

BREWERIES/WINERIES

Token & Tasting Management:

Participating wineries and breweries will be required to offer tastings using a token system. Patrons will be able to purchase tokens from one of the four information tents or from roving token sellers throughout the festival.

Tokens will be sold for the following prices:

- 1 x Tasting token = \$4
- 3 x Tasting tokens = \$10

Participating wineries and breweries will only be permitted to take cash for take away sale. Cash cannot be exchanged for tastings.

RSA

All staff serving/selling wine & beer must have an RSA certificate. A copy of all staff members RSA must be forwarded to event organisers at least 2 weeks prior to the event.

Wineries:

Wine tastings are to be served into the official 'Taste' tasting glass only. Patrons will be able to purchase the tasting glass at a range of locations throughout the festival

Wineries must offer a standard 150ml tasting per token.

1 token = 150ml Tasting

At the end of the festival participating wineries will need to count their tokens and return them to Festival organisers. Wineries will be reimbursed \$2 for every token within 2 weeks of the Festival.

Breweries:

Beer tastings are to be served into the official 'Taste' tasting glass only. Patrons will be able to purchase the tasting glass at a range of locations throughout the festival

Breweries must offer a standard 285ml tasting per token.

1 token = 285ml Tasting

At the end of the festival participating breweries will need to count their tokens and return them to Festival organisers. Breweries will be reimbursed \$2 for every token within 2 weeks of the Festival.

Any stall failing to abide with the above conditions will be removed from the festival.

TAKEAWAY WINE / BEER:

Participating wineries and breweries will be able to make take away sales directly from their stall in exchange for cash.

All take away products must be sold at room temperature to ensure it is not for immediate consumption.

Cash sales will be permitted for take away sales only under no circumstances is cash to be exchanged for tastings

Any stall failing to abide with the above conditions will be removed from the festival.

P WHERE DO I PARK?

Vehicles will be permitted in the stall area for set up until 8.30am each day. After this time all vehicles must be removed from the area. The event will conclude at 6.00pm on Saturday and 4.00pm on Sunday. Staggered entry times will be sent prior to the event.

All day free parking is available at the following locations:

- Kmart car park (undercover) 1 minute walk to Maitland Mall
- Maitland Leagues Club car park (undercover) 1 minute walk to Maitland Mall
- Church Street Carpark (5 minutes walk to Maitland Mall)
- Riverfront Carpark, off St Andrew's Street behind Belmore Hotel (5 minutes walk to Maitland Mall)
- Multilevel Carpark, Ken Tubman Drive, Maitland (5 minutes walk to Maitland Mall)
- Maitland Park, Walker Street, Maitland (15 minutes walk to Maitland Mall)

STALL ENQUIRIES:

Events Unit - Maitland Taste Festival
PO Box 220, MAITLAND NSW 2320
t: (02) 4931 2872 f: (02) 4931 2811
e. m&cevents@maitland.nsw.gov.au
abn: 11 596 310 805



31st March - 1st April 2012



Stallholder Information Sheet

The Maitland Taste Festival is proudly presented by:



Taste 2012:

Set in the Maitland Heritage Mall to a backdrop of live jazz music, family entertainment, market stalls and food and wine appreciation sessions, the Maitland Taste Food, Wine & Jazz festival is a vibrant festival that aims to showcase the diverse tastes and flavours of the Hunter Region.

Taste 2012 will see a greater emphasis on food demonstrations and wine appreciation by celebrated Hunter Valley chefs & vinerions whilst supporting and promoting locally grown produce.

The program will include a range of cooking demonstrations, wine & cheese education sessions, master classes for children, competitions and a selection of local jazz music.

Stalls will be laden throughout the Mall offering fresh local produce, international cuisine, delectable cheese, boutique beer and a wide selection of Hunter Valley wines whilst live jazz music will be performed from two main stages in the Mall.

General conditions of participation:

- Applications must be made in advance and will be accepted up until 5.00pm, 2 March 2012 unless sold out beforehand. Due to regulations regarding submission of insurance information etc, no applications can be processed after this date and under no circumstances can applications be accepted on the days of the Festival.
- Fees will not be refunded in the event of inclement weather. A cancellation fee of \$75 incl. gst will be levied on cancellations up to and including 14 days prior to the event. Fees will be forfeited within 13 days from the event.



- All stallholders are responsible for the provision of their own stall. This includes extension leads and hoses where required for connection to services booked. A minimum of a 25 metre tagged lead will be required where applicable.
- The inclusion of power requirements and payment therefore does not guarantee the availability of same. Applicants will be advised whether power/water is available following receipt of applications and allocation of spaces.
- All stalls must remain within the boundaries of the site allocated.
- Stall holders are required to have a minimum of \$10 million Public Liability & Products Liability insurance with Maitland City Council noted for Principals Liability for the Maitland Taste Festival. Stallholders must also have Workers Compensation and any other insurance deemed appropriate. Maitland City Council and the Maitland Taste Festival will not accept any liability. Copies of Public Liability & Products Liability Insurance cover are to be submitted with this application. No application will be processed without this documentation.
- Allocation of stall sites will be at the sole discretion of the Maitland Taste Festival organisers and no guarantee of site location can be made. A complete list of products to be sold must be provided with your application and no other items may be sold without written permission from the event organisers.
- No responsibility will be taken by event organisers for delays in delivery of documentation.
- Stallholders not abiding by these regulations will not be permitted to remain on site.
- To operate a food stall at an event in Maitland an annual approval is required for each financial year, which expires annually on 30 June.

- The same approval covers all events during the year, however if you operate more than one stall or food van at any event, individual approvals must be obtained. This can be obtained by contacting The Environmental Health Officer at Maitland City Council on (02) 4934 9700
- All stalls issued with official Taste stall top signage, must be used.

Special requirements for food, produce & beverage stallholders:

Food, produce and beverage stallholders are also required to:

- Meet the requirements of the temporary events guidelines or the code for food vending vehicles, Food Act 2003, Food Regulation 2004 and the Food Safety Standards. Council's Environmental Health Officer is authorised to enforce these requirements and to issue any necessary direction or approval with or without conditions, or cancel any approval.
- Notify the food business to the NSW Food Authority (<http://www.foodauthority.nsw.gov.au/industry/food-standards-and-requirements/business-notification/>).
- Ensure a Food Safety Supervisor is appointed before your first event and provide Maitland City Council with their details and certificate number as issued by the NSW Food Authority (<http://www.foodauthority.nsw.gov.au/industry/fss-food-safety-supervisors/>).
- Pay an annual administration fee (currently \$100.00) at the time of application. This fee will cover the cost of inspecting your operation. However if subsequent reinspections are required due to non-compliance then a reinspection fee may be levied.
- Ensure all pre-packed foods meet the packaging and labelling requirements of the Australia New Zealand Food Standards Code, chapter 1 General Food Standards, part 1.2 Labelling and other information requirements (<http://www.foodstandards.gov.au/foodstandards/foodstandardscode.cfm>).
- Submit a copy of your approval to operate with the application.
- In 2012, a \$55 incl gst cleaning deposit will be charged for all sites within this category. If at the end of the weekend the site is free of rubbish the deposit will be refunded within 7 days of the event. If rubbish is left on site this deposit will be kept to cover the cost of cleaning and rubbish removal.
- The Maitland Taste Festival holds Temporary Event Notification Reference Number: 15702