

# Wellington Pasifika festival 2020

## FOOD STALL APPLICATION

Kia ora, Talofa lava, Malo e lelei, Ni sa bula vinaka, Namaste, Kia orana, Taloha ni, Ia orana, Fakaalofa lahi atu, 'Alii, Malo ni, Halo Olaketa, Mauri, Aloha mai e and warm Pacific Greetings!

Thank you for your interest in being part of Wellington Pasifika Festival 2020. As community ambassadors it is a great opportunity to share our unique Pasifika heritage and flavours.

**Event:** Wellington Pasifika Festival 2020

**Date:** Saturday 18th January 2020 (Wellington Anniversary weekend)

**Postponement dates:** No postponement/rain date

**Venue:** Odlins Plaza, Wellington Waterfront

**Time:** 12noon-6pm

### Fees:

Church and community group stalls \$200 GST exclusive

Commercial stalls \$400 GST exclusive

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:

- 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
- Attend a food briefing with an Environmental Health Officer at Wellington City Council offices
- Use compostable packaging
- Payment for your stall must be made by Friday 13th December 2019

If you have any questions please call Suzanne Tamaki, Creative Events Producer on (04) 803 8025 or (021) 227 8025 or email [suzanne.tamaki@wcc.govt.nz](mailto:suzanne.tamaki@wcc.govt.nz) . Or call an Environmental Health Officer at Wellington City Council on (04) 499 4444.

Please complete a form for each stall. Return completed application by **5pm Thursday 31st October 2019**

Email to: [suzanne.tamaki@wcc.govt.nz](mailto:suzanne.tamaki@wcc.govt.nz)

Or post or deliver to: Wellington City Council  
113 The Terrace  
PO Box 2199  
Wellington  
Attention: Suzanne Tamaki

You will be notified by Monday 11th November whether your application was successful or not - this is an application form and **you will not automatically be accepted.**

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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. **Equipment:**
  - The following items will be provided by the event organisers
  - 3 metre x 3 metre marquee space
  - 2 trestle tables and 2 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
  - You may bring your own cooking equipment or you can hire it from hire companies such as:

#### Carlton Party Hire

10 Seaview Road  
Petone

Phone: (04) 568 9732

<https://www.carltonpartyhire.co.nz/Branch-Locations/Wellington>

#### Hiremaster

16 McCormack Place  
Ngauranga

Phone: (04) 385 2000

[www.hiremaster.co.nz](http://www.hiremaster.co.nz)

5. **Food packaging:** The Council is committed to minimising the amount of waste produced at our events and to send less waste to the landfill.

The use of compostable service ware and recyclables is compulsory to be a food vendor at this event.

**STALLHOLDER:** Please fill in this page and send in with your application

**Food stall information:**

Name of person operating the stall:

Name of stall, community group or restaurant:

Phone/Mobile:

Email address:

Main contact this person/organisation will be responsible for the billing:

Billing address:

**Stall fees (please tick one):**

- Church and community groups stalls \$200 GST exclusive  
 Commercial stalls \$400 GST exclusive

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?

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?

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

### Power

List the electrical equipment you are bringing and its wattage. This can be found on the sticker on the side or bottom of the appliance.

All appliances you intend to 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.

Appliance	How many watts?	How many amps?	Does it have an electrical tag?	What is the date on the test tag?
<b>Total:</b>	<b>Max 7200W</b>	<b>Max 30A</b>		

### 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.

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### 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. You must have a 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, fridge or the refrigeration unit we provide. It is advisable to have someone who is able to obtain more ice as and when required to keep the food cold.
15. Food must be served in compostable packaging/products. Plates, cups, knives, forks, etc. (List attached).
16. Stallholders will 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 sorted into appropriate bins (glass/plastic/food/general) 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.

I have read and understood these guidelines. I 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