

# 2020 The Planting Festival

Friday 4pm -1st May – Sunday 3rd May

Information for Food and/or Beverage Stalls

Thank you for expressing interest in joining us as one of our valued retailers.

This information pack details the information required for applying to run a Craft Stall at the festival. Alongside this document you will find the terms and conditions to trade at the festival, layout forms, FAQ and the application form.

Woodfordia Inc, hosts of The Planting Festival, provides sites to Food and/or Beverage Stallholders who offer delicious meals and beverages in a professional style. We ask food stalls to create a venue that is tastefully decorated, unique and is interesting as the food and beverages they serve.

We know that there is a direct link between the stall's aesthetic, what they offer, the atmosphere they create and their turnover. Stalls that provided feedback where they exceeded their financial expectations were those that took a lot of pride in their stall's presentation.

This is one of the key aspects our stalls selection process when assessing your application. Please ensure your photos of your stall represent who you are and what you have on offer, select them well and please remember this is important in presenting your application especially if you are a new craft stall applying for the festival.

We really want everyone to be safe and do the right thing, we are a large event over many days and have very strict guidelines and regulations you must be prepared to adhere to. It is very different than trading at a market/fete or community gathering, it is important for us that you understand the expectations and the agreement to trade at the festival.

We support Food and/or Beverage Stalls that strive for excellence in every aspect of their business.

If this is you, we welcome your application with open hearts.

## Festival Dates and Trading Hours

Stallholders are expected to operate for the duration of the festival from the 1<sup>st</sup> May until the 4<sup>th</sup> May.

We ask that all stallholders trade per our minimum required trading hours (see below). However, stallholders are welcome to operate beyond the specified closing hour during the festival.

Festival gates open on the **1<sup>st</sup> May at 4pm** and we welcome our patrons into the precinct. This is our first opportunity for our guests to have a look around, to scope out stalls they may want to visit during the festival. All stalls need to be open to create the atmosphere of Woodford from this time.

The festival gates close 1pm on the 4<sup>th</sup> May 2020. Guests will not be able to enter the festival before or after these times.

Minimum required trading hours:

FESTIVAL DAY	OPENING	CLOSING
Friday 1st	4pm	10pm
Saturday 2nd	7am-Food/Cafes and 9am - General stalls	10pm
Sunday 3rd	7am-Food/Cafes and 9am - General stalls	10pm

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## Stallholder Requirements & Selection Criteria

- Stallholders with a current Food Safety Supervisor Certificate.
- Stallholders who can provide a healthy, creative and fresh menu.
- Stallholders who can provide a shaded eating area, with tables and chairs, tastefully decorated to entice folks to sit, relax and enjoy their meal/drinks.
- Stallholders who show initiative and can follow the application process.
- Stallholders who are registered and/or qualified to provide services/therapies stated.
- Stallholders who are fun, ethical and aware of how personalities make an event.
- Stallholders who are willing to create a striking and visually beautiful stall.
- Stallholders who are honest, reliable and believe in the festival's ethos and universal kindness.
- Stallholders who have \$20 million Public Liability Insurance.
- Stallholders who can maintain their sites, stalls and staff for a 7-day festival.
- Stallholders who can bump in on time and leave their site as they found it, clean and devoid of waste.
- Stallholders who can adapt to change and challenges.

Generally, we look for people who care and love what they do!

## Stalls/Retailers That Are Not Appropriate for WFF

- Stallholders who are just in it for the financial benefits and have no attachment to what they sell/trade/provide
- Stallholders who do not want to put creative energy into the presentation of their stalls
- Stallholders and their crew who do not understand it takes patience, manners and good will to create relationships and have no respect to other people's choices.
- Stall decorations/tents/marquees that have trade logos/corporate sponsorships advertised

## ***Stalls that are made from camping tents/carports and are of domestic materials***

### Bumping-in and out

**Food stall holders** can access the site from Monday, 27<sup>th</sup> April-8am-4pm, all food stalls to be set up by Thursday, 30<sup>th</sup> April at 10am.

Stallholders who are hiring their marquees and cold-rooms may access the site strictly on the following days between 7am-5pm ONLY.

Monday, 20 April - Friday 24<sup>th</sup> April and Monday 27<sup>th</sup> April-Wednesday 29<sup>th</sup>

Cold rooms and Freezers must be positioned on your site prior to your hired marquee being erected, be prepared for this and communicate your needs as early as possible.

WFF does not take responsibility for the placement of your equipment and recommend that you are on site when your stalls infrastructure is being placed, at times with notice and the exact plans of the location of the equipment, we may be able to support the placements.

WFF Service personal will connect your stall to power and plumbing and ensure your gas equipment complies with the Queensland Gas Authority. It is important that we know when you will arrive on site and when you will be ready and prepared for our crew to connect your stall into our infrastructure systems. We will attempt to book in a time that suits all parties, stallholders or a representative of theirs must be onsite for this to occur to make it smooth for all parties.

All vehicles must be out of the precinct from 10am Friday 1st May. There will be no vehicle movement allowed from this time to enable our site crew to dress the roads and complete the final touches to the precinct site.

Bumping out of the festival

All stallholders can bump out on Monday 4<sup>th</sup> May from 1pm only. Vehicles can come back on site from that time.

Hire companies can access the site from Wednesday 6<sup>th</sup> May until Friday 8<sup>th</sup> May between 7am-5pm.

All equipment is to be offsite by Friday, 8<sup>th</sup> May at 5pm.

Food Stall Fees (inc GST)

FOOD AND BEVERAGE STALLS		
Stall Size inc: Cold room Ice box etc	Stall Fee	Complimentary tickets
3x3m (1 product only)	\$1,200	3
3x6m (cafe etc)	\$1,630	4
4x4m	\$1,800	4
3X6m	\$2,000	4
6x3m	\$2,200	3
5x5m	\$2,400	4
6x6m	\$3,500	5
6X9m	\$3,800	5
9x6m	\$4,100	5
9x9m	\$4,300	8
9x12m	\$5,000	8
12x12m	\$5,500	9
15x12m	\$6,300	10

EXTRA SERVICES	FEE
Additional Gas Installation	\$110 per hour plus parts
Gas compliance certificate	\$180 per corticate
Electrical compliance repairs	\$110 per hour plus parts
Bond	\$300
Food Trail advertising	\$165

Stall Allocation

Stall placement and overall layout of the site is at the discretion of the Organisers and Stalls Manager. Fitting everyone into a tight area is tricky and sometimes we must consider factors outside of anyone's control. Last minute challenges occur that result in sites being moved, we do our best to make it smooth for all, however at times have made big changes right up until the last day. The Stalls Manager is approachable and willing to discuss your needs and accommodate them if a stall change is possible.

Once you have been allocated your stall, stallholders must be mindful of not encroaching too far out onto the walkways with their racks, information boards or displayed goods for access and safety reasons. The stall management team will work closely with you to ensure there are no trip or potential head hazards.

When deciding what stall site size, you require, please include all ropes and awnings. If you arrive at the festival and your stall is bigger than you have indicated this has a flow on effect for those around you and will disrupt our carefully laid out site plans.

## Stallholders Portal

Each retailer will be given a portal code to enter into a personal site that will house your complimentary tickets, the ability to purchase additional tickets and other relevant information. Once you have paid your stall fee and the time is right, we will send you your code to the portal.

## Stallholders Directory

Each retailer will have the opportunity to host a page on our website detailing and showcasing their works and wares, talents and creations and what they have on offer. It will provide links to your other social media and will let everyone know who is on the streets at The Planting Festival. It is important that when you apply you are mindful of what you write and your photos you submit. Our teams are able to support you and can discuss with you how to upgrade your directory simply and inexpensively.

## Insurance

\$20,000,000 Public Liability Insurance is compulsory for all stallholders.

\$20,000,000 Product Liability Insurance is highly recommended

## Cancelling your Stall at WFF

If you wish to cancel your stall more than 21 days prior to the festival, then Woodfordia Inc may retain 50% of the total site fee (before the 10<sup>th</sup> April). Any cancellations after this date will not be refunded.

## Right of Veto

The organisers of the festival retain the right to enter your stall anytime and remove any article, sign, picture or printed matter which, in our opinion, is either not eligible for display or is considered offensive.

## Subletting

Stallholders can share part of their site with consent from the Stalls Manager, but stallholders are not allowed to sublet the stall.

## Payment of fees

Upon being accepted to WFF, an invoice will be generated and emailed to successful applicants via the email address provided on your application form.

Successful applicants will be provided payment instructions and procedure via email.

Stallholders have 21 days to pay the amount in full in order to secure the site.

Your application will not be secured if payment has not been received within the 21 days.

## Stalls Bond and Refunds

Each Stall is required to pay a \$300 bond. The bond will be included in the invoice.

You must leave your site the way you found it and be mindful of our goal 'to leave no trace'. If you hire a marquee you need to ensure the contractors are aware you have a bond on the site and that they are to leave it the way they found it or may jeopardise this for you if they do not pick up rubbish including electrical tape and cable ties.

The bond will be refunded late May into the nominated bank account supplied on the online application form once stall management staff have inspected your site.

The Stalls Management Team will inspect your site once you leave the festival. It is important that your site is checked thoroughly; this includes screws, nails & cable ties.

Leaving 'no trace' requires each stallholder to remove all building materials, bamboo and any other infrastructure off site and place recycling and waste material in skips provided at the end of the festival. It is the responsibility of the stallholder to ensure that the site is clear of this debris and all rubbish sorted appropriately.

## Environmental Lore

At WFF we endorse an Environmental Lore regarding packaging. We are committed to reducing the amount of waste taken off site and into landfill. We sort all the rubbish, compost and recycle wherever possible.

## Garbage & Recycling – NO PLASTIC BAG, PLASTIC STRAWS OR SINGLE USE PLASTIC TOYS

A general waste fee is charged on top of your stall fee to help ensure we meet our waste targets.

All food stalls must use compostable packaging to serve all their food and beverages, general stalls are to use reusable bags/paper bags. The Festival will supply bins for general waste, recyclable products and cardboard at the back of each foodstall. Garbology Crew will attend to your waste disposal if required, foodstalls are required to have bins on the street before 6am for collection, you are responsible to collect your bin back off the street by 8am. It is the responsibility of the stallholder to work with the Garbology Team about daily pick up. Larger collections can be pre-arranged. Organic Waste containers will be available for those stallholders who are able to separate organic waste in their food preparation. Oil drums can be arranged to be picked up.

Over the last few years, we have been working towards making this a single use plastic free festival and are encouraging everyone to use reusable bags and baskets.

## Ticketing

Included in your stall fee are complimentary Season Tickets they include camping in our designated areas, these tickets are non-transferrable. You and your entire crew must camp in the designated camping areas We want our guests to have the pick of the campsites and provide comfortable quiet camping for our stallholders and their staff.

The amount of 'included complimentary tickets' you receive will depend on your stall size, they are for you and your crew to use.

## Season Tickets for stallholders (complimentary and extra)

Additional stallholder staff Season Tickets can be purchased.

It may be more convenient for you to purchase Day Tickets for your staff if they are only attending a day or certain days. Once you have been accepted you will have your own stallholders' portal where you will be able to purchase additional tickets and name your complimentary tickets you were given.

Ticket purchases are in accordance with the terms and agreements.

## Front of House Service-Your Front Counter

Each year we have noticed how retailers are working effectively with systems they have in place so they can easily record and calculate sales and stock, your 'POS', point of sale. This keeps an eye on what is happening with your cash flow and is transparent and accountable.

We highly recommend that you have a point of sales systems that allows an easy and simple transaction for your services and products with either cash, EFTPOS, Alberts, Squares or other technology options.

We would also like you to consider your till system and its placement. Encouraging folks to come in and look around, while quickly introducing yourself and what you have on offer may be hard to do if you're down the back sitting on a chair, consider bringing your area to the front, observe the whole stall and the roadways. Take the opportunity to engage with folks as they come past, a quick glance of the eyes and smiles are always a welcoming and lovely thing to see and it may just bring you one more sale. Food stalls may find this difficult to achieve but consideration to your front of house is something to ponder over.

## Amplified music in stalls

The festival programme 35 venues across the site. The use of amplified music and loudspeakers is prohibited, as The Planting Festival is a live music event.

The Planting Festival is a fully curated event featuring a diverse range of live music and does not want to compete with private sound systems playing music that has not been selected as part of the carefully prepared programme. WWF also wants guests to be able to find places of rest and quiet on site. In addition, WWF does not have a license to play pre-recorded music on site apart from a very few performances in two of the venues.

The license to play pre-recorded music at a festival is hugely expensive. Please help us with compliance.

As you can imagine this is a boring task for us to undertake.

Please don't add to our workload.

## Moreton Bay Regional Council Health Requirements

All food handlers must hold a current Food Safety Supervisors Certificate.

All stalls must comply with health requirements of the Food Act and Food Regulations 2006 and the Food Safety Standards supervised by the Moreton Bay Regional Council (MBRC).

Moreton Bay Regional Council (MBRC) will require successful applicants to submit the Food Business License application form with payment. You can access information at MBRC by clicking on the link below.

<https://www.lgtoolbox.qld.gov.au/topics/food/how-operate-your-food-business-safely#temporary-food-stalls>

Every operator will need to submit a proposed Stall Layout Plan for assessment to ensure the site complies with the requirements of the Food Act and Food Regulations 2006.

Council and State Health Department staff will be monitoring food stalls during the Festival. Premises found with inadequate facilities will be requested to comply. Stallholders who refuse to comply will not be allowed to operate and refunds will not be issued.

<https://www.health.qld.gov.au/public-health/industry-environment/food-safety/regulation/act-standards>

<http://www.foodstandards.gov.au/code/Pages/default.aspx>

## General Health Requirements

All persons engaged in the preparation or sale of food shall:

1. Wear clean and appropriate clothing.
2. Ensure they keep themselves and their work area clean.
3. Long hair kept tied back.
4. Ensure hands are cleaned, before commencing or resuming work and after visiting a sanitary convenience, smoking, handling garbage, handkerchief or nasal tissue.
5. Not smoke in any food stall, van or other place where food is to be prepared and/or sold or people are eating in a designated eating area.

## Storage of Food Items and Products

Food shall be stored at least 75cm above the ground for protection from contamination. All food is to be protected from contamination by dust, flies, vermin, breath or handling and displayed in Bain-maries (where possible fitted with sliding doors), refrigerated cabinets or behind sneeze-proof shields.

All food stored in cold rooms or freezers must have adequate shelving, no food is to be stored on the floor.

Food must be stored within a sealed cabinet, plastic film or food-grade paper or plastic bags or covered with a food grade film.

Squeeze-type dispensers, in covered containers must dispense sauces and other condiments.

Whole fruit and vegetables are exempt from this requirement.

## Temperatures

There is a legal requirement that food vendors must provide a food-approved thermometer, which is accurate to + or – 1 C. This will enable food vendors to monitor food deliveries, production, display and storage.

The temperature range between 5°C and 60°C is known as Temperature Danger Zone. This is because in this zone food poisoning bacteria can grow to unsafe levels that can make you sick.

### Keeping cold food cold

Keep your fridge below 5°C. At these temperatures most food poisoning bacteria stops growing or they grow slowly. Use a fridge thermometer to check that the temperature stays around 4 to 5°C. Also make sure you have enough fridge space as fridges won't work properly when they are overloaded or when food is packed tightly because the cold air cannot circulate.

If you are running out of room in your fridge, remove foods that are not potentially hazardous, such as jams, pickles, vinegar-based dressings, bottled or canned drinks. The temperature of these foods is not critical for safety and they can be kept cool in insulated containers with ice or cold packs.

Freshly cooked food, not for immediate consumption, should be cooled to below the danger zone as quickly as possible. Divide food into small shallow containers and place in the fridge or freezer as soon as it stops steaming.

### Keeping hot food hot

Hot food needs to be kept and served at 60°C or hotter. If you are keeping it warm for someone, put it in the oven at 60°C or at 100°C if that is as low as your oven will go.

### Two-hour/four-hour rule

Use the two-hour/four-hour guide below to work out what action you should take to avoid food poisoning if potentially hazardous food is held at temperatures in the danger zone.

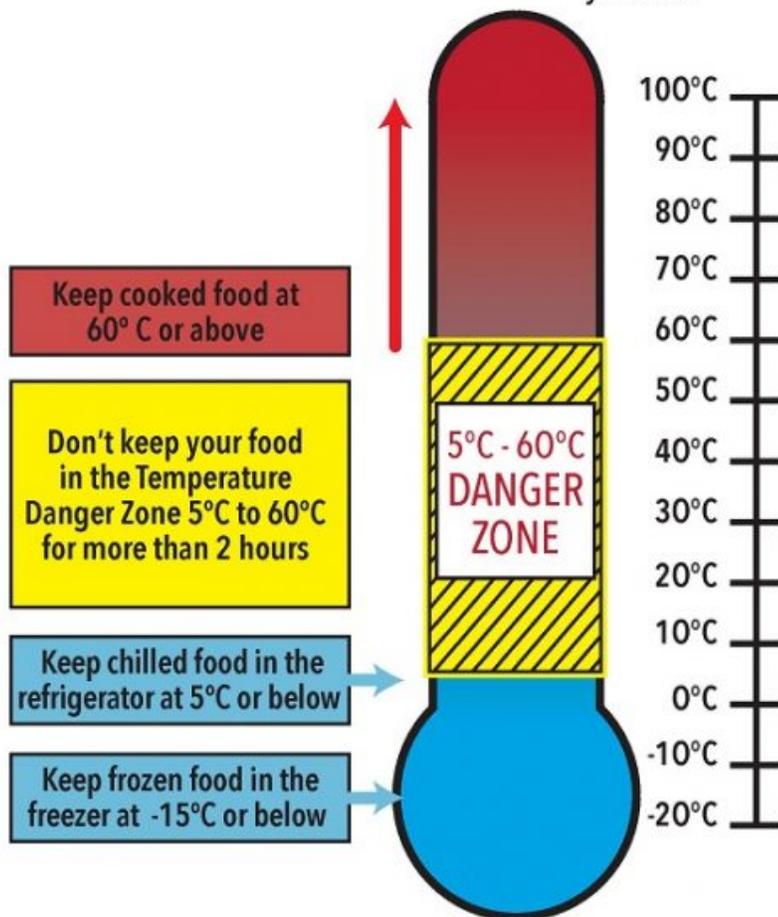
# Temperature Danger Zone

Keep hot foods hot  
and cold foods cold



The temperature range between 5°C and 60°C is known as Temperature Danger Zone.

This is because in this zone food poisoning bacteria can grow to unsafe levels that can make you sick.



The Food Safety Information Council is Australia's leading disseminator of consumer-targeted food safety information and a health promotion charity.

For more information see [www.foodsafety.asn.au](http://www.foodsafety.asn.au)

1. Keep Bain-maries running at a temperature (approximately 80C) this maintains your food at 60C.
2. Food containing meat, poultry, fish, eggs, dairy products or potentially hazardous food must be stored at below 5C.

3. Frozen food must be stored at below -15C.
4. Meat and seafood to be kept iced down on trays or in eskies, when waiting to be used in the kitchen. Remember: "Keep it hot or keep it cold, or don't keep it at all." Cooked foods should be stored for no longer than 4 hours.
5. Use tongs or suitable implements for the serving or cooking of foods.
6. Food stalls or vans are not be used for sleeping purposes or to store bedding, clothing or other items not for the purpose of cooking.
7. No raw timber is permitted in food preparation areas. (i.e. benches, cutting boards, wooden spoons).
8. Protection must be provided for the public against deep fryers, barbecue plates, and hot food displays.
9. Direct heat cooking appliances must be suitably shielded.
10. All food displayed must be covered from direct sunlight.

#### Transporting food to site

1. The temperature of prepared food being transported must be maintained at below 5C at all times
2. Transport of prepared food (e.g. sauces) and cooking utensils must be in covered containers.
3. Vehicles used for the transportation of these items must be enclosed and free of dust and approved for this purpose.

#### Food Preparation Areas -Minimum Requirements for Food Preparation areas:

##### Marquees

1. Free from cracks or other defects
2. Weatherproof
3. Cover the entire food prep area and scullery
4. Has adequate walls
5. Smooth, impervious, non-absorbent, non-toxic
6. Easily washable
6. Non-flammable near cooking equipment

##### Floor

1. Raised to at least 10cm (4 inches) off the ground
2. Non-slip, impervious non-absorbent
3. Free from cracks, crevices or other defects
4. Easily swept and washed

##### Water Supply

1. Connected prior to commencement of trade
2. Adequate supply of hot and cold water available at all times

##### Lighting

1. Adequate to provide a safe work environment
2. Tested and tagged lighting is installed

##### Hand Wash Sink

1. Located in an accessible position in the food prep area
2. Supplied with hot and cold water
3. Provided with liquid soap and paper towels
4. Be used only for hand washing and be separate from utensil basins

##### Double Bowl Sink

1. Size adequate for requirements
2. Includes adequate drainage area for utensils

3. Connected to the sullage system Prep Surfaces
4. Constructed of or covered by smooth, impervious, non-absorbent, non-toxic material used solely for food preparation
5. Free from cracks, crevices or other defects
6. Easily washed with an appropriate cleaner

#### Hot & Cold Food Storage Unit

1. Adequate for requirements, with a light inside cold room
2. Thermometer or temperature gauges provided
3. Able to maintain food at appropriate temperatures

#### Personal Effects/Chemical Storage/Sharps Storage

7. Stored away from food preparation areas
8. Knives are to be stored in a lockable container when kitchen is closed

#### Pre-packaged Foods and Beverage Stalls (including foods such as cakes, biscuits, confectionery and jams that are wrapped, sealed or packaged).

##### Foods such as these can be sold subject to the following:

1. Prepared in licensed food premises (Proof of such license is to be forwarded to the MBRC, 40 days prior to the commencement of the festival).
2. Home kitchens requirements are available from the Council's Health Department (phone 07 5433 2136).
3. Non-residents of the Shire will be required to prepare and package food in approved licensed kitchens.
4. A copy of the current Health Department Licence issued by the relevant Local Authority is required by both the festival and also MBRC.

#### Cleaning and sanitising surfaces and utensils

Cleaning and sanitising are separate procedures, and sanitising is distinct from sterilising.

##### **Australian Standard AS 4079-2001 Guide to Cleaning and Sanitizing of Plant and Equipment**

Cleaning is a process that removes visible contamination such as food waste, dirt and grease from a surface, usually using water and detergent. During the cleaning process, microorganisms will be removed but the cleaning process is not designed to destroy microorganisms.

Sanitising is a process that destroys microorganisms, reducing the numbers present on a surface to a safe level. This is usually achieved by the use of both heat and water, or by specific sanitising chemicals (detergents are generally not sanitisers).

Sterilising is a process designed to destroy all microorganisms including microorganisms that have formed a protective coat (spores). The standards do not require eating and drinking utensils and food contact surfaces to be sterilised.

Cleaning and sanitising should usually be done as separate processes. A surface needs to be thoroughly cleaned before it is sanitised, as sanitisers generally do not work well in the presence of food residues and detergents. Cleaning and sanitising procedures and records

*The six recommended steps for effective cleaning and sanitising are:*

1. Pre-clean: scrape or wipe food scraps and other matter off surfaces and rinse with water.

2. Wash: use hot water and detergent to remove grease and food residue. (Soak if needed.)
3. Rinse: rinse off detergent and any loosened residue.
4. Sanitise: use a sanitiser to destroy remaining microorganisms (refer to manufacturer's instructions).
5. Final rinse: wash off the sanitiser if necessary (refer to manufacturer's instructions).
6. Dry: allow to drip dry or use single use towels.

Cleaning and sanitising can be done manually (e.g. using spray bottles or sinks), or using dishwashers or other specialised equipment, depending on the size and number of items to be cleaned and sanitised.

### *Cleaning*

The thorough cleaning of eating and drinking utensils and food contact surfaces is a critical step before sanitising. Food businesses must use a cleaning process that ensures the utensil or food contact surface looks clean, feels clean and smells clean.

### *Effective cleaning*

For effective cleaning, the following factors should be considered:

- Warm to hot water is generally needed — Heated water will help remove grease or fat but the temperature should not be so hot that it bakes food residue onto the surface. For example, 54°C to 60°C has been recommended (Mallman et al 1947) for washing utensils as higher temperatures tend to bake on food residues.
- Detergents should be appropriate for the task — For example, household detergents may suffice for small-scale manual washing, but specialised detergents may be needed depending on the residue to be removed and the equipment being used.
- Detergents containing sanitisers are not required — If such a detergent is used, advice on whether it can clean and sanitise to the required standard should be sought from the manufacturer or supplier.
- The use of a mechanical washer for large volumes of washing up is preferred — Studies have found that mechanical washing is consistently more effective than washing up by hand (e.g. Sigua et al 2011).
- Cleaning without water may be necessary in some situations. Whatever method is used it must achieve the intended outcome: that is, that the utensil or surface looks clean, feels clean and smells clean.

To ensure the sanitiser is suitable for use and is used correctly, manufacturer's instructions should always be followed. The user should be sure about:

1. What the sanitiser can be used for (whether it is safe to use for the utensils and food contact surfaces the business needs to sanitise)
2. What the sanitiser can achieve in destroying microorganisms
3. How to correctly use the sanitiser, including dilution rate, exposure/contact time, rinsing and shelf life (of concentrated and diluted solutions).

If instructions are not clearly provided with the product, further advice should be sought from the supplier or manufacturer. Note that the temperature, pH and hardness of the water can all affect a sanitiser's effectiveness (US Food Code 2013). In addition, different brands of sanitisers may vary in the details of how they should be used; for example, what dilution to use or whether rinsing is needed. Some manufacturers may provide kits that can be used to check the concentration of diluted sanitisers.

To avoid microorganisms building up resistance to any one active agent, it is a good idea to regularly change the type of sanitiser used.

### *Other sanitising methods*

Other methods may be used to sanitise eating and drinking utensils and food contact surfaces (e.g. dry steam cleaning, ultraviolet irradiation and microwaving, dishwashers), as long as the business can demonstrate the method is effective. Cleaning and sanitising procedures and records

A food business should consider every piece of equipment on their premises that needs to be cleaned and sanitised, and develop a plan that includes details on cleaning equipment and timelines required.

### Plumbing and Wastewater within the Festival

Woodfordia Inc aims to not disturb the environment. It works hard to develop resources and techniques to safely remove our waste and effectively reuse it.

With every stallholder being mindful of this and applying systems within their stalls, we can work together to plumb up the stalls to satisfy everyone's needs and protect our waterways and precious lands.

We encourage and insist stallholders to use biodegradable cleaning products that are not hazardous and are safe for our environment.

Please do not dump your used water on the ground or in the gardens, this is a direct breach to Environmental Laws in place across Australia.

*All food stalls must be fitted with the following in order to comply with Moreton Bay Regional Council, Australian and New Zealand Food Standards, Food Authority and WFF Standards and Procedures:*

#### The stallholder will supply and maintain:

1. Double sink with taps for dishwashing.
2. Sink with taps for hand washing.
1. Working sinks must be installed by the stallholder and made easily accessible.
2. Hot water system (minimum 10 litres) attached to sinks if required
3. A minimum 10 litres of hot water needs to be available at all times via the hot water system, hot water urns are not deemed appropriate.
4. Sinks must be used solely for the purpose installed.

#### The festival will supply:

1. Connection to drinking water.
2. Wastewater disposal drain.
3. 24/7 assistance during the festival

The festivals plumbers are currently working alongside Queensland Plumbing to design a new grey water system, further information will be sent to food stalls regarding equipment that will be needed to plumb into the festivals systems. Things have changed and we must adapt to the new laws.

### Using Gas Equipment on Site

Stallholders must ensure that your stall complies with the following gas regulations as set out by the Gas Installation Code before you arrive onsite (Relevant Standard: AS/NZ 5061.1.2010).

- 1) Gas cylinders must be installed on a firm non-combustible base and be chained to an independent support (star pickets).
- 2) All gas equipment must have visible compliance data plates attached and all relevant information included within this application, see gas requirement form.
- 3) Your system must have a pressure test point.
- 4) For safety reasons, gas cylinders above 9 kg (20lb) may only be transported on site by OUR Contractor. If you are transporting your own 9 kg gas bottles, only one per vehicle is allowed.

- 5) All gas appliances are to be an approved appliance under the Queensland legislation and have Australian Gas Association or Queensland Gas Association approval. You will not be permitted to use appliances certified for outdoor use indoors and visa versa.
- 6) The maximum length of any flexible hose for a commercial elevated appliance is 3ms. Gas cylinders are to be located in a clearly accessible location with no hindrance to the inspector.
- 7) Appliances must not be located near flammable materials or vapors – allow 1.5m distance.
- 8) If your appliance is near the wall of a marquee or a refrigerator you will need to use fireproof material (e.g. Fibro) between the appliance and the wall.
- 9) Ring burners must have a fire-resistant material under them at least 6mm thick.
- 10) All mobile catering vans must be compliant for commercial purposes and have a Gas System Compliance Certificate issued no older than 12 months from the date of inspection.
- 11) A new Gas System Compliance Certificate will be issued for that gas system for the period of the event if the mobile food van does not have one, a nominal fee will be charged.
- 12) Any non-compliant gas systems identified by Inspector or contractors will be shut down until rectified by a licensed person.

Gas Hot Water Systems must be of commercial grade and not intended for camping use. It is imperative you arrive with a commercial hot water system. Like the plumbing, things have changed and we must act to adhere to legislation.

### Electricity and power requirements

Our Electricians carry out temporary electrical installation and distribution services on site for stallholders. With the introduction of the new electrical safety requirements changes have occurred from previous years, it is important that your equipment, vans, caravans, mobile homes comply.

All electrical equipment including your camping appliances must be listed on your application form if you intend to utilise power behind your stall, stallholders camping areas, do not have any available power unless you have a medical condition, of which we can provide you another location and access to power.

Any electrical equipment or leads brought into the festival by a stallholder are required to have been inspected and tagged by a licensed electrical contractor which must be within the last 12months. This is essential for the safety of all stallholders, staff and patrons and a requirement of the Electrical Safety Regulation 2002 Part 5 Division 5. This Act imposes severe penalties in the event of noncompliance with its provisions. We are prohibited by law, from connecting any untagged appliances or allowing the use of any untagged leads. It is your responsibility to check all electrical equipment and leads before coming to the festival to avoid any difficulties. Electrical leads that are not tagged may be confiscated unless prior arrangements can be made.

No double adaptors are to be used (tagged power boards are acceptable).

Any faults or power failures caused due to consumer underestimation shall be charged to the consumer. Electricians will make random electricity consumption and equipment tag checks.

Food stalls will be invoiced during the festival when Woodfordia Inc personnel audit their consumption, stall owners have 12 hours to pay this invoice.

If you choose to bring your own temporary electrical distribution board, please notify us on the electrical requirement form.

Dispatch at The Festival, soft drinks, milk, bread, ice  
Further information will be sent to you regarding this service.

## Application Checklist

1. Read the terms and conditions and other necessary information pertaining to a Food and/or Beverage Stall at The Planting Festival 2020
2. Decide whether you can comply with the T&C and can afford to come?
3. Compile all the required attachments ready to upload:
4. The Stall Site Layout Plan, this is to include all cold rooms, storage and additional areas for food preparation and the Camping Layout Plan for you and your whole team, both available for download on website. Please provide a scaled diagram of your stall as clear as possible.
5. Please also submit your proposed camping and vehicle parking requirements on the separate camping layout form. Camping will be allocated once we know what site you are given.
6. Digital images of your menu items.
7. Digital image of your stalls set up and/or a photo or artist's impression of your proposed stall, colour is preferable.
8. Completed Electrical Requirement Form.
9. Completed Gas Requirement Form (if applicable).
10. Completed Plumbing Requirement Form.
11. Copy of your Food Safety Supervisor Certificate.
12. Copy of Moreton Bay Regional Council Food License.
13. Copy of current Public Liability Insurance Certificate for
14. Now fill in the application form online.
15. Upload all relative information.
16. Please submit.
17. Be patient whilst we go through all the applications.

## The Application Process

Now it's over to us.

- Applications open on the 2<sup>nd</sup> March 2020 until the 20<sup>th</sup> March 2020; under certain circumstances the organisers hold the right to accept stallholders after this date.
- Our team will endeavor to be in contact at the end of March on the outcome of your application by email. Even if unsuccessful you will hear from us.
- Invoices will be emailed within a nominated period and stallholders will have 7 days to finalise their payment to secure their site at the Festival.
- Contracts for The Planting Festival will be emailed with your invoice.
- Stallholders are required to return their signed contract within the specified period to secure their site at this year's festival.
- Further correspondence will be sent to each stallholder leading up to the festival regarding information and 'hot gossip' relating to the festival.

Thank you for looking through our information about holding a space at the festival, terms and conditions, other documents and forms regarding the festival are located on our website

Each year, we receive many applications, if you create your own goods with your own hands we really want you to attend and will do our best to find you, your stall request; sadly, we are unable to support all applications each year for many reasons.

If we are unable to provide you with a site this year, we urge you to apply for our next festival, we wish you well until then and thank you for the time you took to apply.