



# SPIRIT OF THE LAND LOCKHART

**Saturday 7 and Sunday 8 October 2023**

## MARKET STALLS

Stallholders Information and Registration

### 1. STALLHOLDER'S DETAILS

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

Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

Phone (M) \_\_\_\_\_ (B/H) \_\_\_\_\_

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

Website/Facebook \_\_\_\_\_

### 2. Product Description

Stallholders selling food must, where applicable, provide a copy of a **current Food Safety Supervisor Certificate**. Further information regarding Food Safety Supervisor Certificates is attached as Schedule A. If you are unsure of your obligations in relation to food handling further information can be found at <http://www.foodauthority.nsw.gov.au>.


Office use Only:

App Comp  Payment Comp  Current COC  Payment Comp  E-conf sent \_\_\_/\_\_\_/\_\_\_

Notes:

### 3. SITE DETAILS

Site fee is \$100.00 per site for one or both days.

Please indicate the number of sites required (e.g. 1 site = 3 x 3 metres): \_\_\_\_\_

Please indicate the days you will be attending:

Saturday  Sunday  Both days

Saturday Night  (food vendors only)

Total cost = \$ \_\_\_\_\_

Please note: Sites are allocated by the Spirit of the Land Committee. Your special requests will be taken into consideration but cannot be guaranteed.

### 4. PAYMENT

Payment must be made at the time of your application to be processed.

**Credit Card** Visa  Mastercard

Cardholder's name: \_\_\_\_\_

Cardholder's signature: \_\_\_\_\_

Card Number: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Expiry Date: \_\_\_\_/\_\_\_\_

CVC (3 numbers on the back): \_\_\_\_\_

**Direct Debit**

Account Name: Spirit of the Land Festival

BSB: 633 000

Account No: 154 098 255

Reference: Please use contact name or business name in reference details and email a copy of the receipt with your application

**Cheque enclosed** payable to '*Spirit of the Land Lockhart Inc*'

**Cash** \$ \_\_\_\_\_ (Note: This is not to be posted but hand delivered)

## 5. TERMS AND CONDITIONS OF ENTRY

1. Completed application forms, current certificate of insurance, food safety documentation (where applicable) and full payment should be received by Monday **11 September 2023**. Late entries will be accepted at the Spirit of the Land Lockhart Inc. Committee's sole discretion. A late fee of \$20 will apply.
2. Preference will be given to "Make It, Bake It, Grow It, Breed It" categories. The final decision on acceptance of your application rests with the Spirit of the Land Lockhart Committee. A confirmation email will be sent if your application is successful.
3. Site fees are \$100 per site (3m x 3m) for one or both days and must be submitted with the registration form. Site fees are non-refundable, unless your application is not accepted.
4. Stallholders are responsible for their own insurance cover. Stallholders must submit evidence of a current public liability insurance policy making sure that it stipulates "Market Stalls". A copy of this **MUST** be included with your application and a new one sent if it expires prior to the Spirit of the Land Festival.
5. Spirit of the Land Lockhart Inc. will not be responsible for any loss or damage to the Stallholders property, including any temporary structures or goods and products being offered for sale by the Stallholder.
6. Stallholders must ensure that their tents, marquees, covers or other temporary structures are properly secured at all times. Each stallholder is required to leave the site occupied by them in a clean and tidy condition and remove any rubbish from their site.
7. Stallholders selling food must comply with the Food Act 2003 and the Food Standard Code. All stallholders are required to ensure that their products conform to any relevant Australian Standards, including safety standards and any labelling regulations.
8. Stallholders selling food must, where applicable, provide a copy of a current Food Safety Supervisor Certificate. Further information regarding Food Safety Supervisor Certificates is attached as Schedule A. If you are unsure of your obligations in relation to food handling further information can be found at <http://www.foodauthority.nsw.gov.au>.
9. Stallholders warrant that they have the appropriate licence or permission to sell the products being offered for sale. Spirit of the Land Lockhart Inc. will not be responsible for any trademark or copyright infringement.
10. Stallholders shall permit their business name and related images to be reproduced in any publicity, other promotional activity or media coverage related to the exhibition.
11. Stallholders will be required to comply with any direction given by the Spirit of the Land Lockhart Committee or the Lockhart Shire Council.

## 6. POWER SUPPLY

**Where necessary stallholders will be required to provide their own power. Spirit of the Land Lockhart Inc. is not in a position to provide power to stallholders.**

## 7. CHECKLIST

Before lodging your application please ensure that you have provided all the necessary supporting documentation: -

- Payment in accordance with Section 4.
- A copy of a Certificate of Currency for your Public Liability Insurance Policy making sure it stipulates “**Market Stalls**”.
- If applicable a copy of your Food Safety Supervisor Certificate.

## 8. COVID SAFETY

The Spirit of the Land Committee will be planning for a Covid safe event including the preparation of Covid Safety Plans that comply with any Public Health Orders prevailing at the time.

All stallholders will be required to comply with the Public Health Orders and any Covid Safety Plans put in place for the Festival, as well as undertake their own Covid safety initiatives in respect of their individual stall.

Please indicate the number of people that will be involved in operating your stall \_\_\_\_\_  
(This information is required for the preparation of a Covid Safety Plan for the Festival).

## 9. LODGEMENT

By signing below, you acknowledge that you have read and understood the Terms and Conditions and agree to participate in the Spirit of the Land Lockhart Festival in accordance with those Terms and Conditions.

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

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

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

Completed forms should be forwarded by email to:

[spiritofthelandmarkets@gmail.com](mailto:spiritofthelandmarkets@gmail.com)

or by mail to:

Spirit of the Land Lockhart - Stallholder Registration  
C/- Bob Mathews  
64 Hebden Street  
LOCKHART NSW 2656

**by 11 September 2023.**

## 10. FURTHER INFORMATION

For further information please contact: -

Email: [spiritofthelandmarkets@gmail.com](mailto:spiritofthelandmarkets@gmail.com)

Bob Mathews  
0429 205 608

or

Emma Jones  
0429 189 587

## Schedule A

### Food Safety Supervisor Requirements

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#### Why is a Food Safety Supervisor important?

Food laws in NSW require certain food businesses in the hospitality and retail food service sector to appoint at least one trained Food Safety Supervisor (FSS).

The aim of an FSS is to prevent individuals from becoming ill from food poisoning as a result of incorrect handling and preparation of food.

Appointing an FSS gives food businesses a better level of onsite protection for food safety, and gives consumers peace-of-mind when dining out or buying food in NSW.

#### Who Needs a Food Safety Supervisor?

The FSS requirements apply to businesses that process or sell food at the retail level e.g. food that is:-

- Ready-to-eat,
- Potentially hazardous (requires temperature control), and
- Not sold and served in the supplier's original packaging.

These businesses include:-

- Restaurants
- Cafés
- Takeaway shops
- Caterers (e.g. process and serve food at one fixed location)
- Mobile caterers (e.g. process and transport food to more than one location)
- Bakeries
- Pubs, clubs and hotels
- Temporary premises (e.g. food market stalls)
- Mobile food vendors (e.g. process and sell food from a van)
- Supermarket hot food sales (e.g. hot chicken)

#### Who Does Not Need a Food Safety Certificate?

The FSS requirement does not apply to businesses licensed by the NSW Food Authority. Nor does it apply to:-

- Coffee vendors that only heat milk
- Not-for-profit community and charitable causes
- School canteens (primary or secondary)
- Boarding schools
- Children's service (childcare centres)
- Out of school hours care services
- Correctional centres
- Supermarkets (if heated food is not sold)
- Food business premises that only do one or more of the following activities only:-
  - Slice fermented meats or smallgoods, or both.
  - Slice or portion cheese, or both.
  - Process raw seafood.
  - Slice or portion fruit or vegetables, or both.

#### More information

More information regarding Food Safety Supervisor requirements can be found at the Food Authority's website at [www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au).

A copy of the Food Authority's publication "*Guideline to Food Safety Supervisor Requirements*" can be downloaded at [http://www.foodauthority.nsw.gov.au/\\_Documents/fss/fss\\_guidelines.pdf](http://www.foodauthority.nsw.gov.au/_Documents/fss/fss_guidelines.pdf).