

Taste the Harvest

**Application Pack
for Stallholders**

2010

www.tastetheharvest.org.au

Taste the Harvest

- **Event Background**

Taste The Harvest is an annual fundraising event for the Devonport Lions Club. Now in it's 11th year this event currently attracts around 7000 patrons and is a 'must see' on the events calendar for those in Northern Tasmania.

A celebration of the North West Coast's finest food and wine, this event brings stallholders from all over the State.

Held on the Sunday of the long weekend in March this one day event is the biggest of its kind in Tasmania and in 2010 will be held on **Sunday March 7th** from 11am – 7:30pm.

Along with Taste The Harvest there is also an opportunity for both wine and food vendors to participate in the **Taste The Harvest Celebration Dinner** which will be held on Friday March 5th.

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- **Stallholder Criteria**

Taste The Harvest is set up for a 'tasting' experience for our patrons. For the benefit of all stallholders it is important to the Taste The Harvest committee that those stallholders involved with this event, are able to gain repeat business from patrons back to their place of business. (Exceptions are made for community groups which are not for profit.)

Therefore the following criteria has been set for stallholders wanting to participate in this event.

Priority will be given to those who meet all of the criteria set out:

- * Menu consists of 'taste' samples only
- * Stallholder has place of business available for patrons to visit after the event
- * Previous event participation without incident
- * Devonport City Council Food Permit
- * Signage and concept for stall

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•How we will deal with your Application

Every year the Taste The Harvest Committee is inundated with applications from prospective stallholders. Taste The Harvest appreciates every enquiry received, and gives all applications full consideration.

Unfortunately, sometimes applicants have to be declined a place at Taste The Harvest because there are either too many applications of a similar type, or they do not fit with the Taste The Harvest theme.

Once Taste The Harvest has received your application the Committee will assess it against the criteria set out in the application form.

The Committee also points out that although your application may have addressed all of the criteria, this does not guarantee a site at Taste The Harvest. In view of the demand for sites at the event and the limited space available, the Committee must choose those businesses that exhibit excellence and can ensure a diverse and representative selection of stalls so that the public enjoys the event and will continue to return each year.

By submitting your application you agree to accept the decision of the Committee as final and understand that the Committee reserves the right to decline any application.

Applications close on Monday November 30th at 5pm.

The Committee will make its final decisions after the closing date of the application process and applicants will be notified of whether they have been successful by no later than Monday December 21st, 2009.

Please do not send any money with your application. If you are successful an invoice will be sent to you.

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- **Guidelines for Stallholders**

Timeline for stallholders 2010

Applications close: November 30th 5pm

Payments required January 30th

Menu finalised and advised January 30th

Guidelines for Taste The Harvest Event

Grounds open for set up:

Saturday March 6th 1pm – 8pm

Sunday March 7th 5am – 10am

Venue to be cleared and cars removed

NO LATER than **10am** Sunday March 7th

Pack up to commence NO EARLIER than

7:30pm Sunday March 7th

Trading times: 11am – 7:30pm

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- **Requirements from Stallholders**

DCC Food Licence Permit

The Devonport City Council requires that all stallholders are registered and have a current Food Licence Permit for trading on the day.

Enclosed with these forms are the current requirements and it is your responsibility to obtain the permit from Devonport City Council and provide a copy when you pay your site fee.

If you are unsure about any details on this form please contact Angela Wells at The Devonport City Council on 6424 0511.

Insurance

Copies of your current insurance policy will need to be provided with your application and insurance should be for coverage of a minimum of \$10,000,000.

Power Requirements

Power is supplied to stallholders as part of your participation fees. Please make sure that all requirements are completed in your application form.

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- **Sponsor Considerations**

As Cascade are the major beverage sponsor for Taste The Harvest it is a requirement of participation that any soft drinks that are sold from stallholders must be purchased through Cascade.

- **Responsible Serving of Alcohol**

It is a requirement of the Taste The Harvest Liquor Licence that ALL staff serving alcohol at this event have undertaken a Responsible Serving of Alcohol Course.

Stallholders are required to bring copies of certificates of attainment for all staff on the day as Liquor and Gaming Licensing Branch and Tasmania Police will be conducting random checks.

Wine is only to be served in the Taste The Harvest glasses provided by the committee.

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- **Stall Site and Location**

It is important that when you are considering your stall size that any additional structures such as shade covers and trailers are taken into consideration.

Stall positions are set out taking into account electrical requirements, diversity of products in each area, the size of your stall, health and safety issues and the impact on traffic flow around the venue.

Surveys show that patrons of Taste The Harvest will complete a full lap of the venue before deciding what they wish to purchase.

Full menus and location for each stallholder are also provided in the Taste The Harvest booklet.

Your sales will be determined by patrons' choice of food rather than your position in the venue.

You are not able to request a location for your site, this will be determined by the Taste The Harvest Committee.

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- **Site Cost and Options**

Food / Wine / Others \$350

includes: 3m x 3m tent
 Trestle table
 4 x staff passes
 1 x vehicle pass

Food / Wine Extra (ltd available) \$800

includes: 6m x 6m tent
 2 x trestle tables
 8 x staff passes
 2 x vehicle passes

Food Vans are NOT permitted for this event
Same prices apply for those providing their own
tent (some vans permitted ie Coffee vans via
prior arrangement only).

ALL payments are required in full by January
30th 2010 to confirm your participation.

Taste the Harvest

- **Site Cost and Options Continued**

You Will Receive:

- * Access to freezer/refrigeration van
- * Access to water (cold only)
- * Access to power
- * Publicity for the event in all media and on the Taste The Harvest website
- * Inclusion in the Taste The Harvest Booklet including your business details and logo (to be provided by you)
- * Access to rubbish removal

Please Be Aware Of:

- * The removal of all rubbish from your site
- * The care and condition of your tent
- * Any signage that may not be secured
- * The cartage of stock around the venue
- * All electrical leads and equipment must be tested and tagged in compliance with relevant standards

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- **Stallholder Passes**

Passes for stallholders are provided as part of the payment for your stall.

Additional staff passes can be purchased at \$5 per pass at a total of 5 additional passes.

- **Payment**

Payment can be made by cheque or money order at anytime before January 30th 2010 to the following:

Taste The Harvest
PO Box 178
Devonport 7310

If you have additional questions please contact Taste The Harvest Chairperson Geoff Phillips on 6424 4964 or 0418 350 530

Or email phillips@devonportlions.info

Payments are non-refundable.

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Application Form (Please complete ALL details before returning)

Business / Organisation / Trading Name

.....

Address:

.....

Phone:

Email:

Contact Person:

Type of stall required: (please circle one)

3m x 3m

6m x 6m

Own tent provided

Stall Description:

Please provide a description of your stall including any details about the size and decorations and any other information including a photograph of any previous stalls if available.

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Have you and/or staff completed a Responsible Serving of Alcohol Course? Yes / No (circle one)

Have you and/or your staff completed a Food Safe or similar Food Safety/Hygiene Course? Yes / No (circle one)

Electrical requirements:

(Please make your requirements as accurate as possible)

Type of Equipment	Total Watts	Phase/Voltage

Layout of your stall:

Please provide a sketch on the next page of your stall showing dimensions and position of equipment used for cooking, cold storage, preparations, hot storage of food and washing facilities. This is a requirement of the Environmental Health Department of Devonport City Council.

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Sketch of your stall

Taste the Harvest

Menu:

Please provide menu details. These details will be included in the Taste The Harvest Booklet. Providing details allows the Taste The Harvest Committee to eliminate duplication by many stallholders. Please remember that menu items should be 'taste' size only and priced accordingly. Menus can not be altered without written consent of the Taste The Harvest Committee.

Name of Dish	
Description	
Price inc gst	\$
Preparation (circle one)	Pre-prepared/packed Prepared to order

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Description	
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Preparation (circle one)	Pre-prepared/packed Prepared to order

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Name of beverage	
Winery	
Cost per glass	\$
Cost per bottle	\$

Name of beverage	
Winery	
Cost per glass	\$
Cost per bottle	\$

Name of beverage	
Winery	
Cost per glass	\$
Cost per bottle	\$

Name of beverage	
Winery	
Cost per glass	\$
Cost per bottle	\$

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Terms and Conditions:

1. The Committee reserves the right to refuse any application. Applications close on November 30th, 2009 at 5:00pm close of business. Payment of invoice or notification that you do not wish to take up the offer of Taste The Harvest stallholder is required within 30 days of receiving invoice. Failure to do so will result in an administration fee.
2. In the event that the Taste The Harvest Committee has not received full payment of monies owing by January 30th, 2010 the offer of a site at Taste The Harvest will be withdrawn.
3. The Taste The Harvest Committee accepts no liability for damage to electrical equipment due to power fluctuations or failure.
4. The Taste The Harvest Committee reserves the right to consider all applications and decline a place to any business. The Committee may restrict entry to the event and may evict any stallholder, who in the opinion of the Committee, does not comply within the guidelines and criteria of the Taste The Harvest event.
5. To observe all Committee, Fire, Health, Workplace Standard, Liquor and Gaming branch and other relevant Commonwealth, State and Devonport City Council regulations relating to the set up, preparation and sale of food and beverages.
6. Stallholders must carry a Public liability policy to cover their involvement in Taste The Harvest. A copy of the policy must be provided to Taste The Harvest with this application. Stallholders are required to take out adequate Workers Compensation and any other relevant insurance for the period of Taste The Harvest. The Committee strongly recommends that contents/damage insurance be taken out for the event.
7. Taste The Harvest Committee shall not, irrespective of the cause, be liable for any loss or damage whatsoever to the Stallholders property or property hired by the stallholder.
8. Not to alter the menu or prices submitted with the application without agreement in writing from the Taste The Harvest Committee.
9. Not to infringe on the public space or other stallholder's space.
10. To keep the interior and rear of the stall clean, tidy and free of rubbish at all times or as instructed by the Taste The Harvest Committee.
11. To comply with decisions made by the Taste The Harvest Committee including any decisions relating to the site.
12. To agree to the Taste The Harvest Committee taking photographs of the stall, stallholders and staff and authorise the committee to publish and use those photographs, in whole or in part, for advertising or marketing purposes for the 2011 and subsequent Taste The Harvest event.

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Authorisation:

Signed – Applicant

Date: / /

Print Name.....

Address

.....

Office Use Only:

Received application:

Initials:

Letter sent:

Final Pack Sent:

Passes:

Location Number:

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Application check list

Please make sure that you include the following items with the Taste The Harvest Application form:

- Application form (ALL PARTS completed)
- Copy of Public Liability Insurance

FOOD STALL HOLDERS

Please lodge your application for registration of a temporary food business with the Devonport City Council. These will be issued in January and a copy can be forwarded with your payment.