

### SECTION 3: INSURANCE

All stallholders must be covered by Public Liability Insurance. Stallholders must supply Pitch Fork Cowra with a copy of their Public Liability Certificate of Currency when paying for their stall. If this is not provided, the stallholder will be unable to set up on the day of the event.

### SECTION 4: FOOD & LIQUOR STALLS

You will need to comply with the NSW Food Authority "**Guidelines for Food Businesses at Temporary Events**". To obtain the guidelines for temporary events refer to the NSW Food Authority website. ([www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au)), and follow the prompts; click on "**Retail**" at the top, "**Markets & Temporary Events**" and then, "**Food Safety Controls**" and open the document "**Guidelines for Food Businesses at Temporary Events**".

You will also need to determine if your stall requires a **Food Safety Supervisor (FSS) Certificate**, and if so, a copy of your Food Safety Supervisor Certificate will need to be provided with your application. For example, your stall will need a FSS if you are processing and selling food that is ready to eat (ie, making and selling ham and salad sandwiches); plus the food is potentially hazardous (ie requires temperature control), and the food and is not sold in the suppliers original packaging).

At present, **coffee vendors who only heat milk and not-for-profit community and charity causes do not need a FSS Certificate.**

For information, please refer to NSW Food Authority [www.foodnotify.nsw.gov.au](http://www.foodnotify.nsw.gov.au) or, alternatively, contact Cowra Shire Council Ph 6340 2040. Please ensure that you have a copy of your Food Safety Supervisor Certificate (if required) readily available on the day of the event.

#### **Alcoholic Beverage Stalls**

All stallholders selling alcoholic beverages must comply with the requirements set by the Office of Liquor, Gaming & Racing or as stipulated by Pitch Fork Cowra which may include displaying appropriate signage, plastic glassware, etc. For further information visit the Office of Liquor, Gaming & Racing website: [www.liquorandgaming.justice.nsw.gov.au](http://www.liquorandgaming.justice.nsw.gov.au). Please ensure that all staff manning the stalls have a **CURRENT RSA** card and that it is on them at **ALL TIMES**. Please also provide copies of these with your application.

**NOTE – THERE ARE NO SALES BY THE GLASS – CLOSED BOTTLED SALES ONLY**

## SECTION 5: TERMS & CONDITIONS

### As a Stallholder I understand:

1. All applications are subject to approval by Pitch Fork Cowra. All applications must be accompanied by a payment and be completed in full.
2. Due to the nature of the event, Pitch Fork Cowra will **restrict multiple sites** selling the same products (i.e. sausage sizzle and drinks). This will be on a first in first serve basis.

### Set up requirements

1. Stall sites are 3 x 3m for single sites. Double sites are 6 x 3m. Sites are not to exceed the allocated space. If you exceed the space you have booked you will be asked to remove anything that impedes on other stallholders space.
2. Pitch Fork Cowra reserves the right to determine location of your stall or display. Stallholders will have an allocated space at the Showground and will set up their stall where directed by a member of the working Committee.
3. All Stallholders are required to provide their own marquee, tables, chairs and equipment they require on the day. It is a Stallholders responsibility that the stall setup complies with OH & S requirements.
4. **Power will be allocated prior to the event, there will be no additional requests taken on the day of the event. Power leads are not supplied. Stallholders are asked to provide their own extension leads. All leads must be tested and tagged as electrically safe by an electrician and suitable for external use and taped down. You will be unable to access additional power on the day, other than that outlined in your application due to strict power limitations.**
5. Presentation of your stall and products must be of a high standard.
6. Stallholders should be considerate of other stallholders during the course of setting up/dismantling and activities during the course of the event.
7. Stallholders must follow instructions from event organisers and event volunteers throughout the course of the event.
8. A visual inspection of each stall will be carried out on the day to minimise any potential for injury.
9. Stalls must set up from 7.30am and be completed by 8am for an 8.30pm start on the Saturday morning. Pitch Fork Cowra will run from 8.30am – 10pm. Stallholders must exhibit until 4pm and leave their site in a clean and undamaged condition with waste disposed of appropriately.
10. Pitch Fork Cowra reserves the right to reject a stall/Stallholder at the event they do not comply with these requirements.

### Access/Vehicles/Traffic Management

13. Stallholders will have limited vehicle access to the Showground from 7.00am until 8am by which time all vehicles must be removed from the Showground. Stallholders will be permitted to disassemble their stalls after 4.30pm and limited vehicle access will be allowed between 5pm – 6pm.

### Event Cancellation

14. As this is an outdoor event there are no refunds or credits in the case of Force Majeure events or circumstances beyond the reasonable control of the organising committee which prevent or disrupt the event such as acts of God, war, rain, hail, fire, explosion, civil disobedience or legislation not in force at the date of this document. Should you make the decision not to attend the event after your application and payment has been processed, the site fee will not be refunded nor will it be credited to the next event.