Warm Pacific Greetings!

Thank you for your interest in being part of Wellington Pasifika Festival 2016. As community ambassadors it is a great opportunity to share our unique Pasifika heritage and flavours.

Wellington Pasifika Festival 2016 is **Monday 25 January 2016** (Wellington Anniversary Day) at Waitangi Park, Wellington Waterfront from 12noon – 6pm. There is no rain date.

Payment for your stall must be made by Friday 18 December 2015. You can pay online [http://wellington.govt.nz/do-it-online/pay-online](http://wellington.govt.nz/do-it-online/pay-online) or eftpos/cheque/cash at our payment services office, ground floor, 101 Wakefield Street, Wellington central. Failure to pay by this date will result in your application being declined.

Please complete all the questions and return application by 5pm on Monday 2 November 2015. You will be notified by 13 November 2015 whether your applications was successful or not. This is an application form and **you will not automatically be accepted**.

Your stall must sell **authentic** Pacific food to proudly represent your Island Nation. Please note applications to sell sausages or sandwiches will not be accepted.

Your stall should be unique – be creative, share and showcase your culture. We may not be able to accept all applications so we encourage you to plan a fabulous stall. You may send in photos with your application.

Acceptance to the Festival means you will:

- Attend a food briefing with an Environmental Health Officer on Wednesday 9 December, 6pm at Wellington City Council offices
- Adhere to Food Safety as set out in this document in the lead up and on the day of the festival
- Follow instructions on the day from the Food and health inspector and Event Managers
- Provide detailed menus, pricing, signage and decoration of your stall

**We look forward to receiving your application**
WELLINGTON PASIFIKA FESTIVAL 2016

FOOD STALL APPLICATION

Please complete this form for each stall. If you have any questions please call Suzanne Tamaki, Event Coordinator on (04) 803 8025 or (021) 227 8025 or email suzanne.tamaki@wcc.govt.nz Or call an environmental health officer at Wellington City Council on (04) 499 4444.

Forms need to be returned by 5pm Monday 2 November 2015.

1. Health and safety: Everyone who sells food at this festival must make sure the food is safe to eat.

1.1 By signing this form you acknowledge that you have read, understood and agree to comply with the food safety guidelines in the form. At the set-up stage and during the festival, Wellington City Council environmental health officers and event organisers will be inspecting stalls to make sure that they comply with the food safety guidelines.

1.2 By signing this form you understand that if your stall is not safe, environmental health officers and event organisers reserve the right to ask you to stop trading, and/or to leave the festival. There will be no refund of the stall fee.

1.3 The organisers will secure an overall licence for all food stalls in the festival, and individual stallholders are required to abide by the guidelines.

1.4 By signing this form, the stallholder accepts that food safety is their responsibility and absolves the organisers of any liability related to the sale of food at the festival.

2. Power: The maximum amount of power available per stall is 7200W. Please check the amount of watts/amps your appliance requires (normally found on a sticker on the back or bottom of the appliance) and ensure the total does not exceed the allocation. All appliances you use at the festival must have been tested and tagged by a qualified electrician in the past 12 months. Appliances will be checked before they are plugged in to ensure power continuity at the event. Our onsite electrician will turn-off any equipment that does not comply with the regulations.

3. Cooking: If you are deep-frying, please bring a thick piece of custom board or timber to put under your fryer.

4. Kai to Compost: is a recycling scheme. Food waste from the Festival will be collected and recycled. We will only accept stalls/vendors who sell food with compostable packaging. This includes plates, takeaway containers, coffee cups, eating utensils etc.

You must use compostable packaging at Pasifika. You can purchase it from companies such as:

**FriendlyPak**
Phone: 0800 738 446
Website: www.friendlypak.co.nz

**Kiwi Green Pak**
Phone: 0800 722 326
Website: www.kiwigreenpak.co.nz

5. Payment: Payment for your stall must be made by Friday 18 December 2015. You can pay online http://wellington.govt.nz/do-it-online/pay-online or eftpos/cheque/cash at our payment services office, ground floor, 101 Wakefield Street, Wellington central. Please make cheques payable to Wellington City Council.
Wellington Pasifika Festival 2016
FOOD STALL APPLICATION

6. Stall fees
Church and community groups $200 GST inclusive
Commercial groups $400 GST inclusive

7. Equipment
The following items will be provided by the event organisers
Marquee space
2 x tables
2 x chairs
Shared refrigeration (Space will be limited, so ensure you have your own small refrigerator or chilly-bin at your site)
Hand washing facilities
Power

Please ensure you read the Food stall information reference to ensure you follow Wellington City Council health and safety requirements. You may bring your own cooking equipment or you can hire it from hire companies such as:

Carlton Party Hire
33 The Esplanade
Petone
Phone: 568 9732
Web: www.carltonhiregroup.com

Hiremaster
75 Webb Street
Mount Cook, Wellington
Phone: 385 2000
Web: www.hiremaster.co.nz

Hiremaster / Festival Hire
421 Hutt Road
Lower Hutt
Phone: 566 1717
Web: www.hiremaster.co.nz

For further information please contact an environmental health officer at Wellington City Council by phoning 499 4444.
# Wellington Pasifika Festival 2016

**FOOD STALL APPLICATION**

**STALLHOLDER:** Please keep this page for your reference.

## Pre-event preparation and set up

1. It is preferable that all food is prepared at registered food premises, such as restaurants and other food shops etc. Preparation of food in a domestic kitchen (such as your own home) is not recommended.

2. Food must be purchased and prepared as close as possible to the time of the event. If prepared the night before, all readily perishable food must be refrigerated at a temperature of 4°C or below.

3. Food must be transported and stored on site in covered containers and cold-stored in a refrigerator or chilly bin at 4°C or below, or hot-stored at 60°C or above. It is recommended that you use a thermometer to check the temperature of the food to ensure it meets those requirements.

4. Food must be stored at least 450mm above the ground. You may need to bring a separate table for storage of boxes with food in them, etc.

5. For public safety, any cooking unit must not be facing the public or be accessible to the public. Stallholders utilising open fires (eg BBQs) must have access to a fire extinguisher or fire blanket.

## During the event

6. Preparation of food at the event, as distinct from cooking of food, must be kept to a minimum.

7. People handling food must wear appropriate protective clothing to protect the food from contamination by their clothes and/or hair.

8. People handling food must take care to regularly wash their hands. The following are to be available at the food stall:
   - supply of running water, collection bucket for dirty water, liquid soap and paper towels; and
   - a good supply of protective gloves.

9. People preparing and cooking food should not handle money.

10. Containers of food must be covered to prevent any contamination from dust, flies, birds, animals, etc and uncovered only for the minimum amount of time needed for cooking and sale.

11. Cooked food, or vegetables eaten raw (lettuce, grated carrot etc) must not come into contact with raw meats or any surfaces or utensils used to prepare raw meats.

12. Ensure you have enough cooking utensils (tongs, spoons, knives etc). It is advisable to bring more than you think you may need so that you have spares if some get contaminated, dropped onto the ground, etc.

13. Ensure all hot food is placed in a food warmer after cooking, or served immediately. Keep readily perishable food hot (at or above 60°C) or cold (at or below 4°C). It is recommended you use a thermometer to ensure this is the case.

14. Ensure you have enough ice to keep food cold in chilly bins, etc. It is advisable to have someone who is able to obtain more ice as and when required to keep the food cold.

15. Only single service containers are permitted for the use of public (disposable plates, cups, knives, forks, etc).

16. Stallholders are required to have ready access to toilets, and to running water for the washing of hands and cleaning of utensils.

17. All rubbish generated at your food stall must be kept tidily in bins with plastic liners and removed from the site at the end of the day or as they get full.
STALLHOLDER: Please complete the following and send in.

<table>
<thead>
<tr>
<th>Food stall information</th>
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<tbody>
<tr>
<td>Wellington Pasifika Festival 2016</td>
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<tr>
<td>Name of person operating the stall:</td>
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<td>Name of stall, community group or restaurant:</td>
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<td>Church and community groups $200 GST inclusive (please tick one)</td>
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<td>Commercial groups $400 GST inclusive</td>
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<td>Phone:</td>
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<td>Physical address:</td>
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Food to be sold (please be specific, no sausage sizzles):

Where will the food be prepared?

Will the food be prepared in facilities registered under the Food Hygiene Regulations 1974?

Where and how will the food be stored prior to delivery to the festival site?

How will the food be transported to the site? (Refrigerated? Insulated containers?)

What food preparation will be done at the festival?

How will you store the food during the festival?

What cooking equipment will you have as part of your stall?

Are you bringing a thermometer to the event for food temperature control?

How will you protect food from contamination from dust, birds, and customers?

Have you had any training in the safe handling of food?

Power

List the electrical equipment you are bringing and its wattage, eg rice cooker, warmer, fridge.

<table>
<thead>
<tr>
<th>Appliance</th>
<th>How many watts?</th>
<th>How many amps?</th>
<th>Does it have an electrical tag?</th>
<th>What is the date on the test tag?</th>
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Total: Max 7200W Max 30A
# Wellington Pasifika Festival 2016

**FOOD STALL APPLICATION**

**Food stall information reference**

**STALLHOLDER**: Please sign and send this page along with your stall application.

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17. All rubbish generated at your food stall must be kept tidily in bins with plastic liners and removed from the site at the end of the day or as they get full.

18. No babies or children are to be in the food stalls. Only people working or serving should be in the marquee.

19. The back of the marquee must remain closed.

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I have read and understood these guidelines and understand that if I do not meet the requirements I may be required to leave the Wellington Pasifika Festival on the day by the event organiser or environmental health officer.

Print name

Date

Signed