

RETURN THIS FORM TO: Beechworth Celtic Festival Inc. P.O. Box 318 BEECHWORTH 3747



## Celtic Market Stall Application 2010

I / we wish to apply for a site at the Beechworth Celtic Festival held on Saturday 6<sup>th</sup> and Sunday 7<sup>th</sup> November 2010.

|                              |           |
|------------------------------|-----------|
| Organization/ Business Name: |           |
| ACN/ABN:                     |           |
| Stall Name:                  |           |
| Contact Name:                |           |
| Address:                     | Postcode: |
| Telephone:                   | Mobile:   |
| E-mail address:              |           |

Please provide a detailed description of the Celtic Art /Craft /Food you intend to provide for sale. Please refer to criteria set out below.

.....

.....

.....

.....

Only Celtic arts/crafts, foods, produce listed on this application form and approved by the Beechworth Celtic Festival Committee may be sold on the day.

SITE PREFERENCE - Please indicate your day / site preference:

|                         |         |         |
|-------------------------|---------|---------|
| Saturday a Sunday       | 3m x 3m | \$60.00 |
| Saturday or Sunday only | 3m x 3m | \$35.00 |

ALL sites will have a 1/2 m gap between for ease of access for site holder.

The Beechworth Celtic Festival Inc.  
ABN 68913 592 645

RETURN THIS AGREEMENT FORM TO:

Beechworth Celtic Festival Inc.  
P.O. Box 318 BEECHWORTH 3747

|                                   |
|-----------------------------------|
| Organization / Business Name:     |
| Name of Contact Person:<br>Email: |

Stall Location, power needs or specific information for consideration:

.....

.....

.....

PLEASE PROVIDE:

- Cheque/money order for Stall Application \$\_\_\_\_\_ (cheque payable to Beechworth Celtic Festival Inc.)
- Copy of Public and/or Product Liability Insurance (one page only)
- Copy of temporary Food Premises Registration Form (include fee if not already registered with Indigo Shire).

Please ensure that all relevant documents and payments are included with your application. If all copies are not included, your application may be returned. Applications are processed in order of receipt.

For your information and records, please keep a copy of this application form.

Celtic Market Information Agreement:

I have read, understood and agree to adhere to the Celtic Market Information Agreement included in this application form. I understand that the allocation of sites is at the discretion of the Beechworth Celtic Festival Committee and are not to be changed by exhibitors on the day. Site fees non-refundable if notice of cancellation is received Less than 7 days before the event date.

Signed:.....Date:.....

.....

The Beechworth Celtic Festival Inc.

5<sup>th</sup> 6<sup>th</sup> 7<sup>th</sup> November 2010

ABN 68913 592 645

Retain the following forms for your records.

MARKET CRITERIA

- Sites must be Celtic related Art / Crafts / Foods to be of quality and if possible attach photo.
- Celtic foods eg. Home made and/or Local and regional business will be considered priority. Ensure your Temporary Food Premises Registration is current for the Indigo Shire (see page 8), and send completed form with payment to Celtic festival committee.
- The festival committee reserves the right to return any application fee or reject any application and no correspondence will be entered into concerning this matter.
- We encourage all stalls to use waste wise packaging wherever possible.

SITE INFORMATION

1. The site for the Celtic Market will be Located within the main street road closure area in the centre of town. This area is central to entertainment and activities throughout the Saturday and Sunday of our festival.
2. Site holders must supply their own tables and tent/structures. Note that tent pegs are strictly prohibited.
3. Site holders will be permitted to arrive from 6.30am-8.30am.
4. The festival committee will provide tables and chairs and shade structures for public use only.
5. Site applications close 31<sup>st</sup> of August, prior to the festival. Applications will be advised when their application has been approved and a site map with further information will be forwarded at this time.
6. The Beechworth Celtic Festival Celtic Market is operational 9.00am - 5.00pm Saturday and Sunday. ALL site holders will remain at allocated site until 5.00pm. Because Security is minimal on site Saturday evening site holders are advised to pack-up and reset site on Sunday morning.
7. In consideration of other stallholders no PA system or roving sales outside of your allotted site will be permitted.
8. The festival committee makes no provisions for, nor takes any responsibility for inclement weather.
9. Food Handling. Ensure you have all the appropriate paperwork and documentation required for Food Handling in the Indigo Shire. Your documentation must be available if requested during the festival. ALL enquiries in relation to Food Handling should be made to the Environmental Health Unit, Indigo Shire 02 6028 1124 or visit website [www.indigoshire.vic.gov.au](http://www.indigoshire.vic.gov.au) Indigo registration forms and payment should be included with the stall application to the Celtic Festival committee.
10. Stallholders must comply with the Waste Wise packaging requirements, details below.

OTHER REQUIREMENTS

Please specify any additional power or site requests. Our volunteer committee welcomes your feedback and Endeavour to assist you as best we can - please provide any additional information on your application form.

## Waste Wise Stallholder Application Form

**Please complete and return a copy of this to the Beechworth Celtic Festival with your Celtic Market Application Form.**

### Stallholder Contact Details

|   |
|---|
| Name:<br>Company:   |
| Phone:<br>Facsimile:  |
| Email:<br>Event: <b>Beechworth Celtic Festival</b>                                |
| I confirm that the list below outlines packaging at this event.<br><br>Signature: |

Please indicate which items your food/drink stall will be using

| Food/Drink Type you will be selling | Waste Wise Packaging (Recyclable or Compostable) <b>MUST BE USED</b>  | Indicate which packaging your stall will be using |
|-------------------------------------|---|---|
| <b>Drinks</b>                       |   |   |
| • Hot                               | Paper cup with handle<br>Wooden stirrer   |   |
| • Cold                              | Plastic Code 1,2,3<br>Glass bottles<br>Paper cup<br>Refillable drinking<br>Glass<br>PET plastic cup (Code 1)<br>No straws<br>Paper straws |   |
| <b>Food</b>                         |   |   |
| • Chips (Hot)                       | Paper plate<br>Paper bag or serviette   |   |
| • Cutlery                           | Corn starch<br>Cutlery  |   |
| • Meals – Chinese food etc          | Paper plate or<br>Cardboard noodle box  |   |
| • Fairy floss                       | Wooden stick  |   |
| • Fish and chips                    | Paper plate   |   |
| • Hamburger                         | Paper clam  |   |
| • Hot Dog                           | Paper bag   |   |

Indicate/mark here if other food/drink is to be served on washable crockery and/or cutlery.

RETURN THIS FORM TO: Beechworth Celtic Festival Inc. P.O. Box 318 BEECHWORTH 3747

RETAIN FOR YOUR INFORMATION

The Beechworth Celtic Festival Inc. is committed to Waste Wise.

Thank you for your co-operation in helping The Beechworth Celtic Festival Inc. to become a Waste Wise Event. This is a worthwhile step because Large festivals such as the Grand Prix, Wangaratta Festival of Jazz, and Apollo Bay Music Festival have all made great steps to reduce waste sent to Landfill, reducing waste and Litter cleaning costs by introducing recycling systems and reviewing the types of packages used at the events.

Stallholders are required to adhere to the following guidelines:

- If you are a food vendor you will need to fill in the attached packaging survey and return with your application form.
- Only use packaging that can be recycled or composted. Recyclable packaging includes glass, paper, cardboard, aluminum, steel and plastics marked with a 1, 2 or 3 on the base. Some options for purchasing environmentally friendly packaging are attached.
- Avoid using non-recyclable and unnecessary packaging especially polystyrene.
- During the event, correctly place items into the recycling bins for either Bottles and Cans or Paper and Cardboard.
- During the event place any non-recyclable materials into the waste bin.
- Keep the area around your stall Litter free.
- Avoid plastic bags where possible.

If you do have other packaging that may cause a problem, please do not hesitate to contact us. As a Waste Wise Event, we have state-wide environmental standards to meet. We appreciate your assistance in supporting our environmental endeavors.

Remember your commitment to using as little packaging as possible and great emphasis has been made in the promotion that we are creating a regular event with responsible environmental undertakings.

If you were involved in this event Last year you would know that Council began some waste and Litter reduction measures at the event. This year Council is Looking to further reduce waste and Litter at the event and has applied to Sustainability Victoria for Waste Wise Event status, so please help us to achieve it.

RETAIN FOR YOUR INFORMATION

You will be required to remove your own un-recyclable rubbish so keep it to a minimum and use recyclable materials. You will be advised how to dispose of your recyclables such as paper and glass, and your compostable waste.

Waste Wise Tips

- Reduce use of disposables wherever possible
- Avoid single serve items and use bulk dispensers instead (e.g. sugar, sauce etc.)
- Pre-packaged food items (e.g. potato crisps) no change in packaging required
- Bring items to your event in cardboard (unwaxed) or other re-useable boxes/packaging rather than polystyrene

Please contact NevRwaste on (03) 5721 5288 if you intend to use the following NON-RECYCLABLE OR COMPOSTABLE packaging:

- Polystyrene cup
- Plastic plates, sticks or cups codes 4,5,6
- Waxed cup
- Plastic cutlery
- Rectangular plastic containers with no recycling code or code 4,5,6
- Plastic film/ Cling wrap



Events Green Packaging Suppliers

|                            |   |  |
|----------------------------|---|--|
| Fletchers Packaging        | 4 Mason St, Wangaratta<br>(03) 57221 470                                      | Paper /cardboard cups, wooden cutlery, sugarcane plates & bowls, cardboard clams & food foxes, citrus range of cleaning products       |
| Wangaratta Packaging       | 143 Vincent Rd,<br>Wangaratta<br>(03) 57214 879                               | Cardboard cups, paper plates, cardboard cake trays and cake boxes  |
| Warehousing Services       | 41 Archer St, Shepparton<br>(03) 58212877                                     | Cardboard cups, cardboard clams & cake trays.  |
| Blackwood E.C              | 287 Townsend St, Albury<br>(02) 60215600                                      | Paper bags, cardboard coffee cups, paper plates, cake trays, wooden stirrers, cardboard clams, cardboard food boxes, paper carry bags. |
| Exflo Hospitality Supplies | 919 Metry St, Albury<br>(2) 6025 6200   | Cardboard Cups, paper plates, paper bags, cardboard clams, cardboard food boxes  |
| P&I O'Kelly                | 24 Commercial Drive<br>Dandenong<br>Contact: Sarah O'Kelly<br>(3) 9706 4299   | PET recyclable plastic cups, sandwich containers and containers and lots of other enviro packaging                                     |
| Kent Paper                 | 9/13 Hayes St<br>Balgowlah NSW<br>(02) 9949 6666                              | Recyclable alcohol glasses, sandwich containers and hot & wet food containers and more   |
| Lombards                   | 40-70 Mt Alexander Rd<br>Flemington VIC<br>Contact: Colin Cut<br>0407 803 381 | Recyclable cups, cardboard & enviro tray packaging, and lots of other green packaging products   |

### **Also worth noting...**

- When asking for recyclable plastic containers or cups make sure they have a 1, 2 or 3 in the following arrow symbol on the bottom of the product, this will mean it is recyclable.
- Serviettes made from recycled paper and paper plates that can be recycled are available at most supermarkets.
- More contacts for packaging suppliers are available by contacting NevRwaste (Wangaratta) on (03) 5721 5288 or [elsie.nielsen@nevrwaste.vic.gov.au](mailto:elsie.nielsen@nevrwaste.vic.gov.au)

### **NevRwaste Disclaimer**

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The Beechworth Celtic Festival Inc.  
thank you for your co-operation.

Buying green sets an example for others to follow.  
Your customers and our patrons will welcome it, and it will  
create a positive effect for future business relations.

## Application Checklist

- Completed Celtic Market Application form.
- Include payment for Stall.
- Include copy of public/product liability insurance.
- Include Signed Agreement form. (page 2)
- Returned Waste Wise Stallholder Application (if applicable).
- Ensure Food Handling Plan & documentation is current
- Include "Temporary Food Premises Registration" Form (page 8)
- Food stalls to include payment to Indigo Shire if not already registered with Indigo

**Indigo Shire**  
 Post Office Box 75  
 YACKANDANDAH, Vic, 3749  
**Phone: (02) 60281100**  
**ABN: 34 627 466 758**

## TEMPORARY FOOD PREMISES REGISTRATION



I/We the undersigned, hereby apply to register a temporary food premises at an "Event(s)" under the provisions of the *Food Act 1984* at the location described in the attached template

### NAME & ADDRESS OF APPLICANT

|                        |            |
|------------------------|------------|
| Name:                  | Address:   |
| Contact number (Home): | Mobile:    |
| Email:                 | Facsimile: |

### NAME OF BUSINESS (If Any)

|                |            |
|----------------|------------|
| Business name: | Phone:     |
| Address:       | ABN:       |
| Email:         | Facsimile: |

### EVENT DETAILS

|                    |                |
|--------------------|----------------|
| Event:             | Date of Event: |
| Event Coordinator: | Phone:         |

### Please specify the type of foods you will be providing:

- Exposed/High Risk Foods (products containing meat, fish, poultry, dairy, egg, shellfish, rice).
- Low Risk- Pre Packaged Foods (e.g. wine, canned soft drink, packaged confectionary etc)

### Fees

\$45.00 Temporary Food Premises selling Exposed or High Risk Foods  
 \$30.00 Temporary Food Premises selling Low Risk Pre-Packaged Food  
 (Note: Fee not payable by not for profit organisations and food businesses already registered in Indigo Shire)  
 (Note Fees are GST free)

### Please list the food to be sold (or supply a menu):

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### Type of operation:

- Stall
- Free Standing BBQ
- Mobile Food Vehicle
- Tent/Marquee
- Other

**Please describe how the food will be:**

Cooked: \_\_\_\_\_

Kept Hot (Above 60 Degrees Celsius): \_\_\_\_\_

Kept Cold (At or Below 5 Degrees Celsius): \_\_\_\_\_

Kept Frozen (At or Below -15 Degrees Celsius): \_\_\_\_\_

Thawed: \_\_\_\_\_

Delivered: \_\_\_\_\_

**Please Describe:**

Hand Washing Facilities: \_\_\_\_\_

Equipment Washing Facilities: \_\_\_\_\_

**Please indicate power sources:**

- LPG
- Electric Generator
- Mains Power
- Other:

**Is any food going to be prepared at premises other than the ‘Temporary Food Premises?’**

- Yes
- No

**Is the premises registered under the *Food Act 1984*:**

- Yes
- No

**Address of premises where food will be prepared:** \_\_\_\_\_

**Contact name & number at above address:** \_\_\_\_\_

I ..... have completed a Food Safety Program to be used for this event. I have read all of the enclosed information regarding the sale of food at a temporary food premises and I agree to comply with all of the requirements. I am aware that I am required to keep a copy of the Certificate of Registration of a Temporary Food Premises and the Food Safety Program for the event on site during the event, and that I am required to adhere to the practices and procedures detailed in the Food Safety Program at all times during the event.

I understand that on the day of the event, Environmental Health Officers may be present and they reserve the right to stop the sale of food items on the spot if I am not adhering to these requirements.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_