

ART FOOD CULTURE

EVENT

NEPAL FESTIVAL 2018
NOVEMBER 17
AOTEA SQUARE, AKL
12 PM - 6 PM



STALLHOLDER
APPLICATION

**NEW ZEALAND NEPAL
SOCIETY**

CONTACT US;

830 NEW NORTH RD, MOUNT ALBERT,
AUCKLAND 1025
W: WWW.NZNEPALSOCIETY.CO.NZ
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ONE COUNTRY, MANY STORIES

PLEASE GO THROUGH THE DOCUMENT AND EMAIL US THE SIGNED & COMPLETED
APPLICATION FORM (PAGE # 8 to 12) TO

ADMIN@NZNEPALSOCIETY.CO.NZ



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Nepal Festival 2018 – Rules are meant to be strictly followed

The Organiser:

The Nepal Festival 2018 is organised by New Zealand Nepal Society Incorporated (NZNSI) wherein we are celebrating the vision – **One Country, Many Stories** in collaboration with Embassy of Nepal, Canberra and supported by Nepalese diaspora in New Zealand.

The festival will have arrays of dance performances by local artists, live music by local artists, varieties of Nepalese foods including other Indian sub-continent cuisines, kids' corner and wraps up with an outstanding and fantastic musical performance by Kutumba – Nepalese instrumental band known for using Nepalese traditional musical instruments.

Stallholders must comply with the Event Rules and the directions of the Organiser:

1. **Stallholder to be Present:**

The Stallholder is responsible for the proper management of the Stall and must be present at the Stall during pack-in, trading and pack-out. Organiser will advise pack-in and pack-out times at the pre-event meeting of which organiser will email more details nearing the event date.

Event Detail:

- Event Date: 17th November 2018
- Event Venue: Aotea Square, Auckland
- Event Time: 10AM – 6 PM
- Event Type: Outdoor
- Event Briefing Meeting: 27th October 2018

2. **Use of Stall and Operation:**

- (a) The Stallholder (including any goods and/or equipment) must not encroach onto areas outside of the delineated area of the Stall.
- (b) Operating hours are from **11am to 6pm Saturday, 17th November 2018**. The Stallholder must not operate outside of these times.
- (c) The Stallholder must not promote or operate the Stall or its business from outside of the delineated area of the Stall without the prior written consent of the Organiser.
- (d) The Organiser will not be supplied any equipment other than the equipment listed on the Hire Inclusions (refer item 5).
- (e) The Stallholder is responsible for all cash/payments handled at the Stall. Please ensure you have an adequate float on each trading day.
- (f) The Stallholder is only permitted to sell products submitted as part of the application. To this end, the Organiser reserves the right to restrict and/or prohibit the sale or promotion of any item(s) where there are inconsistencies.
- (g) Parking is not provided during the festival.



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- (h) During pack-in and pack-out you must display the official event vehicle pass on the dashboard. These will be allocated at the Pre-Event Meeting.
 - (i) The Stallholder must supervise and control all persons attending the stall and procure its agents, contractors and/or employees to comply with the Event Rules.
 - (j) The Stallholder must report any incident or accident which takes place in or around the stall to the Organiser immediately.
 - (k) The Stallholder must keep the stall clean and tidy.
 - (l) The stallholder must comply with relevant Occupational Health and Safety (OH&S) requirements.
 - (m) The stallholder will indemnify the organiser from any claims that may arise because of food quality, hygiene, the related health & food safety matter, or OH&S matters.
3. **Facilities:** Every food stall must have the following:
- (a) One (1) rubbish bin or container for general rubbish
 - (b) One (1) rubbish bin or container for food waste
 - (c) One (1) rubbish bin or container for liquid waste
 - (d) A hand-wash including a basin, water supply, soap, paper towels and a bucket to collect wastewater
 - (e) Suitable floor covering to catch any oil spillage onto road or grass surfaces (cardboard, astro turf, carpet and tarpaulin are not acceptable floor coverings)
 - (f) All stall holders must have adequate hot or cold storage facilities (e.g. portable cool rooms, freezer, adequate supply of ice, hot boxes, Bein-Marie)
 - (g) Have a fire blanket and basic first aid kit easily accessible.
4. **Behaviour:**
- (a) The Stallholder and its staff must deal with members of the public and the Event volunteers in a polite and respectful manner and must not use offensive language or become involved in any incidents that will bring the event, the main organiser (NZNSI) into disrepute.
 - (b) The Stallholder will be responsible and liable for the actions of its staff and workers.
 - (c) The Event is a smoke and alcohol-free event. Smoking on the event site (including the stall) at any time during the festival is strictly prohibited.



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5. **Utilities and Hire Inclusions:** The Organiser will provide the Stallholder with following utilities.
- *shared non-potable water (which must not be used for cooking)*
 - *power (refer item # 7 for more details).*
 - *2 Tables*
 - *2 chairs*
 - *Public Liability Insurance*

Please keep in mind below thing:

- The Stallholder must supply its own water if needed for cooking.

6. **Gas:** The Stallholder must, in respect of the use of gas (LPG bottles) in the Stall during the Event:

- not bring into the Stall more than two (2) 9kg LPG bottles for a 3m x 3m stall and a maximum of four (4) 9kg LPG bottles for a 3m x 6m stall site space.
- source LPG bottles from the genuine supplier.
- not place BBQs and/or cooking appliances (e.g. boiling pots, open flames, vessels with hot oil etc.) at the front of the Stall or where it is accessible by the public
- not use charcoal or wood BBQs
- ensure that its LPG bottles are not stored directly under any open flame, gas cooker or BBQ.
- only operate its gas cooker or BBQ in the allocated cooking zone at the back of the stall.
- ensure that equipment is certified safe, and a protective cover is placed between the table and cooker.

7. **Electricity:**

- Every food stall will be allocated two (2) 10amp power points.
- Every retail/craft/non-food stall will be allocated one (1) 10amp power point.
- The Stallholder must bring its own multibox and power leads for its own equipment.
- All appliance leads and multiboxes must be tested and tagged by a registered electrician (to the Organiser's satisfaction) prior to being connected and used.
- The use of generators and power plug adaptors in the stall is prohibited.

8. **Waste Management:** Waste management is a very serious issue for the Organiser. To that end, the Stallholder must:

- dispose of all waste liquids (fat, dirty water, oil, etc.) as per the instructions provided to the Stallholder by the Organiser in a meeting prior to the event date.
- not tip waste liquids on the ground or down drains;



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- (c) regularly remove rubbish from the Stall.
9. **Biodegradable/Compostable Packaging:** The Stallholder must only use biodegradable/compostable packaging approved by the Organiser during the Event. The use of non-approved packaging is strictly prohibited.
10. **Restrictions:** The Stallholder must not:
- (a) **Immoral Use:** allow or carry on any indecent, harmful, immoral, offensive, illegal, or dangerous act or business or occupation upon the Stall (determined at the Organiser's sole and absolute discretion);
 - (b) **Dangerous Goods:** bring, or permit to be brought into the Stall, any dangerous goods (determined at the Organiser's sole and absolute discretion);
11. **Commercial Rules:**
- (a) The Stallholder must not carry out any unauthorised activity considered as guerrilla marketing (determined at the Organiser's sole and absolute discretion).
 - (b) The Organiser may have arrangements in place with sponsors of the Event which provide category exclusivity. This may also include exclusive distribution rights at the Event. Where such arrangements are in place, the Stallholder may be prohibited from selling goods or providing services that compete with those of the sponsors.
 - (c) The Stallholder must not advertise, display, or promote in any way, any signage, goods, or services that are in competition with the goods or services of the sponsors and supporters of the Event (determined at the Organiser's sole and absolute discretion).
 - (d) No third-party branding or promotional material is allowed in or on the Stall without the prior written permission of the Organiser.
 - (e) The Stall must have individual signage and/or branding. The use of similar signs by affiliated stalls is prohibited.
12. **Health and Safety:** The Stallholder must take all reasonable steps to provide a safe environment and to ensure its own and others' safety. Specifically, the Stallholder must adhere to the following guidelines:
- (a) The maximum number of people permitted in the Stall at any one time is six (6) in a 3m x 3m and ten (10) in a 3m x 6m.
 - (b) No children under the age of 14 are permitted within the Stall at any time.
 - (c) The Stall must be maintained in a clean and tidy manner, all goods and equipment must be within the delineated area of the Stall.



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13. Food Safety:

- (a) Any stallholder who holds a current Food Stall Trading Licence from Auckland Council may continue to operate from a stall until that licence expires.
- (b) Any stallholder who is associated with a restaurant/commercial food premises with a registered Food Control Plan ("FCP") may operate from a stall under that plan.
- (c) Any stallholder who is not associated with a restaurant/commercial food premises with a registered FCP will need to have a registered FCP or follow a National Programme to operate from a stall, unless that stallholder comes under one of the following exemptions:
 - (i) The stallholder is making money for itself with a once-a-year food stall at a one-off event; or
 - (ii) The stallholder is fundraising for cultural or philanthropic/charitable reasons, which the stallholder may undertake up to 20 times in one year under this exemption.
- (d) The person who attended the food safety training at the Pre-Event Meeting on behalf of the Stallholder must be present at the Stall when trading.
- (e) On-site cooking must be off the ground (waist height or at least 75cm high).
- (f) All food stalls will be monitored by the Organiser's food safety officers during trading to ensure that health and safety standards are met. The Stallholder must follow all directions of the Organiser's food safety officers.

14. **Amendments:** The Organiser reserves the right, acting reasonably, to update, amend and/or impose any rules, restrictions and/or conditions of use applicable to the Event and/or the Event Site.

15. Application Requirements

- (a) Applications must be received by **2nd November 2018**. Applications received after the closing date may not be considered.
- (b) Applications must be made on the application form attached to this document. No other form of application will be considered.
- (c) Once your application is pre-approved by **5th November**, you must pay **50% deposit** within 48 hours. Failing to pay the deposit may result in cancellation of your application.
- (d) Full Payment must be received by **9th November 2018** with all supporting documentation, such as council food permit and license.
- (e) A copy of appropriate identification such as a passport or driver's license must accompany the application. Applications without appropriate identification may be rejected.
- (f) Any applicant should verify all information by making the necessary enquiries at the time of application.



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16. **Cost**

Stall Category	Inclusions	Cost (NZD \$)
Normal Stall (Charity)	<ul style="list-style-type: none">• 3x3 Marquee• Power (2 points of 15 amps)• 2 Tables• 2 Chairs• Public Liability Insurance	\$800 including GST
Normal Stall (Food)	<ul style="list-style-type: none">• 3x3 Marquee• Power (2 points of 15 amps)• 2 Tables• 2 Chairs• Public Liability Insurance	\$1000 including GST
Large Stall (Corporate)	<ul style="list-style-type: none">• 3x6 Marquee• Power (2 points of 15 amps)• 2 Tables• 2 Chairs• Public Liability Insurance	\$1500 including GST



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NEPAL FESTIVAL 2018 – STALL – APPLICATION FORM

STALLHOLDER APPLICANT CATEGORY (Tick Appropriate One):

- Food/Dessert/Beverage Corporate
 Non-Profit Individual

In-case of corporate, please mention your line of business.
Line of Business (Financial, Education etc):

STALLHOLDER DETAILS (Leave NA if not applicable for your application):

1. Stallholder Business Name:
2. Type of Cuisines (Nepalese, Indian, Chinese etc.) Selling:
3. Food Registration Number/License (If Any):
4. Contact Name: Mobile Number:
5. Email Address:
6. Social Media – Facebook:
7. Social Media – Instagram:

STALLHOLDER SIZE:

- 3 X 3 m 3 X 6 m

STALLHOLDER ADD - ON: (For corporates please ignore the following section)

- Fridge Freezer

Fridge and Freezer hiring, and freight cost is not included, will be charged additionally if needed. Businesses can rent fridge and freezer on their own.

STALLHOLDER ADDITIONAL INFO:

Q. What cooking equipment will you be using?

A:

Q. Gas: How many will be in use in your stall at one time? How many bottles a day do you anticipate you will use?

A:



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MENU

(Please ensure that you enter your menu items and descriptions as clearly and as accurately as possible. What you submit on this form will be what is added to the event menu on our website and social media platforms.)

Menu	Description	Price	Dietary Requirement
			<input type="checkbox"/> Gluten Free <input type="checkbox"/> Lactose Free <input type="checkbox"/> Vegetarian <input type="checkbox"/> Dairy Free <input type="checkbox"/> Organic Certified <input type="checkbox"/> Vegan <input type="checkbox"/> None of the above
			<input type="checkbox"/> Gluten Free <input type="checkbox"/> Lactose Free <input type="checkbox"/> Vegetarian <input type="checkbox"/> Dairy Free <input type="checkbox"/> Organic Certified <input type="checkbox"/> Vegan <input type="checkbox"/> None of the above
			<input type="checkbox"/> Gluten Free <input type="checkbox"/> Lactose Free <input type="checkbox"/> Vegetarian <input type="checkbox"/> Dairy Free <input type="checkbox"/> Organic Certified <input type="checkbox"/> Vegan <input type="checkbox"/> None of the above
			<input type="checkbox"/> Gluten Free <input type="checkbox"/> Lactose Free <input type="checkbox"/> Vegetarian <input type="checkbox"/> Dairy Free <input type="checkbox"/> Organic Certified <input type="checkbox"/> Vegan <input type="checkbox"/> None of the above
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DECLARATION:

I confirm that:

- I have read all the information on this application form.
- To the best of my knowledge the information contained in the Expression of Interest and accompanying documentation is true and correct at the time of making this application.

Full Name: _____

Position: _____

Signature: _____ Date: _____



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MINIMUM HYGIENE REQUIREMENT – FOOD ACT 2014

Please go through the checklist and tick all the items applicable.

Minimum hygiene requirements checklist Food Act 2014



Use this checklist to help guarantee that the food you prepare and sell is safe and suitable for your customers.

4C's	Checked
Cook	<input type="checkbox"/> Suitable equipment is available to ensure hot-prepared food can be made piping hot before serving (food is not overcrowded)
	<input type="checkbox"/> Suitable equipment is available for hot-holding food over 60°C (hot-holding cabinets, bain maries, soup warmers)
	<input type="checkbox"/> Any poultry is checked to be cooked through prior to serving (white flesh, juices run clear)
Clean	<input type="checkbox"/> Hand wash basin is set up: 20L container of water with spout and waste water bucket
	<input type="checkbox"/> Liquid hand soap, paper hand towels, hand sanitiser
	<input type="checkbox"/> Sanitising surface spray, disposable cloths
	<input type="checkbox"/> Sufficient rubbish containers available (bins, bags, boxes)
	<input type="checkbox"/> Waste water is stored and disposed of correctly
	<input type="checkbox"/> Waste oil is stored and disposed of correctly
Chill	<input type="checkbox"/> Keep cold food stored below 5°C
	<input type="checkbox"/> Sufficient ice is available to keep food cold
	<input type="checkbox"/> Frozen food is stored so as to be frozen solid
	<input type="checkbox"/> Potentially hazardous food is not held at room temperature for more than 2 hours
Conduct	<input type="checkbox"/> Potable water is available at point of use
	<input type="checkbox"/> Necessary essential services are in place; lighting, gas, electricity
	<input type="checkbox"/> Staff are wearing suitable clothing, hair is tied back or a hat is worn
	<input type="checkbox"/> Separate staff for handling food and handling money
	<input type="checkbox"/> If wearing gloves- change frequently
	<input type="checkbox"/> Store food safely: keep food in clean containers with lids, store food off the floor
	<input type="checkbox"/> Keep food on display covered to prevent contamination from customers and flies
	<input type="checkbox"/> Do not offer allergen free food unless you can guarantee that there is no risk of contamination



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Please email completed application from page # 8 to 12 to:

admin@znepalsociety.co.nz

Rest of the pages are for your reference.

WHAT WILL HAPPEN NEXT?

Applicants will not automatically be offered a Stallholder Permit. It is therefore important that you complete the attached application as fully and accurately as possible. You will be contacted once decision is made on your application.

The decision of the organiser is final and is not open to appeal.

**THANK YOU FOR TAKING TIME IN GOING THROUGH THE AGREEMENT AND
SUBMITTING THE APPLICATION, WE WILL GET IN TOUCH WITH YOU SHORTLY!**

LET YOUR FRIENDS AND FAMILIES KNOW ABOUT NEPAL FESTIVAL 2018

IT'S HAPPENING AT AOTEA SQUARE, AUCKLAND ON 17th NOVEMBER

Facebook page: <https://www.facebook.com/nepalfestivalauckland/>

Facebook page: <https://www.facebook.com/znepalsociety/>