

# APPLE AND GRAPE HARVEST FESTIVAL 2020 STREET STALLS INFORMATION SHEET

## SATURDAY 7th & SUNDAY 8th MARCH 2020



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

We have two types of Stalls, please take the time to understand what type of site you require.

1. **STREET STALLS** - Street Stalls sites are available in Maryland, High, Marsh and Victoria Streets, commonly known as **Street Stalls**.
2. **PARK STALLS** - Stall sites are available at the Food and Wine Fiesta in Weeroona Park. This area is defined by a security fence and is commonly known as **Park Stalls**. As this is a multicultural food festival we are looking for all types of multicultural food to give 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.

This application form is for **STREET STALLS ONLY**. If you require a stall at the Food and Wine Fiesta in Weeroona Park, please download the 2020 Multicultural Food and Wine Fiesta Stall Application Pack from [www.appleandgrape.org.au](http://www.appleandgrape.org.au).

### **Festival Fees:**

In exchange for your festival fees we are leasing you a site with frontage of a minimum three metres width and a maximum allowable depth of **four** metres. You may also rent power at additional cost. You must bring everything else. We encourage you to purchase your supplies in Stanthorpe. Please check that your particular supplier will be open, as many businesses close for the festival. 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.

### **Accommodation:**

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

- Stanthorpe Visitors Information Centre Phone: 07 4681 2057
- Warwick Visitors Information Centre (45 mins north) (07) 4661 3122
- Tenterfield Information Centre (45 mins south) (02) 6736 1082

### **Power:**

In some areas, demand for outlets is greater than supply. **For all Non-Food stalls, please provide your own power supply for lighting at night.** Please bring one or more long extension leads (30m) for each outlet you are hiring. If two extension leads are required to reach power, a water-proof connector is ESSENTIAL. All electrical equipment and leads must be tested and tagged with current date. **Equipment and leads without tags WILL NOT BE PERMITTED.** All power outlets are set up high (3 to 4 m from the ground) for safety reasons. You may need to use a stepladder to get to the outlets on the power pole. We recommend you bring a stepladder.

## INFORMATION FOR STREET STALL HOLDERS

### **Trading Hours:**

Stall holders are expected to be set up and ready to trade by 9am both days.

Date	Location	Operating Hours	Vacate Site
SATURDAY 7th March	Maryland & High Streets	9am – 10pm	By 11pm
SATURDAY 7th March	Victoria & Marsh Streets	9am – 11pm	Saturday only stall holders by 12am.
SUNDAY 8th March	Victoria & Marsh Streets	9am – 7pm	By 8pm

### **Unloading and Setting Up:**

To make unloading and setting up of stalls a little easier, the main streets are closed to normal traffic from early Saturday morning. Check with the Stall Officials where your nominated space is prior to unloading. Stall Officials will be wearing safety vests. There are several street closures in Stanthorpe on Saturday and Sunday from 5am, refer to street closure map on our website and program. All stallholders will be required to show their site allocation and receipt to gain entry Do not use any part of the footpath for your stall operations as these areas are required for pedestrian traffic and Emergency Services. **THEY MUST BE KEPT CLEAR.**

There is no parking for your vehicle at your site. Your vehicle is to be removed to off street parking by 8am each day. If your vehicle is part of your stall, e.g. ice cream van, this must be indicated on your application form. You must place your stall as close as possible to the kerb. The Grand Parade may pass your stall and the Stalls Director will instruct you to ensure your stall does not impede upon the parade area.

## **ADDITIONAL INFORMATION FOR ALL STALL HOLDERS**

### ***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 7th and 8th March 2020. Current licence and contact details of your Food Safety Supervisor must be displayed at your stall during the festival. It is possible that the Southern Downs Regional Council's Environmental Health Officer will be inspecting your stall during this festival. If you have any questions regarding food safety, please contact Southern Downs Regional Council on 1300 MY SDRC.

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 licensed with a local government in Queensland a Temporary Food licence to operate in the Southern Downs Region will not be required. However, proof of your Mobile Food Licence will be required. Takeaways/Restaurants in the Southern Downs Region who hold a licence for their kitchen will require a Temporary Food Licence for their kitchen/prep area if onsite at the event. Obtain a Temporary Food Licence application form from our website or the Southern Downs Regional Council website.

### ***Signage:***

Any stall signage must be attached to your stall and must not extend more than one metre from the stall frontage.

### ***Recyclable products:***

Stallholders are encouraged to use environmental friendly products where possible. Single use plastic bags will not be allowed.

### ***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 only in Folkestone Street across from Creek Street if required.

### ***Water:***

You are to provide your own water supply.

### ***Waste:***

Rubbish bins and Recycle bins will be at various locations throughout the streets and Weeroona Park precinct. Stallholders are to deposit all their own rubbish and recyclables into the appropriate bins.

### ***Marquees and Tents:***

All marquees and tents are to be securely anchored with 4 x 20kg weights to hold down structure at stall site. Anchor pegs are not to be driven into the bitumen.

### ***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 items, explicit and hard core T-Shirts, Knives, Shang-hi/sling shots, Fake Cigarettes, Fuel type Fire lighters (Zippo), Laser Pointers, Metal and wooden Martial Art Nunchakus, 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. 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 Public and Products Liability Insurance certificate of currency with minimum limit of \$20,000,000 to the application form.

### ***Any questions?***

You can email [stalls@appleandgrape.org](mailto:stalls@appleandgrape.org) or leave a message on 0409 058 611 or (07) 4681 4111 or post to Stanthorpe Festival Association Inc. P O Box 338 Stanthorpe Qld 4380



**2020 APPLE AND GRAPE HARVEST FESTIVAL  
APPLICATION FORM - STREET STALLS**

SATURDAY 7th and SUNDAY 8th MARCH 2020

NOTE: All fees must be paid by 31 January 2020

**NO PAYMENT – NO SITE**

<b>Name of Applicant</b>			
<b>Website</b>			
<b>Address</b>			
		<i>State</i>	<i>Post Code</i>
<b>Postal Address</b>			
		<i>State</i>	<i>Post Code</i>
<b>Mobile</b>			
<b>Email address</b>			
<b>Description of Stall</b>			
<b>Type of Food Stall</b>	<i>If Stall serves Food, please provide details of food and how served.</i>		
<b>Dimensions</b>	<b>Overall dimensions of marquee or car/van/truck including draw bar to enable suitable site allocation:</b>  <i>Length.....metres X depth..... metres</i>		
<b>Details of Stall</b>	<i>e.g. Ice Cream Van, Coffee Van, Display Truck, Van, etc. Please provide picture or drawing of your stall.</i>		
<b>Power and Safety Requirements</b>	<p>ALL MARQUEE and GAZEBO TENT stalls are to have 4 x 20kg weights to hold down structure at stall site.</p> <p>NON FOOD STALLS – Must supply own power supply for lighting at night.</p> <p>ALL STALLS – All power leads MUST be connected with water-proof connectors. Stall holder can either supply their own connector or purchase from Festival Committee at \$20.00 each.</p>		

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**NO PAYMENT – NO SITE**

**Site Fees Calculator – Please read carefully**

- Choose day/s you wish to apply for stall sites. Saturday 7th March and/or Sunday 8th March.
- Choose Stall Location – Maryland/High Streets (Saturday only), or Marsh/Victoria Streets (Saturday and Sunday).
- Choose type of Stall and Size - Food Stall or Non-Food Stall and stall size – 4 metres (depth) x 3 metres (frontage) or 4 metres (depth) x 3.1 metres up to 6 metres (frontage). *If more than 6m frontage, please contact for Director for quote.*
- Select number of 15 amp Power outlets required for each day (Power is only available for Food Stalls).
- An early bird discount
  - 10% if all documentation and payment is received by 1st December, 2019; or
  - No discount will be allowed where payment is received after 1st December 2019.
- Write dollar amount of each section required, total and deduct discount (if applicable).

1. Day	2. Location	3. Type and Size		Amount
Saturday 7th March	Maryland and High Streets	Food Stall	4 metres (depth) x 3 metres (frontage)	\$250
			4 metres (depth) x 3.1 metres up to 6 metres (frontage)	\$350
		Non-Food Stall	4 metres (depth) x 3 metres (frontage)	\$220
			4 metres (depth) x 3.1 metres up to 6 metres (frontage)	\$320
	Victoria and Marsh Streets	Food Stall	4 metres (depth) x 3 metres (frontage)	\$320
			4 metres (depth) x 3.1 metres up to 6 metres (frontage)	\$420
		Non-Food Stall	4 metres (depth) x 3 metres (frontage)	\$300
			4 metres (depth) x 3.1 metres up to 6 metres (frontage)	\$400

Sunday 8th March	Victoria and Marsh Streets ONLY	Food Stall	4 metres (depth) x 3 metres (frontage)	\$320
			4 metres (depth) x 3.1 metres up to 6 metres (frontage)	\$420
		Non-Food Stall	4 metres (depth) x 3 metres (frontage)	\$300
			4 metres (depth) x 3.1 metres up to 6 metres (frontage)	\$400

4. Power	All Locations		
		1 x 15amp Power Outlet – Saturday (1 day) ONLY	\$55
		2 x 15amp Power Outlets – Saturday (1 day) ONLY	\$100
		1 x 15amp Power Outlet – Saturday and Sunday (Stalls both days)	\$110
		2 x 15amp Power Outlets – Saturday and Sunday (Stalls both days)	\$200

Saturday 7th March	+	Sunday 8th March	+	Power	=	Total Payable
\$		\$		\$		\$
Discount claimed (10% if received before 1st December 2019)			-	\$		

<b>PAYMENT METHOD CHEQUE</b>	<i>Make cheque payable to STANTHORPE FESTIVAL ASSOCIATION INC.</i>		
<b>DIRECT DEBIT</b>	<i>Name: STANTHORPE FESTIVAL ASSOCIATION INC. BSB: 084-927 ACCOUNT: 467460625. In the comments field please note "Street Stalls - applicant name".</i>		
<b>CREDIT CARD</b>	<i>Only MasterCard or Visa accepted</i>	<b>MASTERCARD OR VISA</b>	<i>Please circle one</i>
<b>CREDIT CARD NAME</b>			
<b>CREDIT CARD NUMBER</b>		<b>EXPIRY DATE ON CREDIT CARD</b>	/
<b>SIGNATURE OF CREDIT CARD HOLDER</b>			

**Please read notes AND CHECK that you have included:**

- Current Certificate of Public and Liability Insurance for \$20,000,000**       **Current Food Business license (Food Vendors only)**

- Payment must be attached for this application to be processed. A Tax Invoice will be forwarded to you on receipt of payment.
- A cancellation fee of \$50 will apply if you cancel your request for a site after 31 January 2020.
- Post COMPLETED Application Form to Stanthorpe Festival Association Inc., P O Box 338, Stanthorpe QLD 4380 or email stalls@appleandgrape.org or deliver to Room 4, Cairnsmoor Building, 20 Maryland Street, Stanthorpe.