

## STALL HOLDER REGISTRATION INFORMATION

Hi! Thanks for taking an interest in the 2018 Taste of the World (TOW) festival. Stallholders are an integral part of our annual event, and because of people like you, it is getting bigger and better each year. This document provides the information you need to ensure the day runs smoothly, and safely, and contains the following:

- (a) General information you need
- (b) The key rules
- (c) Registration Form Pages 1 to 3 - Please phone or email should you have any queries about these forms.

### GENERAL INFORMATION

#### REGISTRATIONS (important dates):

If you are interested in acquiring a Stall Holder Site at the festival, please fill out the Registration Form below and return via email to [cqma\\_inc@hotmail.com](mailto:cqma_inc@hotmail.com) or post them to CQMA at PO Box 5535 Redhill PO North Rockhampton 4701 along with the associated payment. This must be received by close of business **4th May 2018**. The CQMA Committee will **review all registrations** and notify you should there be any concerns about your registration or the allocation of your site within 48 hours of receiving the final payment for your site.

**Note:** This is based on the availability of a stall site.

#### TYPES of STALL SITES:

All sites have a **[strictly]** 3m frontage or upon negotiation with CQMA. There are three basic types of stalls and you will need to identify which category applies to you, as this impacts on the fees you will be charged. The types of stalls permitted will be at the discretion of the CQMA Executive Committee. Second hand clothes and car boot type goods *may not* be accepted.

1. **Food Stall Holders** - Traditional food cuisines, drinks, ice cream and confectionaries, peanuts, Aussie BBQ, cakes and much more.
  - **Community groups**
  - **Commercial food vendors**
2. **Variety Stall Holders** - Arts and crafts including woodwork, treasures (one person's Trash is another's Treasure – no large items such as furniture), gifts, books and reasonable quality clothing are acceptable. Local crafts persons and artists are most welcome along with home grown produce and general and specialty products.
3. **Education and Information Booths** – e.g. health, business, community communications and education.

#### CQMA FEES:

Stallholders are responsible for bringing, using and setting up **their own** marquees, tables and chairs. However, some community groups (in special circumstances) may be exempt from this condition and are requested to make contact with **Event's Coordinator**.

The Event Management will supply the following to:

- **Community Food Stall Sites** – Two tables. Please ensure that you use the special 'fire proof top' table for your *Bain Maries* 'failure to do so may cause damage, and there will be a cost for the damage caused'.
- **Variety Stalls & Information and Education Booths** – One table will be supplied.

**Table 1. CQMA event-related fees and charges**

STALL HOLDER TYPE	SITE SIZE (m)	SITE FEE (\$)	MARQUEE - If supplied by CQMA (\$)	ENTRY FEE - 2 adults only*	REGISTRATION LATE FEE - After 21 <sup>st</sup> April (\$)	ENTER YOUR TOTAL SITE COSTS HERE
Food - Community	3x6	50.00	80.00	Free	30.00	
Food - Commercial	3x6	150.00	n/a	Free	30.00	
Variety Stalls	3x6	50.00	80.00	Free	30.00	
Education & Info	3x3	30.00	50.00	Free	30.00	

- **Extra persons working in the stall will be required to pay \$3 entry fee.**
- **Rubbish bins** will be supplied, and public toilet facilities are close by to the site.

## KEYRULES

*Please read and keep for your information; and remember, SAFETY is everyone's responsibility, and CQMA's priority*

<b>Considerations</b>	<b>To Do?</b>
<p><b>1. SITE CONFIRMATION</b></p> <p>1.1 Payment of Stallholder is based on the following - <i>The CQMA Committee will review all registrations and notify you should there be any concerns about your registration or the allocation of your site within 48 hours of receiving the final payment for your site. Note: This is based on the availability of a stall site.</i></p> <p>1.2 Site fees will not be refunded after 12<sup>th</sup> May 2018. However, in the case of an emergency, this will be at the discretion of the CQMA.</p> <p>1.3 Final confirmation of your site will as item 1.1 and you will be notified by via email or phone.</p> <p>1.4 Stallholder sites will be clearly marked with numbers. If you go outside the allocated area you will be required to re-arrange your stall accordingly. If you set up in the wrong site, you will be required to relocate to the correct site.</p> <p>1.5 A drawing of your 'site set up' and accurate measurements are required on your Registration Form. Failure to provide accurate measurements may result in you be asked to leave the venue of the day of the festival.</p>	
<p><b>2 INSURANCE</b></p> <p>2.1 If you <i>intend to sell food or other activities</i>, you or your organization must have current Public Liability Insurance covering the activity.</p> <p>2.2 All stallholders must have their own public liability cover. However, special arrangements may be negotiated with the CQMA Management in special circumstances.</p> <p>2.3 Please contact CQMA if you have any concerns regarding insurance.</p>	<p>Arrange insurance OR Contact CQMA 0438751974</p>
<p><b>3 REGULATIONS</b></p> <p>3.1 All activities must be deemed safe by Occupational Health and Safety standards and comply with regulations</p> <p>3.2 Food stalls need to comply with the Rockhampton Regional Council Food By- laws, and if necessary obtain appropriate approvals and Licenses.</p> <p>3.3 <u>Community Stall Holders</u> – are required to attend a compulsory RRC Food Work Shop (arranged by CQMA) one week prior to the festival – <b>dates and times</b> will be communicated to these Stall Holders via email or phone)</p>	
<p><b>4 STALL HOLDER SITE SET UP</b></p> <p><b>Saturday 26<sup>th</sup> May</b> - 8am – 1pm setup. Please confirm Event's Coordinator: 0438 751 974.</p> <p><b>Saturday 26<sup>th</sup> May</b> - CQMA members will be at the venue from 8am and will be able to direct you to your site and assist with any queries you may have. No Stall Holder will be permitted to go through to their site until all paper work for insurance and test and tagging is sited and completed.</p> <p>8am – 1pm - All <b>vehicles off site by 1pm</b>. NO MOVEMENT OF VEHICLES after 1pm on the festival grounds.</p> <p><b>Gates Open to the general public at 2pm (No access to the public before this time).</b></p> <p><b>Saturday 26<sup>th</sup> May</b></p> <p>9 pm Gates Closed to public (<b>No public access after this time</b>).</p> <p>9.30pm Vehicles permitted on grounds for site cleanup.</p> <p>10:00 pm Stallholders are responsible for having their stall site cleared of rubbish by 10pm. Rubbish bins will be supplied. (Please do not put rubbish in bins that are full –phone 0438751974 if you require a new bin)</p> <p>12 midnight All stall holders off site and gates close by at 12 midnight</p>	
<p><b>5 VEHICLES</b></p> <p>5.1 Entry will be via the Main Show Ground Gate on the corner of Exhibition and New Exhibition Roads, Wandal. Exist directions from the festival grounds will be provided to you on the day of the festival.</p> <p>5.2 After setup, vehicles are to be parked in the public car park outside of the festival venue, which is close by.</p> <p>5.3 Between 1:00 pm and 9:30 pm, vehicles are NOT able to be accommodated within the confines of your site, or adjacent to it. Movement of vehicles around the stall/food vendor's site is NOT permitted while the festival is on.</p> <p>5.4 The only vehicles to move on site are those that have been prearranged with the Event's Coordinator, or those, which the Event's Coordinator deems an emergency. In these cases, the vehicles must have two people front and back, and two people on the sides, shepherding the vehicle through the general public.</p>	<p>Contact Event's Coordinator  0438751974</p>
<p><b>6 ELECTRICAL EQUIPMENT</b></p> <p>6.1 All electrical equipment must be tested and tagged by a competent licensed person. This also includes electrical cords. All electrical equipment must be detailed on the Registration Form.</p> <p>6.2 All gas cooking equipment must also have been tested.</p> <p>6.3 CQMA Festival Marshalls are required to do checks of all equipment on the day.</p>	
<p><b>7 DOGS ARE NOT ALLOWED ON SITE AT ANY TIME (except certified assistance animals).</b></p>	

**NO EXCEPTIONS WILL BE MADE TO THESE RULES**



# CQMA - TASTE OF THE WORLD FESTIVAL

26<sup>th</sup> May 2018 – 2pm-9pm

Supported by



## STALL HOLDER REGISTRATION FORM (page 1)

### CONTACT DETAILS:

NAME: .....

ADDRESS: .....

.....  
.....

EMAIL: .....

PHONE: ..... FAX: .....

DETAILS OF GOODS TO BE SOLD: .....

.....  
.....  
.....  
.....

DATE: .....

### SITE REQUIREMENTS (PLEASE CIRCLE) Refer to Page 1 for specific information.

Stall site size required	3x3	3x6m
Marquee to be hired from CQMA	YES	NO
Electricity required (per site)	YES	NO
Is a vehicle required during stall operation?	YES	NO

Total expected CQMA event costs (see Table 1, p. 1) \$ *Please provide the following information:*

PAYMENT DETAILS: (please circle)      Direct Deposit    Cash    VISA    Mastercard

Cheque payable to:      Central Queensland Multicultural Association Inc.  
PO Box 5535 North Rockhampton 4701.

Direct Debt:      Bank: Commonwealth (Rockhampton City); Account BSB: 064709; Account No: 1011 2470.

#### IMPORTANT!

Your reference –  
The name of your business,  
organisation, association or group.

/ /

Card Number:     Expiry Date: /

Cardholder Name

Signature

Amount

.....

.....

\$ /

**NOTE: CQMA DOES NOT HAVE ATM FACILITIES.**

**STALL HOLDER REGISTRATION FORM (page 2)**

**ELECTRICAL & GAS EQUIPMENT REGISTER (Please complete and return):**

**NAME:** .....

**ADDRESS:** .....

**TEL: HOME** .....

**BUSINESS** ..... **MOBILE**.....

**STALL TYPE:** .....

**Please give a brief description of your GAS EQUIPMENT: IF Applicable? YES NO**

GAS USAGE:..... Gas Tag Registration Number: .....

**Please give a brief description of your ELECTRICAL EQUIPMENT: Applicable? YES NO**

LEADS: .....

LIGHTS: .....

COOKERS: e.g. Grill plates, electric BBQ's, microwave ovens, bain maries, urns etc.

<i>Type of unit</i>	<i>Amps</i>

**OTHER ELECTRICAL UNITS: e.g. Cool rooms**

<i>Type of unit</i>	<i>Amps</i>

**Note: In some instance a small charge may be required if you require over the standard limit of power for the venue.**

**PLEASE SIGN TO INDICATE THAT ALL ELECTRICAL EQUIPMENT IS TAGGED & TESTED**

**SIGNED:** .....

**DATE:** .....

**STALL HOLDER REGISTRATION FORM (page 3)**

**ADDITIONAL INFORMATION REQUIRED AND CHECKLIST**

<b>INFORMATION REQUIRED</b>	<b>YES NO</b>
<p><b>1. Site layout:</b> Please supply the design or a picture of your stall.</p>	
<p><b>2.</b> Is the information completed on the “Stall Holder Registration Form, pages 1 to 3” and included in your submission?</p>	
<p><b>3. Is the <i>Electrical and Gas Equipment Register</i> completed</b> (on the Stall Holder Registration Form, page 2) and attached to submission?</p>	
<p><b>4. Public Liability Insurance.</b> You must provide your own cover and submit the following information:  <b>POLICY PROVIDER:</b>  <b>POLICY NUMBER:</b>  <b>EXPIRY DATE:</b>  <b>SIGNATURE:</b>  <b>DATE:</b></p> <p><i>Stallholders who may not be able to provide this MUST contact the Event's Coordinator to discuss alternative arrangements.</i></p>	
<p><b>5. Copy of Food Business license.</b> Food stallholders and food vendors must provide a copy of their current License with this REGISTRATION FORM.</p>	
<p><b>6. If you do not have</b> a current license please contact: Event's Coordinator Ph: 04 38 75 19 74 who will provide more information about a certificate.</p>	
<p><b>7. Copy of Food Hygiene License.</b> You will be required to supply a Food Hygiene License to participate in this event or can show attendance at the RRC Foodwork shop.</p>	
<p><b>8. If you do not have</b> a current license, please contact the Event's Coordinator – 04 38 75 19 74 and they will provide more information about the license.</p>	

**Note:** By returning your Registration Form, you are indicating that you have read the important information above and will make safety your priority when carrying out activities at the Festival.