

**APPLE AND GRAPE HARVEST FESTIVAL 2010 – STANTHORPE
INFORMATION SHEET - SATURDAY 6TH & SUNDAY 7TH MARCH 2010**



For a stress free weekend please read the information provided below:

Understand what type of site you have requested.

One is in Weeroona Park security fenced area which is for our Multicultural Food and Wine Fiesta, the other is a site on the designated streets of Stanthorpe. Please note there are different designated streets for Saturday and Sunday – maps provided on the back of the application form. Take the time to look over the map and mark your preferred position there is no guarantee of any site but it does give the organizer some indication of your requirements. (Do not mark same as last year, as that does not help us at all)

MULTICULTRAL FOOD FESTIVAL – Weeroona Park area:

As this is a multicultural food festival we are looking for all types of multicultural food to give our visitors a taste from different countries. Depending on the number of stall sites requested in the park, we may only accept one provider of each type of food. If this is the case, we will notify you and offer a site in a designated street area.

Accommodation:

There is not a lot of it at festival time! Make sure you can get a bed before you commit to the festival. Try the following:

Stanthorpe Visitors Information Centre 07 4681 2057	Stanthorpe Showground's 07 4681 2051
Warwick Visitors Information Centre (35 mins north) 07 46613122	Tenterfield Information Centre (35 mins south) 02 6736 1082

Festival fees:

Fees remain unchanged from 2008 festival. In exchange for your festival fees we are leasing you a base site space of 3 metres. You may also rent power at additional cost. You must bring everything else. Any shops you are relying on to purchase items for your stall during the festival, we suggest you check with the appropriate store for their hours of operation over the festival weekend. Fill in all details on the application form to ensure adequate space and power is provided for a successful festival for you and the organisers. You may be able to take advantage of the discount offered, check the dates on the form.

Power:

In some areas demand for outlets is greater than supply. Bring one or more long extension leads (30m) for each outlet you're hiring. Those using 15 amp extension leads might like to think about getting 15 to 10 amp adaptors made up. Some of our power boxes are rated at 16 amps but have 10 amp outlets. Please don't plug a 10 amp plug into a 15 amp outlet unless there's nothing else available. All electrical equipment and leads must be tested and tagged with current date.

Equipment and leads without tags WILL NOT BE PERMITTED.

Park Stall Holders: Power is available from a power pole on the adjoining street, from 2 mushrooms and a power point in the park. You will need to use a stepladder to get to the outlets on the power pole. Some stallholders carry stepladders as a matter of course and you can probably get the loan of one for a few minutes if you don't have one.

Street Stall Holders: All power outlets are set up high (3 to 4 m from the ground) for safety reasons. You will need to use a stepladder to get to them. Many stallholders carry stepladders as a matter of course and you can probably get a loan of one for a few minutes if you don't have one.

Trading Hours:

Park Stall Holders: The Multicultural Food Fiesta will operate from 9am to 9pm Saturday and 9am to late Sunday for Food stallholders. Street Stall Holders: Stall holders are expected to be set up and ready to trade by 9am both days. The street is closed for trading on Saturday until 11pm. Sunday operating hours can be from 9am – 5pm

Vehicles and unloading:

Check with the Stall Officials where your nominated space is prior to unloading. Stall Officials will be wearing safety vests with Apple and Grape Stall Official on the back. There are several street closures in Stanthorpe on Saturday and Sunday from 5am, refer to street closure map. All stallholders will be required to show the site allocation and receipt to gain entry. All footpaths are for the flow of pedestrians, keep them clear.

Park Stall Holders: The security fence will be in place – no cars will be allowed inside the park area except for emergency vehicles. Check the street closure map as there are designated streets near the park that are closed and have been allocated to street stall holders. From 10am the only entrance will be through the gates due to the Liquor Licensing required for the Wine Fiesta stall holders, so please ensure you are unloaded prior to 9:00am and ready to trade. Please do not tamper with the set up of the fence in any way – any problems please see the stall officials.

Street Stall Holders: To make unloading and setting up in the main street a little easier, the main street is closed to normal traffic and will be one way early Saturday morning for the purpose of unloading your goods. Please enter from the Northern end of town and exit the Southern end of town. See directional map. If your vehicle is part of your stall this would have already been indicated on your application form and our permission given, please park as close as possible to the curb as the Grand Parade will be down the main street during the day. Otherwise unload and remove your vehicle out of the festival area as soon as possible. Vehicles must not be parked across pavements or laneways. There are a few private car parks where you might like to park your car – please talk to the owners before you do so as not to upset them.

Health and Safety:

All vendors are expected to know and comply with all relevant health and safety laws.

All food vendors must include with their application a Current Food Business Licence and ensure it is valid for March 6th and 7th 2010. Current licence must be displayed at your stall during the festival. Details of Food Safety Supervisor contact details must also be on site. It is expected that the Southern Downs Regional Council's Environmental Health Officer will be inspecting your sites during this festival. Council contact number 4681 5535 if you have any queries.

Not for Profit Organisations please note the Queensland Government have a Food Safety for fundraising events pocket book guide to assist charities and community organisation with food safety management, available from your local council. Where a Mobile Food Vehicle is currently registered with a local government authority in Queensland a Temporary licence will not be required. However, proof of registration will be required. Takeaways/Restaurants who hold a licence for their kitchen will require a Temporary Food Licence for their kitchen/prep area if onsite at the event. Obtain Temporary Food Licence for our website or the Southern Downs Regional Council website.

Sullage waste from Mobile Food Vans:

Operators are to make their own arrangements for disposal of wastewater and sullage tank contents which must be conducted by a licensed liquid transport. There is a disposal point for sullage waste in Folkestone Street across from Creek Street if required.

Taps:

Park Stall Holders: There are several scattered around the park. Please remember that other people will want to use them, and please don't leave hoses where people may trip over them. As you know water is in short supply, please do not waste it! TURN TAP OFF.

Waste:

Rubbish bins and Recycle bins will be in the park for the public to use. A community group will be continually removing this rubbish to large industrial waste bins. Stallholders please fold down your recycle rubbish such as cardboard boxes to help with removal. These will be collected from your site.

Shade shelters, tents etc:

If you're using a shade shelter or something similar that is held up by poles you may need to anchor them in case it's windy. Most people use poles with metal plates on the bottom so that they can weigh them down with sandbags or something else heavy. If you are on the street tent poles do not go into tarmac!

Pavements/Footpaths:

These must be left clear for pedestrian and emergency access. Please do not put any part of your stall on the pavement.

Banned items not for sale at the festival:

Stallholders are reminded that all items banned by the Apple and Grape Harvest Festival Committee and or any government agency will not be allowed for sale. Items banned such as Fireworks, any type of Firearms real or replica, Drug Related Goods, Explicit and Hardcore T-Shirts, Knives, Shang-hi/sling shots, Fake Cigarettes, Fuel type Fire lighters (Zippo), Laser Pointers, Metal and wooden Martial Art Nunchakas, Playing cards (nude or lurid), Pressure Pack snow, Silly String, Stink Bombs, Bouncing beans, Bomb Bags, will not be allowed for sale. Please check when making your applications or with Smart Service Queensland who will direct you to the appropriate government agency if you have any queries. Queensland Government Smart Service Queensland (SSQ) is integrating government services and information to facilitate faster and easier access for Queensland Government customers. Phone: 13 13 04 Website: www.qld.gov.au The selling of raffle tickets or running of competitions is not allowed unless prior written consent has been given by the Apple and Grape Harvest Festival Committee.

Insurance:

All vendors must attach a copy of their current certificate of Public Liability Insurance with the application form.

General:

Any shops you are relying on to purchase items for your stall during the festival, we suggest you check with the appropriate store for their hours of operation over the festival weekend.

Forms:

Application forms and Temporary Food Licence forms are available from our website www.appleandgrape.org

Any questions?

You can email Luke Van Houdt stalls@appleandgrape.org or leave a message on (07) 4681 4111. or post to Stanthorpe Festival Association Inc. P O Box 338 Stanthorpe Qld 4380



APPLE AND GRAPE HARVEST FESTIVAL 2010 – STANTHORPE

LOCAL APPLICATION FORM - MULTICULTURAL FOOD FESTIVAL AND STREET STALLS SATURDAY 6TH & SUNDAY 7TH MARCH 2010

Name of Applicant							
Address					State	Post Code	
Telephone Details	Day contact:	Mobile:			Fax:		
Email address							
Description of Stall If FOOD what type							
	Overall dimensions of car/van/truck to enable suitable site allocation: e.g Ice Cream Van, Coffee Van, Display Truck, Van, Car Length.....mt x depth..... mt						
Special Requirements							
Payment Calculator	MULTICULTURAL FOOD FESTIVAL WEEROONA PARK ONLY FOOD STALLS ONLY Site Space: 3 metres No additional metres available in park area. \$240 per day	STREET STALLS positions in the streets of Stanthorpe see map attached Site Space: 3 metres \$185 per day	Street Stall only Additional metres @ \$30.00 per metre Metres required over 3 metres please enter mt x \$30.00	15 amp power outlet @ \$30.00 per outlet. Enter Number of power outlets required. No. x \$30.00	Total Amount Payable		
Saturday March 6 th							
Sunday March 7 th							
					SUB TOTAL		\$
					Less \$30 if received by December 24 th , 2009		
					PAYMENT INCLUDED		\$
PAYMENT METHOD CHEQUE	Make cheque payable to STANTHORPE FESTIVAL ASSOCIATION INC.						
MONEY ORDER	Make money order payable to STANTHORPE FESTIVAL ASSOCIATION INC.						
CREDIT CARD	Only MasterCard or Visa accepted.			MASTERCARD OR VISA PLEASE CIRCLE ONE			
CREDIT CARD NAME							
CREDIT CARD NUMBER					EXPIRY DATE ON CREDIT CARD /		
SIGNATURE OF CREDIT CARD HOLDER							

Please read notes AND CHECK that you have included:

1. Current Certificate of Public Liability Insurance
2. Current Food Business licence (Food Vendors only)
3. Payment must be attached for this application to be processed.
4. Tax Invoice will be forwarded to you on receipt of payment.
5. A cancellation fee of \$50 will apply if you cancel your request for a site after January 31st 2010
6. Fax form to: 4681 4111 or Post to Stanthorpe Festival Association Inc., P O Box 338, Stanthorpe Qld 4380 or deliver to Room 2, Cairnsmoor Building, 20 Maryland Street, Stanthorpe. (up stairwell next to Cosmo's Café)

Luke Van Houdt – Stalls and Multicultural Food & Wine Fiesta Director 2010 - email: stalls@appleandgrape.org