



Middleton Country Fair
Saturday 3rd February 2018
Information Package & Registration Form



Food Stall Holders are responsible for their own permits

**A Temporary Food Stall Application can be made online on the
Kingborough Council's website**

Please read this information thoroughly. It will assist in the smooth running of the Fair and a successful and rewarding day for all.

Please note: allocation is strictly limited to seventy sites.

Once these have been allocated names will be put on a waiting list.

Fair & Site Co-Ordinator: Gloria Lonergan ph. 036292 1385

www.scrra.com.au

Middleton Country Fair Sponsors & Donors 2017

Tas Government	Stihl shop Kingston	Leafy Dragon
Bruny Island & Tasman Cruises	The Cygnet & Channel Classifieds	Margate Mechanical and Machinery
Tasmanian Harvest	The Lazy Kates	Cove Hair Studio
Caltex Snug	Natural Fruit Beverages	Snug Butchery
Clarkswood Cottage	Peppermint Bay	Oakley Coaches
Oyster Cove Hotel	Redsails Vineyard	South Channel Garden Club
Miffy McTaggart	Kingborough Council	Oyster Cove Fruit & Veg store



Middleton Country Fair

Saturday 3rd February 2018

Registration form



PO Box 49 Middleton Tasmania 7163 ph. 62921385

To book a site please fill in form below and post it to the above address with your payment or email to gloria.lonergan@bigpond.com and pay by direct debit highlighting:

MCF 2018 plus your name to: BSB No 633 000 A/c No 130542293

A/c name: South Channel Ratepayers & Residents Association Inc.

Name of Stall (to be printed on program) _____

Name (yours) _____

Address _____

Phone mob _____ landline _____

Email (please print) _____ (this will be used for confirmation)

Did you have a stall in 2017 yes no?

Please indicate stall type required

- | | |
|---|--|
| <input type="checkbox"/> Craft / handmade goods | <input type="checkbox"/> Demonstrations- Displays |
| <input type="checkbox"/> Bric - a - brac | <input type="checkbox"/> Garden |
| <input type="checkbox"/> Produce | <input type="checkbox"/> Food (see instructions) <input type="checkbox"/> All council permits have been obtained |
| <input type="checkbox"/> Powered site | <input type="checkbox"/> LPG or GAS (see instructions) <input type="checkbox"/> Temporary Structure |

Other type of stall (please describe) _____

FEES & Conditions of Registration

I require the following

Number of sites (4m) @\$35.00 each, late fee of \$5.00 after 30 December 2017

Powered sites @ \$15 each extra

Trestle tables (a limited number available) \$5 each

my payment of \$_____ is attached OR Paid into Bank A/c above

Signed _____ Name (please print) _____

FOOD VENDORS

IF YOU HAVE A KINGBOUROUGH COUNCIL OR STATE-WIDE FOOD LICENCE PLEASE ADD DETAILS HERE:

MY LICENCE NUMBER IS _____ DATE _____

ELECTRICTY USERS

I WILL REQUIRE POWER – MY REQUIREMENTS ARE:

APPLIANCE	POWER INPUT (WATTS OR AMPS)
_____	_____
_____	_____
_____	_____
_____	_____

GAS USERS

WHAT TYPE OF GAS? _____

WHAT WILL IT BE USED FOR? _____

SPECIAL REQUESTS

PLEASE LIST ANY SPECIAL REQUESTS BELOW. ALTHOUGH WE CANNOT GUARANTEE TO MEET ALL YOUR REQUESTS; WE WILL DO OUR BEST TO ACCOMMODATE YOU.

IT IS MOST IMPORTANT THAT STALLHOLDERS SIGN THIS DISCLAIMER. FAILURE TO DO SO WILL RESULT IN THE RETURN OF YOUR REGISTRATION FORM.

I (please print) _____ ACKNOWLEDGE THAT I HAVE READ THE INFORMATION IN THIS REGISTRATION FORM AND AGREE TO ABIDE BY THE RULES AND REGULATIONS SET OUT IN IT.

SIGNED _____

PLEASE RETURN THIS FORM (BY DECEMBER 2017) WITH YOUR PAYMENT TO:

THE TREASURER, MIDDLETON COUNTRY FAIR, PO BOX 49, MIDDLETON, TAS 7163

FOOD VENDORS

IF YOU HAVE A KINGBOROUGH COUNCIL FOOD LICENCE PLEASE INDICATE IT HERE.

MY LICENCE NUMBER IS _____ DATE _____

Food stall holders

There are extra forms for you to fill in this year. They are a must. Council has to issue a licence to you which must be displayed on your stall on Fair day. See next 4 pages.

ELECTRICITY USERS

I WILL REQUIRE POWER - MY REQUIREMENTS ARE:

If you had a powered stall last year are your power requirements the same this year? **YES / NO**

APPLIANCE _____ POWER INPUT (WATTS OR AMPS) _____

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

GAS USERS

WHAT TYPE OF GAS ? _____ WHAT WILL IT BE USED FOR? _____

SPECIAL REQUESTS

**PLEASE LIST ANY SPECIFIC REQUESTS BELOW AND WE WILL DO OUR BEST TO ACCOMMODATE YOU.
THE COMMITTEE CANNOT GAURANTEE TO MEET ALL REQUESTS.**

IT IS MOST IMPORTANT THAT STALLHOLDERS SIGN THIS DISCLAIMER AS FAILURE TO DO SO WILL RESULT IN THE REGISTRATION FORM BEING RETURNED TO YOU.

I (PRINT YOUR NAME HERE) _____ ACKNOWLEDGE THAT I HAVE READ THE INFORMATION IN THIS REGISTRATION FORM AND AGREE TO ABIDE BY THE RULES AND REGULATIONS ON IT. SIGN HERE PLEASE :

**PLEASE PRINT CLEARLY AND POST THIS FORM WITH YOUR MONEY TO:
THE TREASURER, MIDDLETON COUNTRY FAIR, P0 BOX 49, MIDDLETON, TAS 7163
BY 30 DEC AT THE LATEST**

Middleton Country Fair (MCF) INFORMATION DESK

The MCF desk is located outside the community centre and will be attended from 9am on the day of the fair. The information desk is the contact point for stall holders and other participants with or without special announcements.

FOOD VENDORS

Only mobile food vans and stallholders who have a current state-wide licence do not need to apply for a Food Permit. A waiver of the standard fee (for those that do need to apply for a Temporary Food Stall) may be applied for directly to the Kingborough Council.

POWER DISTRIBUTION

Power supply is limited. In order, not to overload the system you must not bring more equipment than was stipulated on the registration form. Power distribution has been allocated around the site as to not overload any part of the system. All electrical appliances and leads must have been tested and tagged - inspections may be made.

LPG and other GAS USERS

Kingborough Council safety regulations stipulate that there must be a 1.8 metre space on both sides of a stall using any type of flammable gas. Therefore, any stall using gas **MUST BOOK and PAY FOR TWO STALLS**, the site must be in the center of both stall sites. If in doubt contact the Co-Ordinator.

SITES (all one size)

All sites are 4metres across the front. Please see above if using Gas. If you are going to erect a temporary structure please indicate in the appropriate box on the registration form. Vehicles **CANNOT** be parked at your site **WITHOUT** Prior Approval. (see following)

PARKING / VEHICLES ON SITES

The car park allocated to stall holders and others will be marked on the site plan.

Remember Vehicles **CANNOT** be parked at the stall site **UNLESS PRIOR PERMISSION HAS BEEN GRANTED AS** on the registration form.

Vehicles **MUST** be on your site by 8am so as not to inconvenience other stall holders. If it is not possible to get your vehicle on your site without inconveniencing neighboring stall holders then you may **NOT** be allowed **Regardless of Permission**.

SETTING UP

Stall holders can setup on the Friday prior to the Saturday of the fair **after 2pm** Assistance will be available for site identification. **Setup MUST be completed no later than 9am Saturday**.

DISMANTLING

Do not dismantle your site until after 3pm on the day of the fair.

TRESTLE TABLES (1800x750mm)

A limited number of tables will be available for hire at \$5.00 each. Please indicate your requirements on the registration form. Tables will be allocated as the forms are received. You will be notified if the supply of tables has been exhausted.

WATER FACILITIES

Limited tank water is available at the rear of the community center hall. Stall holders must provide their own containers. There is ample water for the animal compound which is adjacent to the fair ground.

SECURITY

There will be a police presence on site throughout the MCF opening hours.

TOILETS

Toilets both portable and permanent facilities, including a disabled toilet, will be shown on the site plan.

BEST STALL PRIZE

On the day of the MCF all stall holders will be eligible to win a prize for the best presented stall A MCF committee representative will judge and present the prize on the day.

DANGEROUS GOODS

As MCF is a family event, stall holders are asked to make sure items displayed for sale or demonstration are not of an explosive nature or cause injury particularly to children. This includes cap guns, bows and arrows and knives.

INSURANCE

It is in your interest to have your own public liability insurance. The South Channel Ratepayers & Residents Association Inc. accepts no responsibility for any loss, damage, liability, cost or expense of whatsoever nature directly or indirectly caused by, resulting from, or in any connection with any action taken in relation to a stall holder arising out of a public liability or workers compensation claim or any claim whatsoever.

PROGRAM

Stall holders will be listed on the Middleton Country Fair (MCF) program. The site plan will show the location of your allocated stall site. Late registrations are unable to be included in the program.

***NOTE: RAFFLES.** MCF is a fund-raising exercise for the Middleton/Gordon area. The only official raffles permitted on the day of the MCF are the MCF raffle and The Middleton Fire Brigade raffle.

The MCF Subcommittee reserves the right to refuse the display of any banners or publicity material it deems to be of a political or controversial nature.

FOOD VENDORS & STALLS SELLING FOOD ITEMS

The Food Act of 2003 insists on various procedures and rules when food is prepared and sold to the public.

If you are in doubt about these requirements then we hope that the following examples may be of help. This information has been given to us by the Kingborough Council Health Dept. If you have further questions about your stall then please phone the Food Permit Co-ordinator Gloria Loneran 03 6292 1385.

- 1 Food vans and other stallholders who already hold a licence **must submit a copy with their application form to MCF.**
- 2 A stall that just sells - say - dried lentils, would not have to make an application for a temporary food licence. This would also cover unprocessed foods being things that have not in any way been altered, something like lentils or pre-packaged lollies etc. In a case of the lollies if they came straight from the manufacturer they will already have their ingredients labels and use by dates on them. However **in the case of a licorice stall - the food is handled and therefore a licence should be applied for.**
- 3 A stall that sells spices, would have to make an application for a temporary food licence because of the labeling requirements including a use by date. Similarly stalls that sell olive oil would also have to complete the temporary food licence application due to the storage and labeling requirements.
- 4 **Foods prepared in a licensed commercial kitchen still need to apply for a temporary food permit.** For example, a restaurant kitchen is a fixed kitchen and the preparation and storage setup only applies to that site, so that if they have a stall at an event it is a different site with different storage and handling requirements and therefore needs a permit. However **food vans are in fact mobile kitchens and their licence is valid for any event that they attend** (however they must submit a copy of their current licence with this Registration form).
- 5 One of the most common issues with temporary food stalls is the lack of **proper hand washing facilities.** If you have a food stall where you are **handling and/or preparing food**, you need to provide a source of running water, a soap pump and paper towels. The easiest way to provide the water is to use a typical camping container with a tap which is placed on the end of a bench, chair or other suitable object, with a bucket placed underneath to collect the wastewater.
- 6 Some stalls will have complimentary food samples. This might be bread to be dipped into olive oil, samples and sweets etc. The issue here is that it needs to be presented in a way that avoids contamination – by contamination we mean contamination from general contaminants like dust etc but also specific contamination from people's hands, sneezing, etc. With this issue in mind, stalls need to set up their complimentary sampling in such a way that these issues will be avoided.
- 7 If you have a stall and are selling, say, books, clothes or craft items, etc **and you also have food 'side items'. i.e. jams etc**, then these food *side item/s* make it necessary for you to have to have a food permit and comply with all the requirements on it.

There are three pages following this one and all must be filled in.

The first two are your application, the third one needs to have a sketch drawn on it of your stall the way it will be setup at the Middleton Country Fair. (this only applies if you have to have a food permit).

Sorry if you are new to this and it seems a bit of a chore BUT the law says it has to be done. Give the co-ordinator a call if you get a bit confused.

--ooOoo--