



**Saturday 30<sup>th</sup> September 2017** 11am-5pm

Port Otago Wharf, Port Chalmers, Dunedin

## Application for stallholders

We invite you to register your interest as a stallholder for the Port Chalmers Seafood Festival to be held on Saturday, 30<sup>th</sup> September 2017.

In 2015, we hosted a hugely successful event with over 5,000 people attending.

With the freshest seafood, live music, demonstrations and activities for the whole family, this Port Chalmers Seafood Festival will be an event not to be missed.

## The Festival

Port Otago is generously hosting the festival on its export wharf in picturesque Port Chalmers. Ticket holders can travel to Port Chalmers by the free buses provided. Visitors will sample the best seafood the region has to offer from one of the many stalls housed in the A Shed on the export wharf. The beer and wine marquee will give festival-goers a taste of good local brews and regional wines to complement the seafood. Entertainment will be provided throughout the day. The Port Chalmers Seafood Festival is awesome for families. There are lots of fun activities for kids, and food that even the little ones will eat.

## Stallholders

We encourage national and local businesses to showcase themselves by being involved in this event. The Port Chalmers Seafood Festival expects to attract approximately 5,000+ people.

The festival's sustainability plan includes a move towards being a zero-waste event; therefore we encourage stallholders to use only biodegradable packaging and serving utensils.

If you are interested in having a stall at this year's event please complete the registration form and return to the address below by Thursday 30<sup>th</sup> June 2017. Please note: not all registrations may be accepted.

We look forward to working with you and making Port Chalmers Seafood Festival 2017 a great success.

- Festival Committee

Complete these attached forms, including the Dunedin City Council Food Stall Application.

SEND FORMS WITH A CHEQUE TO:

**Stalls Convenor**  
**Port Chalmers Seafood Festival**  
**P O Box 133**  
**Dunedin 9012**

OR SCAN AND EMAIL FORMS AND PICTURES TO:

**[pcseafood2015@gmail.com](mailto:pcseafood2015@gmail.com)**

AND PAY WITH INTERNET BANKING:

Account number

**02-0929-0166624-001**

Account name

**Vision Port Chalmers Seafood Festival**

Reference

**\*put your stall name\***

## Stall site registration form

Business/not for profit group name: .....

Contact person: .....

Postal address: .....

Phone: ( ) ..... Email: .....

Food stall menu item (be specific): .....

NB: If registration is accepted, any changes/additions must be notified as information is used in festival programme.  
If craft stall, please attach photographs of proposed goods.

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## Not-for-profit groups

To the event organiser,  
Our not for profit group ..... wishes to have a stall at the Port Chalmers Seafood Festival. The stall will be run on a voluntary basis and all proceeds will go to our non-profit group.

We verify this statement:

President or secretary (name): ..... Signature .....

Contact (name): ..... Contact phone number .....

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### DECLARATION

I confirm that the information I have provided in this stall site registration form is true and correct, and that I have read, understood and agreed to the information outlined in this stallholder information.

I confirm that I have read the Dunedin City Council Food at Events Guidelines (attached) and filled in and attached the Event Food Stall Application to this registration.

Signature: ..... Date: .....

## Stall site fees & requirements



25% early purchase discount if stall paid for before 31<sup>st</sup> May 2017.  
Stall prices are GST inclusive.

	full price	25% discount price	number req'd	total
Food stall (5m x 5m)	\$ 400	\$ 300		
Food stall (not-for-profit group) (5m x 5m)	\$ 150	\$ 113		
Non-food or craft	\$ 300	\$ 225		
Non-food or craft (not-for-profit group)	\$ 100	\$ 75		
Mobile vendors (outside)	\$ 300	\$ 225		
Staff: the first two stall staff will be free, with additional stall staff \$10.00 each, maximum 10 staff/stall				
Food Stall Health Certificate *	\$ 30			
			<b>TOTAL &gt;</b>	

I am paying using (circle one):      Cheque   Internet banking

I will be cooking with (circle one):      Gas   Power

If power required, list each appliance to be used, and wattage required for each appliance: .....

.....

.....

.....

I require cold storage facilities:      Yes   No   Approximate area (if known): .....

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\* Please also fill in and return the attached DCC Event Food Stall Application. This will enable us to arrange a Food Stall Health Certificate. Stallholders already registered with Dunedin City Council are exempt from this charge. Send a copy of the current mobile certificate with this application form. Cheques must be made out to 'Vision Port Chalmers Seafood Festival'.

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### The fine print. Please read!

- Not all registrations may be able to be included in the Festival. This decision is at the sole discretion of the event organisers and all decisions will be final and no correspondence will be entered into. If a registration is unsuccessful, documents and accompanying funds will be returned. All applicants, both successful and unsuccessful will be notified by 11 August 2017 at the latest. The event organisers will endeavour to accommodate all relevant stall applications and accordingly encourage diversity in the menu options put forward by an applicant.
- The event organisers reserve the right to vary information and dates prior to the Festival.
- Stall sites are under a cover; either a canopy or within Shed A structure. Vehicles/caravans are considered on a case by case basis pricing calculated on an area used basis.
- Stallholders are required to provide their own stall equipment (tables, chairs etc) or may hire from the approved supplier.
- Each stallholder needs to provide a stall sign with the stall name, to be erected above head height.
- Stall sites include power supply (20 amps for food stalls, 10 amps for non-food stalls).
- The appearance of stalls contributes to the overall presentation of the Festival. We encourage stallholders to theme and dress their site. We also encourage stallholders to use only biodegradable packaging and serving materials.
- Deadline for receipt of completed stall site registration forms, including all required documents attached, is Thursday 30<sup>th</sup> June 2017.



**ENVIRONMENTAL HEALTH  
TEMPORARY/MOBILE TRADING**

**FOOD AT EVENTS APPLICATION FORM**

*This application form must be completed and returned to the event organiser with the required fee at least two weeks prior to the event. The event organiser will then forward the completed applications (with fees) to the Environmental Health Department for approval. Event organisers must also provide a list of all registered mobile traders and if registered with another authority, a copy of their current health registration. Mobile traders do not need to fill out this form or pay the fee. Approved applications will be returned to the event organiser.*

**The approved application (permit) must be held at the food stall on the day of the event.**

**Name of event**

**Date of event**

\_\_\_\_\_

\_\_\_\_\_

**Place/address of event**

\_\_\_\_\_

**Contact person or name of stall holder**

\_\_\_\_\_

**Address**

\_\_\_\_\_

**Home phone**

\_\_\_\_\_

**Work phone**

\_\_\_\_\_

**Mobile**

\_\_\_\_\_

**Email**

\_\_\_\_\_

**Are you preparing or storing food off-site (away from the event stall location), eg: in another kitchen?      Yes / No**

**Premises name and address**

\_\_\_\_\_

*\*If this food premises is registered with another authority attach a copy of its current health licence.*

**Describe the type of food to be sold and preparation involved on-site at the event.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Will your intended operation require consideration of the following?</b>	<b>Yes</b>	<b>No</b>	<b>Please explain what provisions will you have in place to meet these requirements?</b>
<b>Off-site</b>			
Sufficient trained staff available			
Temperature control during preparation eg; cooking, cooling			
Temperature control during storage eg; fridge, freezer			
<b>Transport</b>			
Suitable means of transporting food			
Temperature control during transit			
<b>On-site</b>			
Sufficient trained staff available			
Temperature control during preparation eg; cooking, reheating			
Temperature control during storage and display eg; fridge, hot holding units			
Protection of food during storage, display and handling eg, food covered, tongs			
Protective clothing eg uniforms, head cover, gloves			
Hand washing facilities			
Cleaning facilities and equipment			
Waste/rubbish disposal			
Power supply			

**Signature of stall holder** \_\_\_\_\_

**Date** \_\_\_\_\_

***An inspection of food stalls may be carried out during the event, this (approved) permit must be at the stall and available on request.***

.....  
*Office use only*

Payment received \_\_\_\_\_

Environmental Health approved \_\_\_\_\_

Date \_\_\_\_\_

# **Food Safety Guidelines for Stalls**

## **Goal**

To safely prepare, transport, display and sell food from a stall, such as with festivals, market days etc.

- Some foods can contain harmful microbes and if they're not prepared, cooked or handled correctly, they can cause illness. These are generally foods containing poultry, meats, seafood and dairy products.
- Food held between 4°C and 60°C (the Danger Zone temperatures) for even a short period of time can encourage the growth of harmful microbes.
- The environment, other food, dirty hands, utensils and equipment can contaminate your food if adequate precautions, such as these noted below, are not taken.

## **Off-site Pre-preparation**

- All food for sale must be prepared in a registered premises except for very occasional events and low risk foods eg; home baking
- Cook foods so the thickest part is piping hot. Processed meat such as mince patties should not be pink in the middle and poultry products should be temperature-checked using a thermometer to ensure it reaches at least 75°C.
- Cool cooked batches of food rapidly ie; in less than 2 hours. To speed up the process consider placing on ice, dividing into smaller quantities or stirring or turning often.
- Store perishable foods under 4°C e.g. in a refrigerator or chilly bin with ice.

## **Personal Hygiene & Conduct (off and on site)**

- Separate raw foods from cooked or ready-to-eat foods to prevent cross contamination. Wash and sanitise hands thoroughly after handling raw meat and before touching other foods.
- All food handlers must observe a high standard of personal hygiene.
- Do not prepare food if you are suffering from an infectious disease or have experienced diarrhoea or vomiting in the past 48 hours. Cover any sores or infections with water proof dressings.
- Wear protective clothing such as aprons and hats and tie back long hair. Smoking is not permitted during any food preparation. If you must leave the premises or stall to smoke, you must wash your hands before returning.
- Always wash and dry your hands thoroughly before touching food, especially after visiting the toilet, handling rubbish, sneezing or coughing etc. Hand sanitiser or sanitised wipes are useful for cleaning hands if soap, water and towels are not available.
- Food handlers should use disposable gloves and change them regularly. Wash and sanitise hands before they are put on and taken off.
- Tongs, scoops etc must be used where practicable and provided for customers where there is self-service. Use different utensils and equipment for raw and cooked foods. Keep all equipment etc clean.
- Different tasks should be carried out by different people e.g. one person to handle money and one person to cook.

## **Storage and Transport of Food**

- All perishable food must be transported and stored chilled e.g. chilly bins with ice packs, ideally around 4°C. Keep lids on at all times to maintain temperature and prevent food from becoming contaminated from dust etc.
- Non-perishable food must be kept in clean, sealed containers to prevent contamination.
- Vehicles carrying food must be clean and tidy and not carrying other materials such as pets, tools, pesticides etc.
- Avoid delays and travel straight to the stall site.

## **Preparation On-Site**

- Consider providing your stall with shelter or cover from the elements.
- All food service utensils and containers must be clean and preferably disposable.
- Keep the stall and immediate environment clean and tidy. Provide a rubbish container with a lid for both you and your customers.
- Thoroughly Reheat food to be served hot. Maintain hot-held food above 60°C.
- Food served or stored chilled must be kept below 4°C e.g. in chilly bins with ice packs or in fridges.
- Food on display must be protected against dust, insects, people etc by means of covers, screens, wrapping or similar.



# Food Stalls – Events, Temporary and Fundraising

## Fundraising food stalls

If you are fundraising you do not need a permit from us to sell food to the public, unless you are holding more than 20 events a year, then you must register with Environmental Health.

If you are selling food for fundraising it is still your responsibility to make sure you provide safe and suitable food. Providing food, which is not safe and suitable for its intended purpose is an offence under the existing food legislation and under the new Food Act 2014 which comes into force on 1 March 2016.

If you have any questions with regards to your responsibilities when preparing and selling food for a fundraising event or just want to discuss your proposal, we are always available to give you free advice. We have also listed food safety guidelines for stalls further down the page for you to refer to.

## Food stalls at events

Each food stall operator needs to fill out the Food at Events application form (this does not apply to fundraisers) and return it to the event organiser. There may be a fee associated with your application. The event organiser will forward the completed applications and fees to us for approval.

Approved applications will be signed and returned to you via the event organiser and this becomes your stall permit.

You must keep your permit with you at your stall so you can show it to Environmental Health staff if we visit to check food safety.

## Temporary food stalls

In some cases, you can get a temporary food stall permit (when you are not part of an organised event). These permits are usually only granted for the sale of low risk food. You need a new permit each time you plan to have a temporary food stall (this does not apply to fundraisers). There may be a fee associated with your application. Once approved your application will be signed and becomes your permit. You must keep it with you at your stall to show Environmental Health staff if we visit your stall to check food safety.

Permission from the land-owner of the site where your stall will be located is required.

## Talk to us

You may wish to discuss your proposal with Environmental Health staff beforehand to make sure you understand your responsibilities when selling food. Application forms for Food at Events and Temporary Food Stalls are available from: [www.dunedin.govt.nz/online-forms](http://www.dunedin.govt.nz/online-forms) or DCC Customer Services Centres.

## Food safety guidelines for stalls

### Goal

To safely prepare, transport, display and sell food from a stall, such as at festivals or market days.

- Some foods can contain harmful microbes and if they're not prepared, cooked or handled correctly, they can cause illness. These are generally foods containing poultry, meats, seafood and dairy products.

- Holding food held between 4°C and 60°C (the danger zone temperatures) for even a short period of time can encourage the growth of harmful microbes.
- The environment, other food, dirty hands, utensils and equipment can contaminate your food if adequate precautions, such as these noted below, are not taken.

### Off-site pre-preparation

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- Cool cooked batches of food rapidly, ie in less than two hours. To speed up the process, consider placing on ice, dividing into smaller quantities or stirring or turning often.
- Store perishable foods under 4°C, eg in a refrigerator or chilly bin with ice.

### Personal hygiene and conduct (off and on site)

- All food handlers must observe a high standard of personal hygiene.
- Separate raw foods from cooked or ready-to-eat foods to prevent cross contamination.
- Wash and sanitise hands thoroughly after handling raw meat and before touching other foods.



- Do not prepare food if you are suffering from an infectious disease or have experienced diarrhoea or vomiting in the past 48 hours. Cover any sores or infections with water proof dressings.
- Wear protective clothing such as aprons and hats and tie long hair back.
- Smoking is not permitted during any food preparation. If you leave the premises or stall to smoke, you must wash your hands before returning.
- Always wash and dry your hands thoroughly before touching food, especially after visiting the toilet, handling rubbish, sneezing or coughing. Hand sanitiser or sanitised wipes are useful for cleaning hands if soap, water and towels are not available.
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- Food served or stored chilled must be kept below 4°C, eg in chilly bins with ice packs or in fridges.
- Food on display must be protected against dust, insects, people and other possible sources of contamination by covers, screens, wrapping or similar.