

Semaphore Music Festival

Sat 3 – Sun 4 October 2009

Stall Trading

10am – 6pm

option to open and close trade at traders' discretion

Applications close Sept 1

Dear Stallholder

- Last year for the Sunday only concert attracted approx 7000 visitors
- This year there are free music concerts on Saturday and Sunday so an equal number of visitors per day are expected on Sunday.
- On Saturday there will be 'Rock & Roll High School' featuring High School acts and it is a family friendly event.
- On the Sunday there will be a free concert featuring Adelaide's best Alt. Country, Roots & Blues acts.
- There is a possibility that on the Monday there will be a concert featuring indie rock bands subject to funding (TBC).
- The live music will be played between 1pm – 5pm at discretion of Event Organiser.
- Stalls and music will be located on the Semaphore Foreshore Reserve.
- Please be aware that the foreshore reserve can become very windy and that stalls need to withstand this and abide by occupational, health and safety regulations.
- There will be music/groups in local venues during the evening.
- Parking supplied for traders subject to availability.
- No vehicles to be parked or driven through the foreshore reserve after 10am or before 6pm.
- Please read the terms and conditions carefully.
- If you agree with the conditions, please fill out and sign the application form and all documentation to:

Stalls Manager

Semaphore Music Festival

P.O. Box 302

Semaphore, S.A. 5019

Contact: Debra Thorsen: 0401 076 560 or

info@semaphoremusicfestival.com

- All payments to be made out to Cinnabar Production in full, \$150 per day plus \$100 deposit plus insurance cost (please advise before payment is received)
- Security nights from 8pm – 8am
- Must leave their site clean
- To see complete programme go to

www.semaphoremusicfestival.com

SEMAPHORE STALLS

4m x 3m site only @ \$150per day stall (incl. GST)	\$
Conditionally Refundable Site Bond (stallholders must adhere to terms and conditions of participation)	\$100
TOTAL PAYABLE TO <i>CINNABAR PRODUCTIONS</i>	\$

STALL DETAILS

Max. number of food handlers:

Your site is approx 4 x 3 site.

You need to supply: covered stall

electric cables UP TO LENGTH OF 35m

Please provide exact details of your back of house area

Exact Stall Dimension include everything including trailer, mobile fridges etc

Please provide power requirements

Do you need 3 phase power?

Special requests (we may not be able to cater for these but they will help us to understand your needs)

Public and Products Liability Insurance

IMPORTANT NOTE:

We Only accept Underwriters on your Certificate of Currency who are APRA approved and not offshore.

Public Liability Insurance - you must attach a copy of your Certificate of Currency to this application

Name of Insured Party on Policy.....

Relationship to stallholder.....

Name of Insurance Company.....

Name of Underwriter.....

Policy Number -

Expiry Date -

Insured Amount (minimum 10 million).....

Is the cover for Products Liability as well YES/NO

If your insurance policy expires before the festival supply copy of previous cover and ensure you provide new Certificate of Currency prior to the event.

Please Note: Anyone not providing a copy of valid public liability insurance by the closing date for applications will be charged a \$100 administration charge unless prior arrangement has been made.

Check that your broker has not used an offshore underwriter.

SEMAPHORE MUSIC FESTIVAL

STALL HOLDER TERMS AND CONDITIONS

- Please read the terms and conditions carefully. These terms and conditions form part of your agreement
- If you fail to comply with the following regulations you will be required to forfeit your stall allocation with no refund.
- Stalls are only allocated after payment and proof of public liability is received.
- Semaphore Music Festival reserves the right to refuse any stall application.
- All stall holders must abide by THE FOOD AUTHORITY and the local Council's requirements and their "Environmental & Waste Management Practices Policy".
- A Council Health and Environmental Inspector will inspect your stall on the day and has the power to close your stall if you do not meet these regulations.
- No food will be sold outside designated food areas.

STALLHOLDER REGULATIONS

- **STALL SIZE:** Sites are sold in 4 x 3m increments.
- **STALL SET UP:** Stalls are only able to sell from the **FRONT 4 metre** of the stall unless you have a corner position.
- **INSURANCE:** You **MUST** have your own **PUBLIC and PRODUCTS LIABILITY** insurance of a minimum \$10 million coverage. Please attach a copy of your **Certificate Of Currency**. Only 365 day APRA registered Underwriter policies will be accepted. Anyone not providing a copy of valid public liability insurance by the closing date for application will not be allowed to trade
- **WASTE AND THE ENVIRONMENT:** All participants are responsible for making SMF event environmentally friendly. **Site bond of \$100 will not** be returned if there is any damage to or waste left on your stall site and you will not be asked to any further events. Please leave your site undamaged and clean.
- **BIODEGRADABLE CROCKERY AND CUTLERY:** Please use biodegradable crockery and cutlery.
- **OH&S:** All stallholders are expected to abide by any and all safety regulations and requirements to ensure the Semaphore Music Festival is a safe and OH&S compliant event.
- **WASTE WATER is to be disposed of in toilet block**
- **WATER** is available from toilet block on beach side
- **FURTHER HEALTH INFO:** custserv@portenf.sa.gov.au or ring 8405 6832

POWER

- **GENERATORS:** Only generators organized by the festival are allowed on site – **NO EXCEPTION**
- **POWER** is supplied in stall costs
- **MUST BE ORDERED** at time of application
- **POWER LEADS:** Power leads and extension cords must be unbroken and they must not lie across thoroughfares. Faulty leads and electrical appliances can trip the power supply. **Please ensure your equipment has been recently tagged by an accredited electrician.** If your appliances and leads are not tagged, our electrician will test and tag them on the day **at your expense.**

VEHICLE ACCESS

- Vehicles to be **off site** by Sat. 10 am may return Sunday 6 pm. Due to OH&S reasons please do not drive on the Foreshore Reserve.

PAYMENTS AND REFUNDS

- **PAYMENTS:** must be made in full at time of application. No part payments will be accepted.
- **CHEQUES:** Cheques or money orders must be made out to Cinnabar Productions
- **WEATHER/CROWDS:** Semaphore Music Festival take no responsibility for inclement weather or crowd participation. **Please be prepared for wet weather, bring a cover.**
- Semaphore Music Festival takes no responsibility for damage or stolen property.
- **REFUNDS: NO REFUNDS REGARDLESS OF CIRCUMSTANCE.**

I/we have read and agree to the *Stallholder Terms and Conditions* attached to this application form and indemnify Semaphore Music Festival against any and all liabilities, claims and actions that may eventuate - in association with the establishment, operation and removal of any trading premises (stall) at the Semaphore Music Festival

Signature(s)..... Date

Food Safety Information Sheet

Please read this and keep it for your records

Temporary Events Information

(for Event Organisers & Food Stall Operators)

The *Food Act 2001* and *Food Safety Standards* contain requirements for all food businesses

Wastewater Disposal

Ideally, all wastewater from washing of utensils and equipment, etc, should be disposed of directly to sewer. Where this is not practicable, wastewater should be directed to sealed drums for later disposal to sewer. Wastewater is not permitted to enter the stormwater system (ie roads, gutters and other paved areas) under any circumstances. Wastewater at the Semaphore Music Festival is to be disposed of in the toilet block on the beach side.

The Stall

To the extent that is practicable, measures should be taken to exclude dirt, dust, fumes, smoke and other potential food contaminants from the food stall area. For these purposes a 3-sided tent or similar structure is recommended. The extent that this is required will be dependent on the site and conditions on the day. A floor will not generally be necessary, unless the area is excessively dusty, muddy or in some other way unsuitable. The area will need to have enough light and an appropriate level of ventilation to facilitate the food handling activities.

Skills in & Knowledge of Food Safety and Hygiene Matters

Food handlers and supervisors must have skills in, and knowledge of, food safety and hygiene matters - to a level that allows the food handler's task to be completed safely and hygienically.

Note - this requirement does **not** apply if the food business activity is

- 1) solely for community or charitable purposes (without personal financial gain), and
- 2) the only food to be sold is not classified as 'potentially hazardous'. In addition, if potentially hazardous food is to be thoroughly cooked and consumed immediately (e.g. sausage sizzle) – the skills and knowledge requirement is not applicable.

If an exemption applies – you must still ensure that the food for sale is safe for people to eat!

That means understanding and applying the following requirements:

Potentially hazardous food

Potentially hazardous food is any food that must be kept under **temperature control** to keep it safe.

Foods classified as **potentially hazardous** include:

- raw and cooked meat
- seafood
- dairy products
- processed foods containing nuts, eggs, beans or other protein rich food
- tofu and other soy-based foods
- processed or cut vegetables and fruit
- cooked pasta and rice, and
- any food containing any of the above ingredients (ie sandwiches, rolls, prepared salads).

Temperature control = 5°C or below AND 60°C or above

The above foods need to be *maintained* at these temperatures during transportation, storage and display.

Where this may not be possible or practical (i.e. during food preparation or short-term display), Use the 2 hour / 4 hour rule as a guide...

- **for up to 2 hours** such food can be kept safely at normal daytime temperature
- **for between 2 and 4 hours** use the food immediately
- **over 4 hours** throw the food out.

NOTE: These times relate to the total amount of time that the food is at normal daytime temperatures. Frozen foods must remain frozen during transportation, storage and display.

Thermometers

A digital probe-type thermometer is required to be provided wherever **potentially hazardous foods** are stored, handled or displayed, to enable the temperature control requirements to be complied with. A digital probe thermometer that accurately measures the temperature to +/- 1°C.

Handwashing Facilities

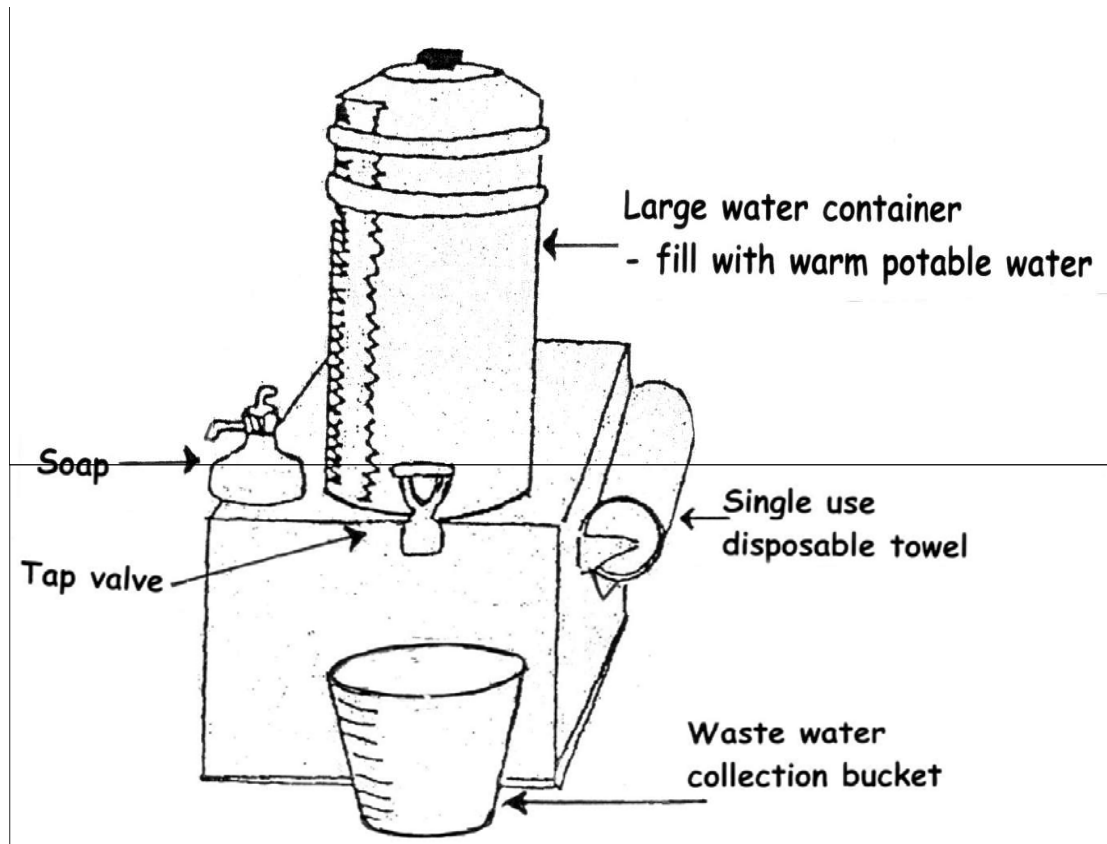
Handwashing facilities must be available wherever food stalls carry out any handling or preparation of unwrapped or unpackaged food.

Refer to the following guideline for further information regarding temporary hand washing facilities.

Hand Washing At Temporary Food Premises

(at Food Fairs, Fetes and alike where permanent hand washing facilities are not available)

A relatively easy way to meet the hand washing facility requirements in food premises of a temporary nature (where there are no permanent facilities is to provide a hand washing resource like the one described below in the food handling area.



Food Storage, Display & Transportation

- All food (that is not self-service) must be enclosed, contained or wrapped to protect it against contamination.
- Store potentially hazardous foods in iced foam boxes, eskies or refrigeration units.
- Adequately pre-heat (or cool) all display units before placing food into them.

Self Service Foods

If self-service foods are going to be available for customers, the following should be observed

- Ensure the food is effectively supervised, so that any food which may have been contaminated by a customer can be removed from the self service area immediately,
- Provide separate serving utensils for each food product, and
- Use protective barriers to minimise potential contamination by customers.

Eating & Drinking Utensils

- Must be maintained in a clean and sanitary condition and protected from contamination
- Use disposable implements wherever possible.

Cleaning of work areas and equipment

Provisions must be made to ensure that an appropriate level of cleanliness can be maintained throughout the day. It is important to “clean as you go”

- Ensure access to soapy water and clean rinse water for the cleaning of utensils and equipment.
- An evaporating, spray on-type sanitiser must be used to effectively sanitise benches, cutting boards, etc, after they have been cleaned.

General food handling tips & Avoiding Cross Contamination

- Encourage regular hand washing by all food handlers. Thoroughly wash and dry hands with soap and single use paper towel after using the toilet, eating, handling food and after handling raw meat.
- Avoid bare hand contact with food wherever possible. Use tongs, spatulas etc.. If gloves are used they need to be changed as often as you wash your hands.
- Ensure all food contact surfaces and equipment (including tables and tongs) are cleaned and sanitised.
- Keep raw meat separate from cooked meats and salads, both in storage and whilst preparing.
- Use separate utensils and equipment wherever possible for raw and ready-to-eat foods, to avoid bacteria being transferred across from the raw food.
- Protect and cover stored and displayed food from contamination with appropriate lids and containers and barriers.
- Ensure the centre of frozen foods are fully thawed before cooking
- Thoroughly cook foods to steaming hot, especially when reheating is required.
- Chicken, pork, meat patties and sausages should be cooked until the juices run clear and there is no pinkness in the meat.
- Don't allow persons who have had diarrhoea or vomiting in the previous 48 hours to handle food.
- Wear clean clothing and ensure cuts are covered with brightly coloured bandaids and then a waterproof outer covering (disposable gloves).

**Should you require further information or assistance please contact the Environmental Health Unit – City of Port Adelaide Enfield
Telephone 8405 6832**

COUNCIL and FOOD PREPARATION GUIDELINES

Stallholders will be required to follow the Council guidelines

Here are some stall operation guidelines:

- No beverage to be sold in glass

Council will monitor the management of waste throughout the day to make sure no problems occur. Festival staff will also monitor stalls on the day to ensure that waste guidelines are in place and adhered to.

Waste reduction

- Packaging: eliminate unnecessary packaging and wrapping
- Food /drink containers: use biodegradable containers instead of plastic.
- Cutlery: Preference for use of corn starch or wood instead of plastic

Pollution reduction

- No Polystyrene drink containers to be used
- No waste water, oil or rubbish to be swept down storm water drains. All oil will need to be taken off site by the stallholder
- **Waste Water to be disposed of** in the toilets
- No glass

Foodware guidelines

All foodware used at the festival – plates, food containers, cups, cutlery and wrapping must be:

- Reusable **or**
- Biodegradable (i.e. must be composted with food)

Food/beverage – acceptable materials

- **Take away food** – cardboard packs, paper plates, paper bags, paper wrapping, cellophane wrapping
- **Hot chips** – paper cups
- **Sandwiches** – paper wrap, cellophane wrap
- **Ice creams** – ice cream cones, paper cups
- **Beverages** – durable cups, paper cups

Protection of Food

- A three day food stall must consist of a food stall on which the roof and three sides are covered with canvas, plastic sheet, vinyl or other approved material.
- Food must be screened and shielded from dust and from handling by the public
- Any food on display must be covered so as not to be openly accessible by the public
- **A physical barrier must be provided, such as a display counter or perspex glass sneeze guards.**
- Only disposable (recyclable, compostable) eating and drinking utensils must be used
- All food inside or behind the stall must be 750mm above the ground and in covered or enclosed containers.
- Food should be protected from damage and direct sunlight.
- All condiments such as sauce, mustard etc must be contained in squeeze type dispensers or individual sealed packs
- Drinking straws, paper cups, cutlery etc must be recyclable or compostable.
- Tea, coffee, cordial and other beverages must be sold in a lidded container, which has a spout or straw and is made from recyclable or compostable materials.
- All pre-packaged foodstuffs must be labelled in accordance with the provisions of the Food Act 2003 and Food Regulation 2001.
- Smoking is not permitted inside or at the rear of the food stall.

Temperature Control

- All food prepared on the stall must be for immediate sale and consumption unless a suitable food warmer or food display is provided. Hot food must be maintained at a temperature of at least 60 degrees Celsius, and cold food below 5 degrees Celsius.
- Pre- prepared food products or pre-cooked food consisting wholly or in part of fresh cream, custard or any similar food which promotes bacterial growth shall not be sold unless stored under refrigerated conditions.

- All raw food and perishable food such as steaks, hamburger patties and sausages shall be stored in a portable cooler together with an adequate supply of ice or a cooling medium and kept below 5 degrees Celsius.
- Potentially hazardous food which promotes bacterial growth, such as chicken, seafood and rice must not be pre cooked.

Cooking

- All heating and cooking equipment including cooking plates must be located within the stall and suitably protected from contamination.
- Cooking and heating equipment must not be within reach of the public.
- The cooking area is to be kept free of dust borne contamination and droplet infection i.e. coughing, sneezing by the public.
- Where cooking is carried out, adequate provisions must be provided to protect the stall walls and ceiling from heat flame and splashing.
- Ensure that with all bbqs all residues are collected in drip trays and portable bbqs are elevated to prevent damage to any grassed areas.
- **A fire extinguisher, of adequate size, must be provided on site by the stallholder. It must be convenient to the area in which any open flame cooking is carried out.**

Washing facilities

- Separate hand washing facilities must be provided within the stall. **Water is available on site at the toilet block on the beach side.**
- Hand towels, soap and detergent must be present and available in each food stall.

Disposal of cooking oil and washing water.

No cooking oil or wash water is to be disposed of down drains or gutters. Cooking oils to be taken from the site by the stallholder Council Rangers will patrol the festival and will fine anyone breaking the law. (Environmental Legislation provides for on the spot fines of up to \$1,500 for offenders).

Waste Management and Collection

Bins will be provided for recyclables and waste please be mindful how you separate your waste.