

FOOD VENDOR EXPRESSION OF INTEREST FORM

TERMS AND CONDITIONS

GENERAL RULES

- The Event Coordinator is responsible for the allocation of stalls and will provide each stallholder with a map showing their position prior to the event.
- Stallholders will be assigned a stall site according to the advised space requirements.
- Site areas will not be perfectly to scale on site maps.
- Stallholders will be advised of their positioning approximately one week before the event.
- Stalls may be relocated at any time and for any reason as required by the City.
- It can take up to 4 weeks to approve a food business (including community and not for profit organisations). You may be asked to complete additional paperwork.
- The City of Albany has the right to accept/reject stallholders or food vendors who do not meet the event priorities. The event will focus on healthy food options, work towards minimising single-use plastics, and a select variety of local fresh produce.
- All market stallholders must have a suitable fire extinguisher.
- Market stallholders must adopt a smart casual dress standard.
- It is recommended that market stallholders provide a distribution board to match their required power. This should have a 3 phase plug and can be connected to the City of Albany power source. This will help ensure power supply is not interrupted for each holder.
- All electrical appliances, cords and cables must be tested and tagged prior to event by a registered electrical contractor.
- All cords and cables must be to commercial standards.
- All gas bottles must be secured. Market stallholders are required to follow safe food handling practices and follow Public Health and Food Regulations (information packs are available by request). An inspection will occur prior to commencement of event and the City has the right to refuse activity based on OHS standards.
- Variations may be sought for health and safety reasons or where there is no other practical alternative available e.g. disposable gloves are mandated as a condition on a food permit.
- Market stallholders must ensure they are responsible for the cleaning and rubbish removal within a 1 metre area surrounding their stall.
- Market stallholders must ensure they provide hand washing facilities within stall.
- Each market stallholder MUST have public liability insurance and an up-to-date certificate of currency.
- All stall structures including marquees, tables, table cloths, chairs and display materials are to be provided by the stallholder.

HEALTHY EVENT CATERING

- The City of Albany is focused on promoting and endorsing healthy events to positively contribute to peoples' health and wellbeing.
- The City of Albany recognises that the ready availability of healthy food and drink options at events can play an important role in creating a healthy environment for our community
- Community feedback from the Healthy Albany project has also shown that the Albany community has a strong demand for healthy food and drink options
- Please refer to the City of Albany Healthy Event Menu Guide on page 5
- Stallholders and food vendors are encouraged to actively promote healthy food and drink options on their menu and at point of sale.
- For more ideas – read the Liveliighter Health Recipe Swap Fact Sheet

*Adapted from: <http://heas.health.vic.gov.au/food-industry-and-outlets/simple-changes-healthier-foods-drinks>

References

Australian Guide to Healthy Eating: <https://www.eatforhealth.gov.au/guidelines/australian-guide-healthy-eating>

Australian Dietary Guidelines: <https://www.eatforhealth.gov.au/guidelines/australian-dietary-guidelines-1-5>

For support, advice and resources to meet these guidelines please contact the City of Albany Events Team on 08 6820 3031.

STALL OUTLINES

- All stallholders must arrive on-site according to the bump in schedule advised by the Event Team.
- Stallholders are required to stay open and trade for the duration of the event; they may not pack down until the event is finished.

PLEASE NOTE

- A City of Albany Environmental Health Officer and Electrical Contractor will inspect all stallholder sites and vans prior to the event.
- All fees are non-refundable unless the stallholder can satisfy the City that failure to attend the agreed event day is due to circumstances beyond their control.