



# Stall Holder & Food Vendor Application Form 2019

Please retain a copy of your application for your tax invoice

DATE : Saturday the 13<sup>th</sup> of April 2019

LOCATION : The Williams Gateway Expo is held in the sporting complex on the corner of Albany hwy and Pinjarra-Williams Road in Williams.

CONTACT NAME

COMPANY NAME

POSTAL ADDRESS

TELEPHONE

EMAIL ADDRESS

PRODUCT DESCRIPTION

**FOOD VENDORS** MUST ALSO COMPLETE THE SHIRE OF WILLIAMS APPLICATION FORM AND PROVIDE PUBLIC LIABILITY INSURANCE CERTIFICATE OF CURRENCY, CURRENT FOOD ACT CERTIFICATE ALONG WITH A COPY OF YOUR MENU

<b>SITE REQUIRED</b>	<b>SIZE</b>	<b>NUMBER</b>	<b>PRICE</b>	<b>TOTAL</b>
FOOD VENDOR	3X3		\$45 ea.	
FOOD VENDOR	6X3		\$60 ea.	
FOOD VENDOR EXTRA METRE	1m		\$5 ea.	
ABN REGISTERED STALL OUTDOOR	3X3		\$60 ea.	
ABN REGISTERED MEDIUM OUTDOOR	6m frontage X 6m deep		\$180 ea.	
ABN REGISTERED LARGE OUTDOOR	9m frontage X 6m deep		\$270 ea.	
CRAFT / MARKET STALL OUTDOOR	3X3		\$40 ea.	
LICENSED AREA STALL (Covered outdoor bay)	3m frontage X 1.5m Deep		\$55 ea.	
<b>POWER</b>	<b>10 AMP</b>		<b>\$5 ea.</b>	
<b>POWER</b>	<b>15 AMP</b>		<b>\$10 ea.</b>	
<b>POWER</b>	<b>32 AMP</b>		<b>\$30 ea.</b>	
TRESTLE TABLE			\$20 ea.	
CHAIR			\$5 ea.	
EVENING/NIGHT TRADE (CIRCLE)	YES		NO	
<b>TOTAL</b>				<b>\$</b>

**PLEASE NOTE YOU WILL ONLY BE ALLOCATED AS REQUESTED ABOVE** IF YOU REQUIRE SPACE FOR YOUR VEHICLE OR TRAILER BEHIND YOUR STALL YOU MUST PAY FOR THE EXTRA BAYS REQUIRED or IF YOU REQUIRE POWER, CHAIRS OR TABLES YOU MUST ALLOCATED WHAT IS REQUIRED ... if not requested upon application these may not be available on the day so please ensure you allocate yourself what you need when applying.

Additional notes:

## PAYMENT AND RETURN DETAILS:

### Direct Debit Details :

WILLIAMS GATEWAY EXPO

BSB: 016 770

ACC: 1104 11433

**Cheques to be made payable to:** Williams Gateway Expo

Please return application form **WITH** all relevant documentation and payment or receipt of payment to : [williamsgatewayexpo@gmail.com](mailto:williamsgatewayexpo@gmail.com) subject : Williams Gateway Expo Application

OR POST TO:

Williams Gateway Expo Application

C/O Kirby Dickson

P.O Box 235, Williams, WA 6391

## Contact details:

**Stall Coordinator:** Kirby Dickson

**Email:** [williamsgatewayexpo@gmail.com](mailto:williamsgatewayexpo@gmail.com)

**Mobile: Text only :** 0405 367 664 please state your name and product followed by your question.

**Stall holder / food vendor Facebook group :**

<https://m.facebook.com/groups/342909982851529>

## Accepted Vendors:

All accepted vendors will be emailed an acceptance letter.

Close to the date of the Williams Gateway Expo stall holder bay allocations, maps and updated information will be available on our stall holder / food vendor Facebook group. If you do not have Facebook please see us on the day for your bay allocation.

## Terms and Conditions:

- 1 The Organising Committee reserve the right to scrutinise all prospective stall holders prior to acceptance. Stalls or products considered to be inappropriate or in contravention of applicable trading laws will be rejected and the decision of the Organising Committee shall be final. For example, it is not permitted to sell dangerous or potentially hazardous goods such as fire crackers, knives or Silly Spray String at this event.
- 2 The Committee will endeavour to limit the number of competing stall holders to encourage a wider spread of alternatives. However, stall holders should not assume that competing stall types will not occur.
- 3 **The Committee is unable to accommodate “preferred” site placement. The condition of the grounds, stall holders and activities vary from year to year which necessitates different layouts.**
- 4 Stall holders must comply with requests made by the Organisers. Stall holders may be ejected from the event in cases of non-compliance or at the request of the Shire of Williams.
- 5 The Williams Gateway Expo will not be liable for any loss or damage to stall holders' property whilst on site.
- 6 If, for any reason the Committee finds it necessary to cancel or postpone the event, it shall not be liable for compensation to exhibitors or stall holder.
- 7 Alcohol is not permitted outside the licensed area.
- 8 Bare sites will be available for stall holders by 7am on Saturday and my appointment only Friday evening. Stalls must be open for business by 10am and remain until 4pm
- 9 Stalls are to be kept within the designated area marked for their site.
- 10 Equipment must not unduly damage the grounds, or car park. Travel speed is restricted to 5kph on the site during the event (Walking Pace).
- 11 All sites must be maintained in a clean and tidy condition during the event and upon vacation of the site. Any rubbish is to be removed by the stall holder.
- 12 No public address systems are to be used apart from the official public address system provided, except by prior arrangement.
- 13 Stall holders are responsible for the safety of all persons and exhibits on their sites.
- 14 No Smoking at all times.



## STALLHOLDER APPLICATION (FOOD AND FOOD PRODUCTS)

To the Chief Executive Officer

This application is for a Stallholders permit (food and food products )

### Applicant

Name: \_\_\_\_\_ Postal Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Mob: \_\_\_\_\_

### Proposed Stall Assistant (s )

Name: \_\_\_\_\_ Postal Address: \_\_\_\_\_

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

Name: \_\_\_\_\_ Postal Address: \_\_\_\_\_

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

### Proposed Stall

Date (s ) of Operation: \_\_\_\_\_ Hour (s ) of Operation: \_\_\_\_\_

Location: \_\_\_\_\_

### Goods or services

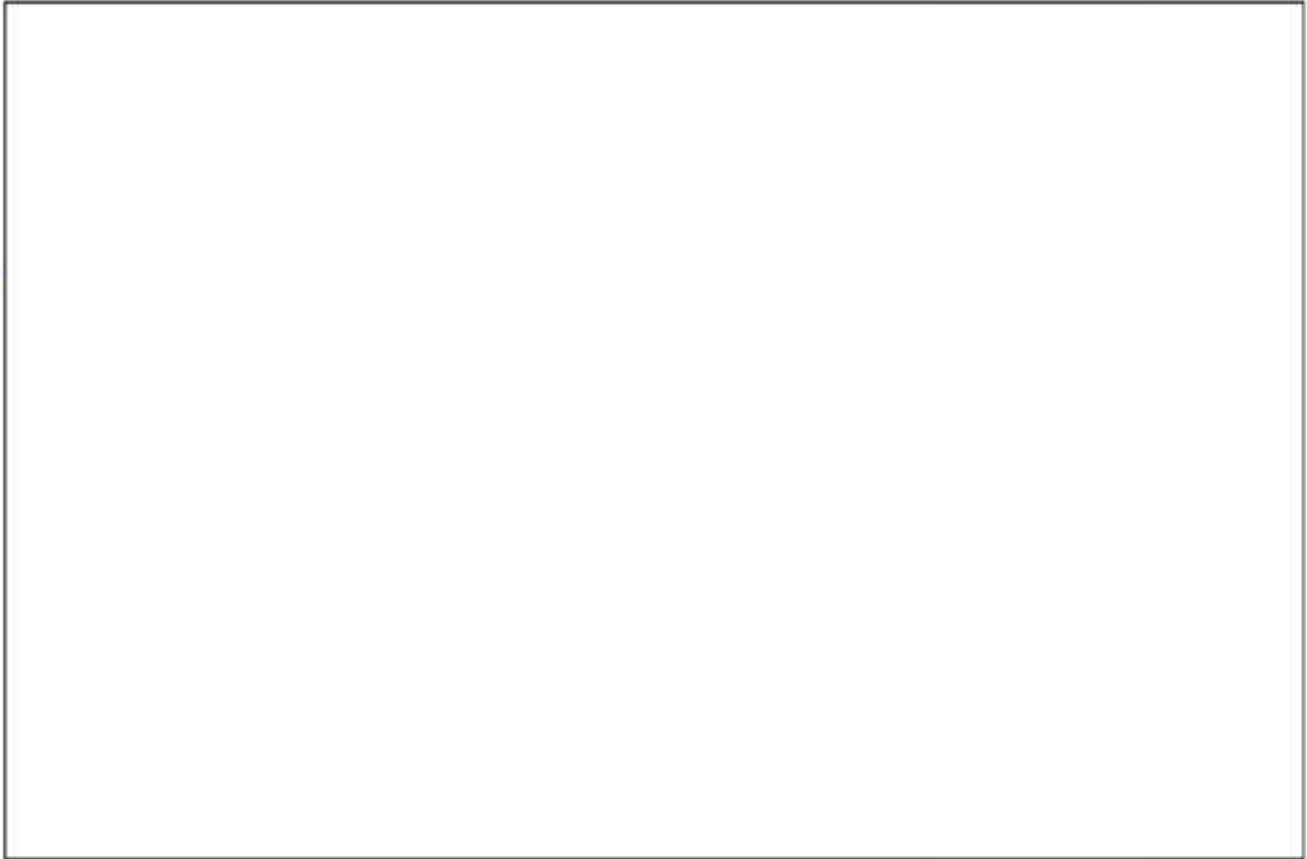
Specify the proposed goods or services to be sold or hired or offered for sale or hire from the stall.

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### Description of Proposed Stall

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Plan of Proposed Stall



Other Information Required

All stallholders are required to have current and adequate public liability insurance.

All stallholders are required to be able to demonstrate a knowledge of safe food handling practices

A copy of public liability insurance is attached (minimum \$10,000,000 to be shown)

A copy of current food business registration certificate (Food Act 2008) is attached

Stallholders selling food or food products are required to operate in accordance with the provision of the Food Act 2008 and the Australian and New Zealand Food Standards Code.

Further information on the above mentioned act and standards can be obtained from the Shire of Williams on 9885 1005 or the Health Department of Western Australia on 9388 4999.

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

Date: \_\_\_\_\_

Approval from Event Organiser If applicable )

Stalls that are part of an event require approval from the event organiser.

Event Name: \_\_\_\_\_

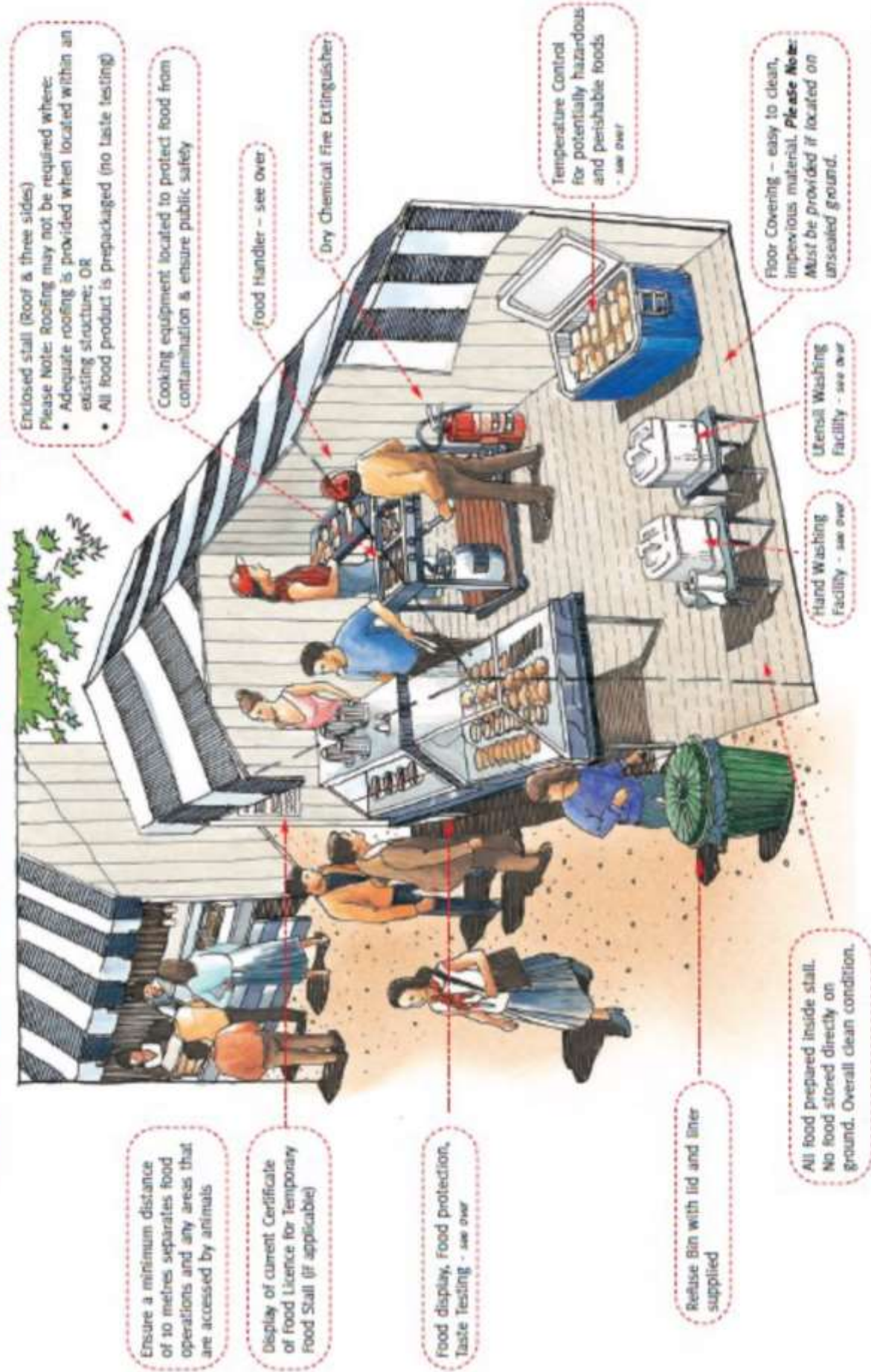
Contact Name: \_\_\_\_\_

Event Site Location: \_\_\_\_\_

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

Date: \_\_\_\_\_

## ARTISTS IMPRESSION – MINIMUM STANDARDS FOR THE OPERATION OF A TEMPORARY FOOD STALL



Ensure a minimum distance of 10 metres separates food operations and any areas that are accessed by animals

Display of current Certificate of Food Licence for Temporary Food Stall (if applicable)

Food display, Food protection, Taste Testing - see over

Refuse Bin with lid and liner supplied

All food prepared inside stall. No food stored directly on ground. Overall clean condition.

Enclosed stall (Roof & three sides)  
Please Note: Roofing may not be required where:  
• Adequate roofing is provided when located within an existing structure; OR  
• All food product is prepackaged (no taste testing)

Cooking equipment located to protect food from contamination & ensure public safety

Food Handler - see over

Dry Chemical Fire Extinguisher

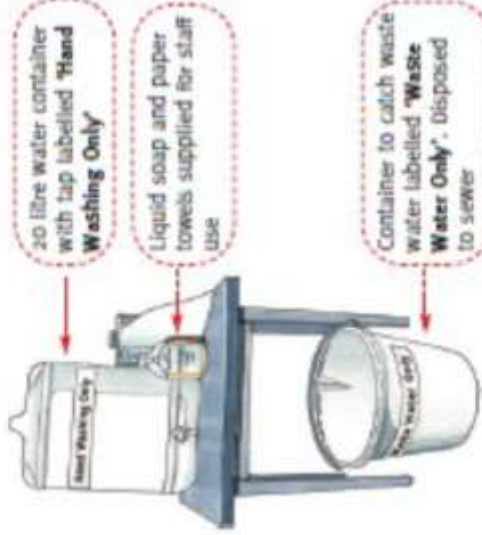
Temperature Control for potentially hazardous and perishable foods - see over

Floor Covering - easy to clean, impervious material. Please Note: Must be provided if located on unsealed ground.

Utensil Washing Facility - see over

Hand Washing Facility - see over

### Minimum hand washing facilities

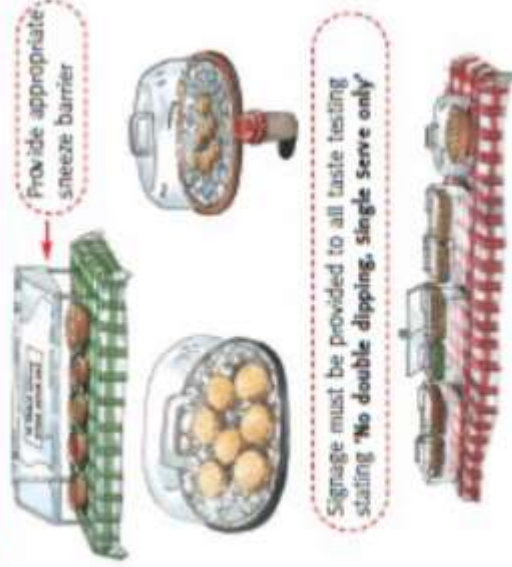


### Minimum utensil washing facilities



Two containers of sufficient capacity are to also be provided for adequate cleaning of utensils

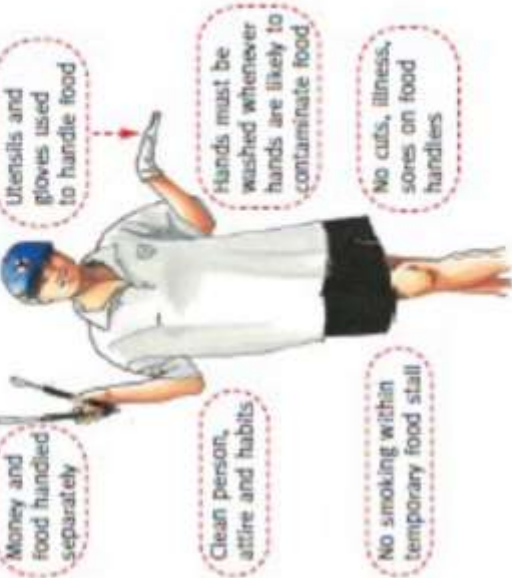
### Food display, food protection, taste testing



### Sauces, condiments and single serve utensils



### Food Handlers



### Temperature control of potentially hazardous food



For further information on this topic, please Contact Council