival 2017 you MUST :

- 1/ Ensure that you are able to meet all legal and statutory requirements as specified by the NSW Food Authority and MidCoast Council**
Standards and requirements for food for sale in NSW are available at:
<http://www.foodauthority.nsw.gov.au/retail/markets-and-temporary-events>



All food businesses in NSW must either:
Hold a current NSW Food Authority licence or Notify the NSW Food Authority

- 2/ Complete the “Notification to Council for Temporary Food Stall” form on the last 2 pages**
and send it to:
MidCoast Council's Environmental Health Officer - Kate Major
by email kate.major@greatlakes.nsw.gov.au or fax to 6591 7371.
For more information call Kate Major on 6591 7380
It is very important to your business and to event organisers that no breaches of Council's policy are found by Council's Environmental Health Officers who may inspect your stall on the day.
- 3/ Complete the Lakeside Festival Application for Food Stall form below and send it to:**
Food Vendors at Lakeside Festival
PO Box 4220, Forster NSW 2428
or via email to food@lakesidefestival.com.au
- 4/ Supply a copy of your Public Liability Insurance Certificate of Currency with your application**

Incomplete applications will not be considered. Complete all sections including your site size, electricity requirements and site diagram. Please enclose a photo of your stall.

Lakeside Festival embraces the “100 mile concept”. Preference will be given to vendors within the 100-mile zone of Forster-Tuncurry, and those who use and promote local ingredients or produce dishes unique to our region. Due to the limited number of sites available applications will be considered based on the following criteria:

- Uniqueness from other applications
- Interest of menu for patrons
- Locally sourced ingredients and environmentally friendly packaging
- Ability to meet self-sufficiency requirements - ie: no electricity needed
- Site size and power requirements
- Serving size & price. Whilst festival organisers do not set prices, we do ask that participants will provide value for money to patrons. **As a guide, price per serving should not exceed \$12.00**

All applications will be considered and successful applicants will be notified as soon as practical after decisions have been made by event organisers. While all consideration will be given regarding the needs of the vendors, in some areas we are limited by what is available onsite and by Workplace Health & Safety regulations.

Food Stall Trading Hours: Saturday 4th Nov 2017

Open: 11:30am (half hour before gates open)

Close: 7:30pm

Parking for Stallholders:

Stallholder parking within the festival grounds will be available.

Vehicles will not be allowed to drive in and out during the festival due to safety concerns.

Safety:

Stallholders are required to provide appropriate weights/pegs to hold structures firmly in place in the event of windy conditions..... SAFETY IS EVERYONE'S RESPONSIBILITY !

Expected Attendance:

We are expecting over 2,500 people at the Lakeside Festival this year due to the new format and our headline act.

What's new this year:

- Black Sorrows are our headline act which will definitely draw a great crowd
- Create & Grow Market has been separated from the music festival. Stallholders in the music festival will be food, coffee and alcohol only, no market type stalls. The Create & Grow market will be at Lone Pine Park.
- There will be fewer food stalls this year to enable stallholders to have a successful profitable day. We have increased the number of live music acts and extended the show till 8pm, so you will do a lunch service and a dinner service to the crowds. Also this event is 1 day only, no need to setup for Friday night anymore.

Marketing and advertising:

Event organisers will be advertising the festival heavily through radio, print and social media. We encourage you to advertise your stall and your participation at the festival through your own channels. Lakeside Festival flyers can be available for you to distribute in the period leading up to event day.

Applications Close:

All applications close on 31st August 2017

More Information:

Website : www.lakesidefestival.com.au

Facebook : www.facebook.com/lakesideforstertuncurry

Food Coordinator: Stephanie Johansson 0402 431 450 or food@lakesidefestival.com.au

Secretary : Katerina Dobbie 0409 320 620 or info@lakesidefestival.com.au



PO Box 4220 FORSTER NSW 2428 Mobile: 0409 320 620
 Email: info@lakesidefestival.com.au Website: www.lakesidefestival.com.au

Positions are strictly limited so get your application in early

Application for Food Vendor Stall on 4th November 2017

Your Name:		ABN:	
Business Name:		Phone:	
Address:		Email:	
Your Website Address:			
Your Facebook address:			
Please detail the food you plan to sell, description, serving sizes and pricing:		What type of packaging will you be using?	
Do you need water connected to your stall (Very limited sites available) (circle yes or no)		YES	NO
What are the safety risks to the public, yourself or possible damage to the venue (John Wright Park) from your stall and how are you going to address those hazards?			
Each person manning your stall needs an access pass to enter festival site - How many passes do you need?			
Please provide two mobile phone contacts for the day of the event	Name:	Name:	
	Mobile:	Mobile:	

Types and sizes of stalls available:

DESCRIPTION:	SIZE:	COST:	Power	Number Required
Standard site for preparation and sale of meals :	Up to 3m x 8m	\$100	See below	
Large Site for preparation and sale of meals	Up to 6m x 10m	\$150	See below	
Power outlets 10 Amp - additional to the site cost	10 Amp	\$20/outlet		
Power outlets 15 Amp - additional to the site cost	15 Amp	\$20/outlet		
Water connection to your site - Only very limited sites available		\$20		

ALL ELECTRICAL CORDS, POWERBOARDS & APPLIANCES MUST BE TAGGED & TESTED BY A LICENSED ELECTRICIAN FOR USE AT THIS EVENT.

To ensure we provide enough power to your stall please list **EVERY** electrical appliance you are going to be using:

Shade the area of your site on the grid below. **This is crucial to ensure we allow enough space for you.** Include the space you need for any ropes/pegs/weights, opening of doors or tailgates and trailer drawbars etc. Please provide a photo of your display site if possible.

This side of the grid represents the front of your stall - the side you use to serve customers

	1 metre	2 metre	3 metre	4 metre	5 metre	6 metre	7 metre	8 metre	9 metre	10 metre
1 metre										
2 metre										
3 metre										
4 metre										
5 metre										
6 metre										
7 metre										
8 metre										
9 metre										
10 metre										

Any other information you need to tell us:

Lakeside Festival Incorporated is not responsible for any damage, injury, loss or theft as a result, either by direct or indirect participation, in the Lakeside Festival.

Statement of Indemnity

I _____ of _____
(Insert name) (Insert business name or address)

Hereby agree to indemnify and keep indemnified the Lakeside Festival Incorporated Association, its servants, agents, and the Lakeside Festival from and against all actions, claims, charges, expenses whatsoever, which may be brought or made against them arising out of or in connection with the activity.

I understand that there are no refunds on cancellation after payment has been accepted.

I HAVE READ AND UNDERSTOOD THE NSW FOOD AUTHORITY STANDARDS AND REQUIREMENTS AND I HAVE SENT THE COMPLETED "NOTIFICATION TO COUNCIL" FORM TO MIDCOAST COUNCIL.

I HAVE READ AND UNDERSTOOD THE GENERAL INFORMATION ON PAGES 1 & 2

Signed _____

Dated ___/___/___

- Site fees are invoiced upon notification of acceptance & must be paid immediately to confirm your site booking.
- The conditions of entry for the event also apply to vendors, you will be supplied with a full list if approved.
- Please retain a copy of this form for your records

Applications can be made via email or post

Post to:

Lakeside Festival Inc.

PO Box 4220

Forster NSW 2428

or

Email to:

food@lakesidefestival.com.au

Lakeside Festival - Office use ONLY	
Form received	
Electricity answered	
Water required answered	
Size grid completed	
Photo enclosed	
Insurance attached	

The "Notification to Council for Temporary Food Stall" is on the next 2 pages. This form must be completed and submitted to:

MidCoast Council's Environmental Health Officer - Kate Major
by email kate.major@greatlakes.nsw.gov.au or fax to 6591 7371.
For more information call Kate Major on 6591 7380

Notification to Council for Temporary Food Stall

Local Government Act 1993

1. Applicant's Name:
Address:

Email: Telephone No:
2. Date & Location of event where stall will be held:
3. Address of premises where food will be prepared, processed, packed, etc, prior to sale at the Stall:
4. In what manner is the food to be transported to the Food Stall?
5. What is the type of food intended to be sold? (e.g. cold or hot prepared food, unpackaged or packaged ?)
6. In the case of food requiring temperature control, how do you intend to keep it hot or cold?
7. In the case of unwrapped or unpackaged foods, how do you intend to protect it against cross- contamination?
8. Stall set-up and design (**must** comply with 'Guidelines for Temporary Food Events')
Attach a drawn plan of the stall and specify how food products & preparation will be protected?
9. Food handlers **must** have appropriate training, skills and knowledge in food safety as required.
(**Attach Food Safety Supervisor Certificate** (FSS) if required for food processes)

10. What provision has been made for:

a) Hand washing facilities for food handlers? Describe hand-washing method, location and accessories:

b) Washing of food utensils?

c) Disposal of waste water?

d) Disposal of garbage?

I hereby advise that I agree to abide with the requirements of the Food Safety Standards Code and the Food Handling Guidelines for Temporary Food Events issued by the NSW Food Authority.

Signed:

Dated: