

FOOD COURT & PRODUCE PRECINCT

Centred around the Maitland Railway Station carparks, the Food Court and Produce Precinct will be the place to visit for meals and to secure quality products such as olive oils, gourmet sauces, tapenades, nuts and cookies.

The International Food Court will include a variety of cuisine from around the globe giving visitors the opportunity to experience both new flavours and traditional favourites.

These sites are represented on the enclosed map as the “green zone”.

RAIL AND STEAM COLLECTOR'S PRECINCT

Focused around Railway Street, this area will become the location for stallholders selling rail and steam related memorabilia, books, models etc. Community rail and steam groups will also be encouraged to have stalls that will be included within this precinct.

These sites are represented on the enclosed map as the “beige zone”.

STEAMFEST BAZAAR

Running along Church Street the Steamfest Bazaar will be the place to wander along and browse through the amazing variety of stalls selling everything from clothing to jewellery, fashion accessories to plants, homewares to arts, crafts and bric a brac.

These sites are represented on the enclosed map as the “red zone”.

This layout creates a more intriguing experience for visitors, making market stalls easier to navigate and providing stallholders higher visibility with the audience.

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 4.00pm each day. Staggered entry times will be sent prior to the event.

All day free parking is available at the following locations:

- Church Street Carpark (10 minutes walk to Maitland Station)
- Riverfront Carpark, off St Andrew's Street behind Belmore Hotel (15 minutes walk to Maitland Station)
- Multilevel Carpark, Ken Tubman Drive, Maitland (5 minutes walk to Maitland Station)
- Maitland Park, Walker Street, Maitland (5 minutes walk to Maitland Station)



GREEN STEAM

As part of our overall program to make Hunter Valley Steamfest green the Festival will once again be a Waste Wise event.

Stallholders are required to ensure waste items are kept to a minimum and that wherever possible, recyclables are used. Central recyclable packaging stations will be installed for use by stallholders and separate stations will be conveniently located throughout the event for members of the public.

STALL ENQUIRIES:

Events Unit - Hunter Valley Steamfest
PO Box 220, MAITLAND NSW 2320
t: (02) 4931 2877 f: (02) 4931 2811
e. stalls@steamfest.com.au
abn: 11 596 310 805



Steamfest Stallholder Prospectus

APRIL 28 - 29 2012



Hunter Valley Steamfest is proudly presented by



MAITLAND
Hunter Valley



Our 27th year

2012 is set to be another great year for Hunter Valley Steamfest with an exciting program of activities that will include all the old favourites as well as some exciting new additions ensuring Steamfest maintains its position as the largest annual event in the Hunter Region.



This program will include specialty rail journeys on steam and heritage diesel trains, family based activities, Powerhouse Museum display and speaker's program, entertainment in the station forecourt and a full steam program on the Rally Ground.

The stalls will once again be broken into precincts, including three different areas: **Food Court** precinct in the Maitland Railway Station Carparks, **Rail and Steam Collectables** precinct in Railway Street and the **Steamfest Bazaar** along Church Street (refer map below).



Stall sites are also available on the Steamfest Rally Ground (situated adjacent to the Maitland Railway Station) and at the Show 'n' Shine in Maitland Park, off Walker Street (Sunday).

General conditions of participation

- Applications must be made in advance and will be accepted up until 5.00pm 31 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 30 metre tagged lead will be required where applicable.
- The inclusion of power/water 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 Hunter Valley Steamfest event. Stallholders must also have Workers Compensation and any other insurance deemed appropriate. Maitland City Council and Hunter Valley Steamfest 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 Hunter Valley Steamfest 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.

Special requirements for food, produce & beverage stallholders

- To operate a food stall at an event in Maitland an annual approval to operate is required for each financial year, which expires on 30 June annually. 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

You 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.
- Hunter Valley Steamfest 2012 holds Temporary Event Notification Reference Number 14984.

EARLY BIRD APPLICATIONS CLOSE 30 NOVEMBER 2011