

ADELAIDE MULTICULTURAL EID FESTIVALS

2023 PARTICIPANTS INFORMATION BOOK

ALL APPLICANT MUST READ AND
UNDERSTAND THIS INFO BOOK BEFORE
SUBMITTING THE APPLICATION FORM

INTRODUCTION

Since 2010, Islamic Information Centre of South Australia (IICSA) has successfully organised Eid Festivals in South Australia. The Eid Festivals are South Australia's largest and most prestigious Eid celebrations. The festivals are held twice a year to commemorate Eidul-Fitr and Eidul-Adha.

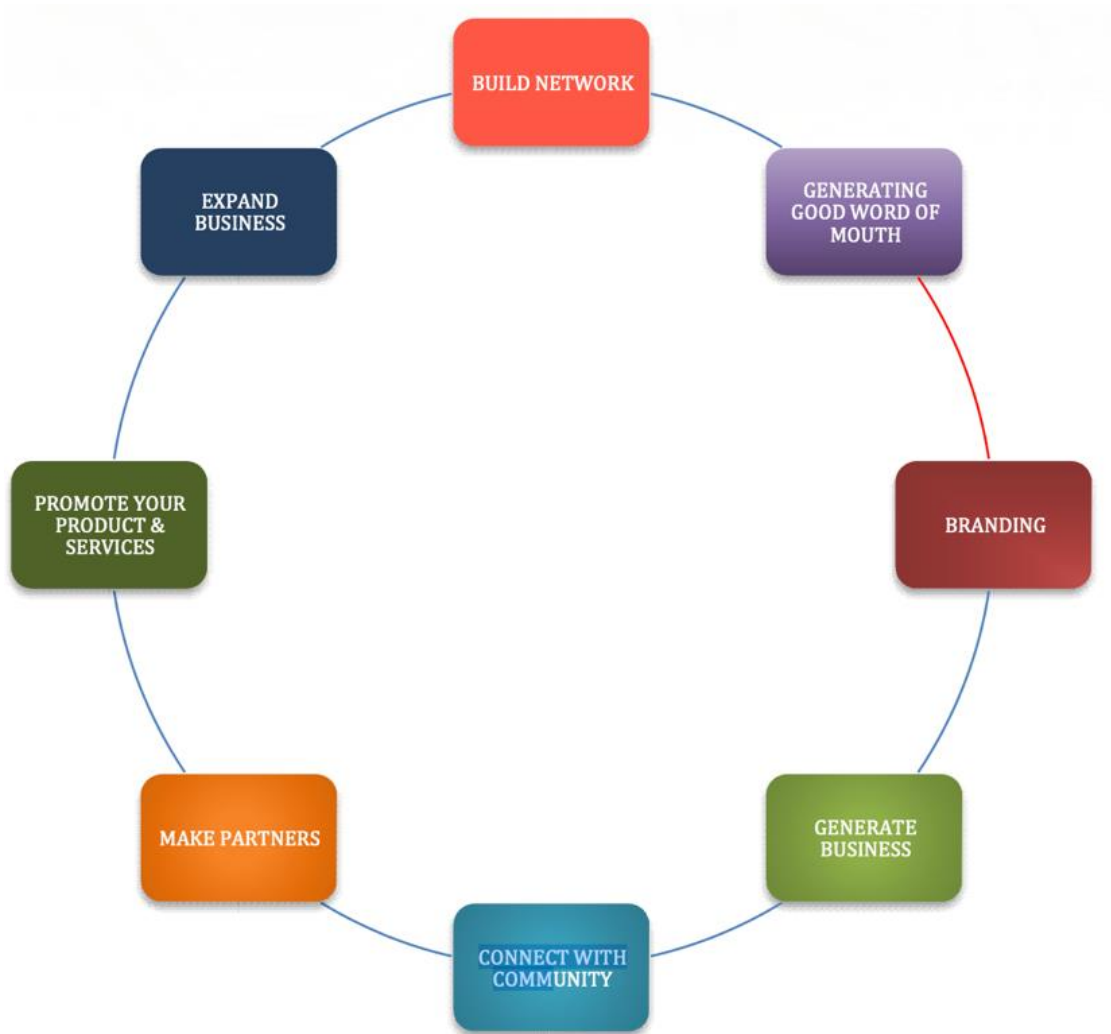
Eid is the Islamic celebration for two prominent occasions of the year: Eidul-Fitr and Eidul-Adha. Eidul-Fitr is the celebration which marks the end of the fasting month of Ramadhan for Muslims. Eidul-Adha is celebrated as it marks the end of the pilgrimage to Mecca in Saudi Arabia, which all Muslims are obliged to do if they are able, at least once in their lifetime.

These self-funding, non-profit community events invite and attract people of all cultures and walks of life. The festivals provide the wider Australian community the chance to experience Islamic culture, food, and fun.

The Eid Festival is a multicultural event and provides the South Australian community with a day of fun and recreation for the whole family. Attracting more than 10,000 people in previous years, the festival features live on-stage entertainment from international artists, various activities for children, amusement rides, public speakers, and a wide variety of local and international cuisines, which makes for an overall fun family day out.

The Eid Festivals are unique - they gather a diverse attendance that directly reflects the cultural mosaic of South Australia. The festivals provide Muslims with the opportunity to openly express and identify with themselves. Most importantly, the festivals also provide the chance for thousands of children to experience these celebrations in coexistence with their Australian identity.

WHY PARTICIPATE?



WHAT YOU CAN EXPECT

- An estimated of 15,000 people expected to attend Eid Fitr Festival and 10,000 people at Eid Adha Festival from 50 different nationalities.
- To improve trade and quality, there will be limited numbers of food stalls, so book early and you can have more selection of what you can trade!

WHERE AND WHEN

Please visit www.amef.com.au for the latest information on Eid Festivals venues, dates, and time.

PRICES

Please visit <https://amef.com.au/stall-booking/> for the latest information on prices, deposits/bonds and extras.

STALLS POSITION

The organizer will allocate all stall positions on-site.

WASTE MANAGEMENT

Adequate provisions of waste bins will be provided near the stalls.

TIMELINE

- Application Submissions: last calendar day of the month that is two months prior to the festival.
- Full payments to secure bookings are required one (1) month prior to the festival.

INSURANCE

Public liability – You will be required to provide a copy of your Certificate of Currency to the value of \$20 million.

All food vendors must have their own public liability insurance.

If you do not have Certificate of Insurance, you must take the insurance cover under our insurance with an additional payment of \$60 (only for market / info stalls).

APPLICATION

To hire a stall at the festival, you will need to complete an online application form and for food stalls, the Onsite Catering Notification form found under Appendix A. Your details are held in the upmost confidentiality, and we may use these details to contact you for future events. You will need to supply a copy of your Public Liability Insurance Policy (if any). There is limited site space available. All application will be assessed, and all applicants will be notified if your application is successful.

BANNED PRODUCTS

- Selling or drinking of alcohol.
- Selling and displaying of counterfeit goods.
- Selling and/or using silly strings.

Drug and Alcohol Policy

We have zero tolerance towards drug abuse. All drugs related activities will be notified to the police immediately. Your bond will be forfeited, and the business will be banned to join any future event organize by IICSA.

Alcohol is not permitted on site.

PARKING FACILITIES FOR STALL HOLDERS

Stallholders will be able to access the site and set up from 7/8.00am onwards (will be advise) and must be ready by 10.30am. All stall holders must remove their vehicles after 10.00am. Parking facilities are located around the venue.

We ask you to provide your contact's name, business name and proof of invoice when entering the site. Please remember to print and bring your proof of invoice to the event! On entering the site, you must travel within the 5kmph speed limit and have your hazard lights flashing always while your vehicle is moving. You must be aware of pedestrians and bike riders while driving on site. Your allocated stall number will be given to you within 3 days of the event taking place and this will be communicated via email or text message. The positioning of your stall is determined by the Eid Festival Management and will not be changed.

Due to the number of people expected on site, we are not able to allow you to have your vehicle on site between 10.30am and 8.00pm at the earliest. During these times, vehicles must be parked offsite.

NO STALL HOLDER VEHICLE WILL BE ALLOWED TO ENTER THE SITE AFTER 9.00AM UNLESS AUTHORIZED BY EVENT COORDINATOR. ALL STALLS NEED TO BE SET UP BY 10.45AM AND READY FOR HEALTH AND SAFETY INSPECTION

CANCELLATION

Bookings can be cancelled, and a refund will be paid subject to the deduction of a 10 percent service charge. The refund will only be approved when the cancellation occurs within 3 days from the date of payment. Following this, the cancelled exhibit/stall charges will not be refunded as the funds are consumed in the expenditures of the event. Refunds will not be issued for bookings made 40 days before the event date regardless of the 3 days policy.

Eid Festival reserves the right to cancel or alter any Permit Application at any time without notice.

COMPLAINTS

During the event, if any problem or crisis occur, stall holder must report to the Information Point. They will contact event control and the complaint will be logged and dealt with in a manner appropriate to the nature of the problems. Stall Holder are advised not to act carelessly and recklessly in dealing with difficult or dangerous customers. There will be security or local authorities on duty to deal with this matter.

If a stall holder would like to make a formal complaint, suggestion or give any other type of feedback about the Eid Festival, or program, please submit it in writing and address it to IICSA or email stallbooking@amef.com.au.

You will receive a reply within 2 weeks after the date of submitting your feedback. IICSA reserves the right to use any statement, testimonial or feedback provided in future advertising and marketing campaigns of Eid Festival or similar programs which may organize in the future.

CONTACT

For any enquiries, please email stallbooking@amef.com.au or contact details provided under <https://adelaideeidfestival.com.au/stall-booking/>.

APPENDIX A
ON-SITE CATERING NOTIFICATION

ONSITE CATERING NOTIFICATION

EID Festival

Event Name & Dates (Please tick each box this application applies to):

☐ Eid Al-Fitr

☐ Eid Al-Adha

OPERATOR DETAILS

Company Name: _____

Primary Contact: _____ Mobile: _____

Email: _____

Address: _____

ABN: _____

Food Business No: _____ Council: _____

Onsite Contact: _____ Mobile: _____

****Vendors must read & understand the latest EID Festival Catering Guide prior to completing this form****

OUTLET DETAILS

Outlet Name _____

Food Type _____

I have booked a ☐ 3m x 3m ☐ 6m x 3m marquee site ☐ Other _____

Marquee I have my own marquee ☐ Size _____
I require a marquee from EID ☐ Size _____

I will also be using an additional marquee for back of house cooking Own
☐ EID ☐ Size _____

*Please refer to the EID Catering Guide for marquee specifications

Coolroom Yes / No Hired / Owned If Hired, from whom: _____ Size: _____
Delivery Eid Al-Fitr - Must be Friday before the Festival between 12pm – 5pm
Eid Al-Adha – Must be Friday before the Festival 12pm – 5pm
Collection Eid Al-Fitr (confirm with organisers)
☐ Sunday 7pm – 9pm ☐ Monday 9am-11am
Eid Al-Adha (confirm with organisers)
☐ Sunday 7pm – 9pm ☐ Monday 9am-11am

FOOD PREPERATION

1. Cooking

Hot foods must be heated on-site – there is no vehicle access to the event area once the event is in progress. Please mark applicable items below.

☐ I will not be heating any products; all my products are served cold or ambient (move onto #2).

☐ I will be Cooking/Reheating using the following equipment

Deep Fryer x _____

Ring Burner x _____

BBQ x _____

Microwavex _____

ONSITE CATERING NOTIFICATION
EID Festival

Other _____

ONSITE CATERING APPLICATION EID FESTIVAL

2. Food Preparation

All food preparation pre-event must be conducted in an establishment that complies with Food Safety guidelines and Unley Council requirements.

Food must be prepared in a commercial kitchen or property that has been inspected by the Council in which it sits.

- ☐ We have no pre-event preparation, all our food is prepared and cooked onsite or pre-packaged (Move onto #3)
- ☐ I will be using a restaurant/commercial kitchen to prepare our food for Eid Festival
Name of Premises: _____ FBN: _____
- Certificate of inspection or Food Business Notification form is attached to this application If this is not your usual place of business please note details and contact details below. Evidence will be required if the premises is not a register food business.
- _____

3. Food Storage & Transport

All food must be stored in accordance with food safety guidelines and Unley Council requirements.

Food that is cooked offsite must be accompanied by a temperature log showing the cooking and cooling process and time line prior to food arriving on site. Food must be brought to site at a temperature less than 5C. Temperatures of food arriving to site WILL be checked. Any food over 5C will be not permitted and will need to discards.

ALL RICE MUST BE COOKED ONSITE. No exceptions.

4. Food Safety

All outlets are required to have a Food Safety Representative. This nominated person will be the OBGAs onsite contact for a things relating to food safety and they are responsible for ensuring that all members of their catering team follow safe food handling practices. Food Safety Representatives must supply OBGAs with a copy of a certificate of attainment for a Safe Food Handling e.g. I'm Alert or similar course.

<https://www.imalert.com.au/foodsafety/training/welcome.php?sub=unley>

Name of Food Safety Rep: _____ Mobile: _____

☒ Copy of certificate attached

To assist with compliance OBGAs can supply vendors with the following free of charge if ordered prior to the event.

- Food Safety Kit includes:
 - o Food grade sanitiser spray
 - o Chux (cleaning cloth)
 - o Box of food service gloves
 - o Temperature probe
 - o Temperature record sheets
- Temporary Hand Wash Kit includes:
 - o Water drum with tap
 - o Hand Soap
 - o Paper Towel
 - o Waste Bucket

Please supply me with

- ☐ Food Safety Kit
☐ Temporary Hand Wash Kit

Vendors who do not comply with the requirements onsite and require either/both of the above kits they will be charged at \$65 each.

ONSITE CATERING APPLICATION EID FESTIVAL

OUTLET UTILITIES

Electrical

Please indicate your requirements below.

___ x 10amps ___ x 15amps ___ x 20amps ___ x 3 phase, 32amps

#	Item Description	Qty	Plug
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

* All vendors must provide their own extension leads and power boards.

* All electrical items including leads must be tested and tagged.

Gas

If you will be using gas please indicate what size and how many gas cylinders you will be bringing to site.

9kg LPG Yes / No Qty Connected _____ Qty Stored _____
45kg LPG Yes / No Qty Connected _____ Qty Stored _____

DECLARATION

I have read and understood the **EID CATERING GUIDE** and completed the above document to the best of my knowledge. Should any details change I will advise EID FESTIVAL immediately. I will comply with all conditions laid out in this document and the Catering Guide.

Signed: _____ Dated: _____

Please submit this form along with the following document (if you have not done it prior) to Eid Festival stallbooking@amef.com.au

- ☐ Certificate of Currency – Public & Property Liability Insurance, \$20million
- ☐ Food Business Notification – Local council business registration document/number/certificate
- ☐ Safe Food Handling Certificate or equivalent (for Stall Supervisor)
- ☐ COVID Awareness Certificate (for Stall Supervisor)

**PLEASE COMPLETE THIS FORM AND RETURN VIA EMAIL ALONG WITH YOUR
ONLINE APPLICATION FORM (WWW.AMEF.COM.AU)**

APPENDIX B

CATERING GUIDE

EID FESTIVAL CATERING GUIDE 2023

This document is designed to provide you with important information about the event, safety requirements and contractual requirements.

This document must be read and relevant pages signed and returned to stallbooking@amef.com.au

Event Briefing

A Compulsory Event Briefing will be held at The Adelaide Showground on **Wednesday @ 3pm in the Jubilee Pavilion prior to the weekend of the event.**

All Vendors and their Food Safety Representative (plus any additional people they would like to bring must attend. Information will be provided about the event, set up and food safety. Unley Council will be in attendance. There

will be opportunity to ask questions, get a sense of the event space.

Insurance

Insurance

Vendors must have and a certificate of currency for \$20 million Public and Product Liability insurance. This policy must:

- Cover all dates including bump in and out
- State it is for a mobile/temporary food/catering outlet. (Not your usual place of business).

EVENT DETAILS

Set Up:

Friday (Eid Al-Fitr & Eid Al-Adha) 12noon – 5pm

- Vehicle access via Rose Terrace, Ferris Wheel entrance.
- **All equipment and stall presentation must be completed on this day!**

Saturday (Eid Al-Fitr & Eid Al-Adha) 8am – 10:30am

****All vendors must be set up by 10:30am for Council inspections. Any vendor not ready for inspection may not be able to trade****

- Vehicles will be permitted to the event area between 8am – 10am. Then vehicles must be removed to the car park.
- Deliveries of food only on this day (set up completed day prior)

Event:

Saturday (Eid Al-Fitr & Eid Al-Adha) 12pm-8pm

- All vendors must be ready to trade at 11.30am
- Vehicle access in the morning will be limited and confirmed closer to the event.

Sunday (Eid Al-Fitr & Eid Al-Adha) 12pm-8pm

- All vendors must be ready to trade at 11.30am
- Vehicle access in the morning will be limited and confirmed closer to the event

Pack Down:

Sunday (Eid Al-Fitr & Eid Al-Adha) 8.00pm-10pm

- Pack down cannot commence prior to the end of the event
- Vehicles may be brought into the event area once the all clear has been given
- All items must be removed from site on the night
- Coolrooms may be collected by third parties on Monday with prior approval.
- Ensure your site and surrounding area is left clean. Vendors are encouraged to bring brooms, dustpans, vacuum cleaners to clean their space.

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FOOD OUTLETS

The presentation of food outlets needs to be of the highest standard. This is the vendor's opportunity to showcase their business and present themselves to the community as a professional operator.

Areas to consider:

- Menus – These should be printed and clearly outline products available and pricing
- Signage – What other signage do you have, can you produce, to enhance the look of your outlet?
- Counter Frontage - sold frontage is preferred but all frontages should be to the ground.
- Bain Maries – must include glass fronts.
- Decorations – theming elements can greatly lift the overall appearance of a stall
- Lighting – Functional and decorative.
- Staff uniforms – all staff must be in clothing suitable for working in a food outlet/kitchen environment

Vendors must also ensure they leave the space as they found it. Sites for EID will be placed on a paved surface.

Flooring - Areas susceptible for grease/oil or stains will require flooring protection, whether this is provided by the event holders or the Vendor. The RAHS will be providing black plastic for catering specific areas. There will also be carpet available for areas susceptible for grease/oil. If you require this to be organised on your behalf, notify the Eid Festival Stalls Manager so this may be coordinated.

MARQUEES

Your site fees include marquees unless requested otherwise. Marquees

must comply with the Adelaide Showground guidelines.

They must be fit for purpose and should be able to withstand winds of up to 100kmph.

Concrete weights must be used – water weights are not permitted. It is recommended that you allow at least 30kg per leg.

All food preparation areas must be covered by a marquee (back of house marquees may be required) and walls are required to be used to minimise contamination of work surfaces.

ELECTRICAL

Vendors must supply all leads and power boards.

Double adaptors are not allowed.

All electrical items must be tested and tagged prior to use at the Showground – this includes leads and equipment.

Complete electrical details with as much detail as possible on application form

It is the responsibility of vendors to ensure that power outlets are not overloaded and equipment is of a commercial grade and fit for the task.

PLUMBING

The Adelaide Showground will be providing communal wash stations for dishes. These areas are to be cleaned and maintained by the vendors throughout the event. Vendors are asked to ensure they only use these areas as required and do not leave dirty or clean dishes sitting for long periods preventing others from using the area.

Vendors must provide their own dish washing detergent, cloths etc. As a part of your kit OBGA will provide food grade sanitiser.

OBGA will also provide 1 x Hand Washing kit. Vendors with large set ups may require more than one Hand Wash set up to comply with food safety requirements.

- Temporary Hand Wash set up includes:
 - o Water drum with tap
 - o Hand Soap
 - o Paper Towel
 - o Waste Bucket

EID FESTIVAL CATERING GUIDE 2023

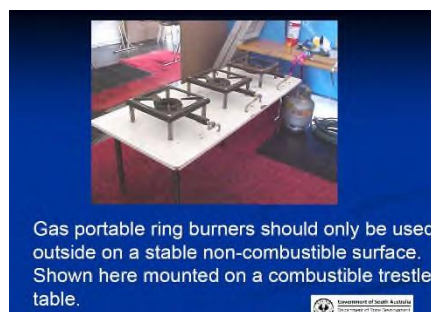
As per Unley Council guidelines this should be set up close to where you are serving and preparing food. If you have multiple cooking/prep areas (e.g. internal and external) you may be required to provide a second station for this area. Additional kits can be purchased from OBGA for \$65.

There will be taps available for filling buckets etc.

GAS SAFETY

Gas safety is very important. All gas cylinders must be secured whether in use or stored. This can be achieved through the use of metal crates or with chains to a stable post or as a minimum milk crates may be used.

Should you not provide adequate storage for your gas bottles onsite OBGA will ensure they are at a cost to the vendor.



Vendors are also reminded that each time a gas bottle is connected it should be sprayed with soapy water to ensure there are no leaks in the connection and the appropriate regulators must be used.

All gas equipment with flames (e.g. ring burners) must be SECURED to on a NON-FLAMMABLE / NON COMBUSTIBLE surface – e.g. cement sheeting, stainless steel. The vendor is to supply this.

All vendors using deep fryers must provide their own (tested and tagged) fire blanket where they are cooking.

- All gas equipment must be installed, used and stored in accordance with Safework SA guidelines
- All leads must be in good condition; cylinders must be stored correctly and fitted with appropriate regulators. Cylinders must be away from ignition sources in a well ventilated area.
- All gas equipment connections should be tested with a spray of soapy water to ensure there are no leaks. These checks should be conducted daily and each time a new bottle is connected.
- Deep fryers and open flames must be separated from combustible materials with an adequate fire retardant material – e.g. cement sheeting, metal barrier etc.
- Also, **please note that vendors are to provide adequate ground cover to preventing splattering and oil deposits being left on the ground.**
- **Operators must complete the LPG Safety Self- Check List prior to operating.**

Gas Regulators Policy

Regulators provide control over the delivery rate and pressure within a gas system. Regulators are an important safety feature of any gas installation. All commercial installations at markets, shows and sporting events require a **twin stage regulator (per photo below).**

The cylinder regulator must be low pressure (3 kPa maximum outlet pressure) with all appliances operating.

A cylinder regulator should be rigidly fixed to an adequate support independent of the cylinder and mounted with the diaphragm vertical and the vent pointing vertically downwards. Regulators shall be connected to the cylinder by pipe work in accordance with J3.7 and J3.8 in AS 5601/AG 601. Regulators shall be installed as required by AS 5601/AG 601.

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Connections between the cylinder and regulator must comply with the relevant codes. Commercial requirements: cylinder and twin stage regulator setup.



FOOD SAFETY

All Operators must comply with the Food Act (SA) and the requirements of the Unley Council

- OBGA will notify Unley Council of your participation in this event on your behalf.
- All food vendors have a legal responsibility to observe food hygiene requirements and to practice safe food handling. It is paramount that each outlet has a Food Safety Program which is in place and adhered to at all times.
- Any staff member who does not follow the correct Food Safety Standards can be held personally responsible for any illness or harm caused through spoiled or contaminated food.

All vendors must use a registered/Council inspected premises for any pre-event food preparation or cooking. Evidence will need to be provided to Unley Council in relation to this. Complete details on the Application Form.

Vendors may bring all raw ingredients and conduct cooking onsite.

Any vendors that prepare food, from an unlicensed premise or not registered with their Local Council, may have all their prepared food discarded.

Food that is cooked offsite must be accompanied by a temperature log showing the cooking and cooling process and time line prior to food arriving on site. Food must be brought to site at a temperature less than 5C. Temperatures of food arriving to site WILL be checked. Any food over 5C will be not permitted and will need to be discarded.

ALL RICE MUST BE COOKED ONSITE. No exceptions.

Stall Supervisor

Each stall must nominate at least one person as their Food Safety Supervisor and COVID Representative – Stall Supervisor. This person/s must be at the stall at all times.

This person/s must have completed a Safe Food Handling Course AND a COVID-19 Awareness Course. They must present copies of certificates prior to the event at which time they will receive a lanyard which they must wear at all times. The stall supervisor will also be responsible for issuing staff wristbands to their workers and ensuring that only authorised staff are in the catering zones.

I'm Alert is a free program that many Councils offer, the link below is for business is the Unley Council area.

<https://www.imalert.com.au/foodsafety/training/welcome.php?sub=unley>

Allow 1.5-2 hours to complete. You can stop and start for up to 30 days. There are also useful templates that can be downloaded within this site.

COVID-19 Awareness Training is also compulsory for the Stall Supervisor to complete. The below is a free online SA course for Tourism and Events industry. <https://www.clickontraining.com.au/> alternatively COVID Marshall training will be accepted. Allow 30m-1hour to complete

It is recommended that all staff complete these courses.

To assist with compliance OBGA will provide all food vendors with a Food Safety Kit and Temporary Hand Wash kits as required.

Please indicate if you require these kits on the application form.

- Food Safety Kit includes:
 - o Food grade sanitiser spray
 - o Chux (cleaning cloth)
 - o Box of food service gloves
 - o Temperature probe
 - o Temperature record sheets

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Bain Maries – only Bain Marie with glass sneeze guards may be positioned along your front counter. Any hot surfaces should be placed away from customers and/or accompanied by a warning sign (printed).



Food vendors must ensure that they follow the requirements of:

- Monitoring and recording temperatures before (during prep) and throughout the event (e.g. temperature receiving logs, heating and cooling logs, equipment check logs).
- Cleaning equipment and surfaces thoroughly and use commercial food grade sanitiser
- Staff personal hygiene and illness monitoring
- Compliant hand and equipment washing facilities
- General principles of safe food handling

General Principles of Safe Food Handling

- Temperature danger zone
 - o Cold food <5 degrees
 - o Hot food >65 degrees
- Rotate stock
- High standard of personal hygiene
- Protect food from contamination OR cross contamination
- Only use non-damaged food
- Keep work surfaces, storage area, cooking implements etc clean and sanitised
- Treat food with care at all times – food may not be stored on the ground.
- Remove rubbish and waste regularly to bins provided.

COVID-19 Safe Operations

The following are some 'best practice' recommendations food vendors in relation to COVID-19.

- Ensure that staff are not suffering from any symptoms of COVID-19, have not come into contact with someone confirmed or suspected of having COVID-19 or in quarantine before arriving to work. Consider having staff complete a COVID Safe declaration.
- Ensure adequate levels of PPE are available and utilised by staff.
- Assign staff to specific tasks and maintain throughout service period to avoid contact with multiple pieces of equipment and sharing utensils
- Configure work stations to allow 1.5m physical distancing and maintain 1 person per 2m² within the work area wherever possible.
- Encourage cashless payments
- Provide hand sanitiser to cashiers for regular use particularly after handling cash.
- Establish more rigorous schedules for cleaning and sanitising high touch items e.g. cash registers, EFTPOS machines
- Serve items in enclosed packaging. E.g. wrapped, bagged or enclosed boxes.
- Consider wrapping cutlery to minimise contact by customers or hand out directly to customers.
- No self-serve condiments. Portion control is recommended alternatively applied by foodstall staff.
- Encourage patrons to maintain 1.5m physical distance when queuing to order or collect food.
- Utilise signage to reinforce COVID Safe messaging (social distancing, symptoms, washing of hands etc)

Additional information, FAQs and recommendations can be found at www.covid-19.sa.gov.au and the SA Health website.

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SITE SAFETY

Please ensure that you and all members of your team complete the RAHS online induction prior to arriving to the Adelaide Showground. It is also expected that vendors will conduct their own WHS induction with their staff directly relating to the outlet/environment that they will be working in. These inductions should include site and catering specific risks.

The Training Portal Link is: <http://adelaideshowground.induction.integralcs.com/>

Move-In & Move-Out

All vendors must complete their set up on Friday prior to the weekend event. This includes all equipment, furniture, presentation.

Food may be delivered on Saturday morning until 10:00am. There will be no vehicle access after this time.

You must comply with the following key rules during Move in and Move Out:

- No Children under the age of 15 are permitted in the Pavilions or assigned Catering areas
- Covered-in shoes must be always worn.
- High visibility safety vests or clothing is to be worn in all areas.
- The speed limit on the Showground is 10 km/h.
- Vehicles are not permitted to drive into the hall.
- Do not park vehicles up close to the building (except for cool rooms).
- Once a vehicle has been unloaded, please remove to the carpark area.
- All gas bottles must be stored safely and tested (with soapy water) prior to use – see attached checklist.
- Gas appliances must be away from electrical sources and flammable materials. Cement sheeting is a recommended fire break.
- Comply with directions given by a member of the RAHS or OBGA.
- **On Saturday** only deliveries of food will be allowed. Vehicles must be removed to the car park by 10:00am.

Fire Precautions

- Vendors must provide their own fire blanket (when using gas) and it must be tested and tagged with a yellow compliance plate.
- The Showground will provide fire extinguishers.
- Fire points (reels, hydrants, etc.) must not be covered and must not be used for other than their intended purpose.
- Food Vendors are responsible for ensuring that at least two persons in their outlet are conversant with the use of any extinguisher and are acquainted with the position of the nearest Fire Points & Exits.
- Use of fire hoses for other than firefighting purposes is not permitted as use activates the fire alarm. Heavy charges which apply for false alarms will be passed on to those responsible.

COVID19 Safe Plan

All vendors must read and agree to the additional safety precautions underlined with the events COVID safe plan. Recommendations include.

- Physical distancing: maintain and encourage others to adhere to the 1.5 meters separation principle.
- Hygiene; conduct request disinfection and cleaning, especially touchpoints.
- Staff: must be fit for work and must stay home if they are sick, or immediately go home if they become unwell.
- Ready for business; Print and display COVID-Safe materials such as signage/posters on hygiene, etc.
- Response plan: ensure you and your staff have the basic understanding of how to respond to a case of COVID-19.

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GENERAL

All Operators must abide by the following Showground rules & regulations

- The Operator must comply with all applicable laws and regulations in regards to health, occupation, and safety as well as all Federal, State and Local Government requirements and those of OBGA and the RAHS.
- The Operator (and staff) may not bring alcohol or consume alcohol on-site.
- No unauthorised persons permitted in in back of house catering areas. All present must have a wristband. Not suitable for children under 15 years.
- Respect that the BOH catering areas are shared environments.
- Ensure all rubbish and waste is removed to appropriate allocated bins or removed from site.
- All oils and fats must be removed from site by the vendors
- Any issues must be reported to the EID representative straight away.
- The Operator may not sell items which are in conflict with the Showground's exclusive suppliers namely:
 - Coca – Cola Non-alcoholic beverages (excluding dairy)
 - Fleurieu Milk White milk products
 - Vili's Pastry products

Other Information

- Deliveries to site must be within allocated time periods and must have a representative of the Operator onsite to receive goods and equipment.
- All sites must be constructed in a way that is safe and practical for food operations and the public.
- External catering sites and food preparation areas must contained within an adequately set up food van or within a marquee to protect from the elements – rain, dust, animals.
- The Operator is responsible for ensuring their space is maintained clean, tidy and free of hazards at all times.
- Bins are provided – both general/landfill and cardboard. All other waste (oils, building materials etc) must be removed from site.

HELPFUL CONTACT DETAILS

Atlas Party Hire <i>Marquees, furniture, weights, basic cooking equipment</i>	Ali Jackson	8272 0866
Australian Fire Services <i>Fire extinguishers & blankets – testing & sales</i>		8363 3355
Cahill's Coolroom Hire <i>Cool room hire, delivery and pick up</i>	Greg Cahill	0412 317 227
City of Unley <i>Environmental Health Officers</i>	Kelly Gregory	8372 5111
Jims Test & Tag <i>Electrical testing and tagging</i>	David Pollard	0414 926 237
Office of the Technical Regulator <i>Gas regulations/requirements/rules</i>	Tom Sika	8226 5517
Safework SA <i>Safework requirements and advice</i>		1300 365 255

End of document.