



2008

## F.O.O.D WEEK EVENT INFORMATION AND REGISTRATION

- RETRAVISION MIELE F.O.O.D WEEK NIGHT MARKET
- COUNTRY ENERGY F.O.O.D AFFAIR

**Terms and Conditions for participation in F.O.O.D WEEK Events**

(Including house policy for liquor service)

- All participating businesses must be a current member of FOOD WEEK Inc.
- Stall holders must be set up and have vehicles removed a minimum of half an hour before the advertised Night Market starting time. Stallholders participating in the FOOD AFFAIR can have access to their site from 4pm, Saturday 19 April. Set up on Sunday morning must be completed by 9am.
- Stallholders agree to present a quality product and conduct themselves in a professional manner.
- Payment (to FOOD) needs to be made at the time of booking to confirm a site. Take a copy of your booking form to be used as a receipt.
- No refunds will be given for cancellations made for either event, unless a replacement can reasonably be found by the or for extenuating circumstances.
- All stallholders must hold all necessary insurance cover, including current product and public liability insurance and have forward a copy of Certificate of Currency prior to the event. Orange City Council needs to be noted as an 'Interested Party.'
- **All stallholders must register with Orange City Council to obtain a Temporary Food Stall Holders Permit. Contact – Rachel Chiswell on 6393 8295.**
- All obligations, legal and statutory, shall be adhered to by all stallholders and stallholder representatives, including appropriate certification for food handlers and RSA. RSA signage must be displayed on stalls selling wine.
- All participants selling alcohol must abide by the following:
  - serving staff must have an RSA certificate (copy to be provided with booking form)
  - RSA signage must be displayed at each wine stall
  - water must be available at each wine stall
  - serving staff must be able to see a copy of the NSW Liquor Industry's Code of Practice
  - wine is to be sold only by the glass in a standard measure
  - ID must be checked in anyone under 25.
  - In the case of an incident a report must be completed and handed to the Licencee (Scott Turner) on the night.
- All stallholders agree to abide by the organisers instructions and advice while on site.
- All site areas must be left clean and tidy and all rubbish thoughtfully disposed of or removed from the site. Re-cycling bins will be provide for paper products and bottles.
- The organisers will endeavour to make alternate plans in the event of inclement weather but refunds will not be made to stallholders who cancel as a result of the weather.

Registration forms, payment and all required paperwork needs to be submitted  
by Friday 14 March,2008.

## CHECK LIST AND DECLARATION

I have provided the following (where applicable):

- Completed Registration Form and Payment
- Copy of Certificate of Currency
- Copy of RSA Certificate
- Proof of Orange City Council's Temporary Food Stall Application
- FOOD Membership Number \_\_\_\_\_

I/we \_\_\_\_\_ agree to meet all the above terms and conditions including the house policy.

Please return with Registration Form

## 2008 FOOD WEEK - 'NIGHT MARKET'

You're invited to participate in the opening event of FOOD WEEK, The Night Market on Friday 11<sup>th</sup> April from 5.30pm to 8.30pm at the Orange Regional Gallery Forecourt.

This will be widely promoted as one of the major events and the opening of FOOD WEEK 2008 and we would expect a similar attendance to the last two markets.

Features of the night will include:

- Additional space utilising the undercover area of the Gallery/Library areas
- Live music
- Children's activities
- Provision of covered trestles, some wine barrels and blackboards for signage
- Communal tables and chairs for dining
- Wine glasses will be for sale at the entry point

The trestle tables (you'll actually have two tables, one for retail and one for working from) will be set up for a team partnership – preferably a food and wine partnership. We also hope to have some wine barrels on site. Double stalls are encouraged.

### **Use of some local produce must be featured at every stall.**

We encourage you to serve small, entrée style size foods, encouraging people to try from a number of different stalls. How you charge is at your own discretion. There will also be children attending, so some thought for appropriate children's food would be appreciated.

<b>Date:</b>	Friday 11 April
<b>Venue:</b>	Orange Regional Gallery Forecourt
<b>Time:</b>	5.30pm to 8.30pm (set up to be completed by 5.00pm at the latest – as people always arrive early)
<b>Cost:</b>	\$150 per double stall (incl.GST) \$ 80 per single stall (incl.GST)
<b>No. of sites available:</b>	Approximately 18 doubles only; 4 singles
<b>We will provide:</b>	Trestle tables, table covering (paper) blackboard signage

**Bookings:** *Via the attached booking form, with payment. Booking will not be confirmed until payment is received. Please fax -6361 7237 or email booking – [jarnott@netconnect.comn.au](mailto:jarnott@netconnect.comn.au) & then forward cheque to FOOD, P.O Box 1229, Orange. 2800*

Enquiries: Jane Arnott – 6362 0039 / 0429 667 020

# **2008 COUNTRY ENERGY F.O.O.D AFFAIR**

## **Invitation to Participate**

The 2008 Country Energy F.O.O.D Affair is being held on Sunday 20<sup>th</sup> April 2008. This year the FOOD Group in conjunction with the F.O.O.D AFFAIR sub-committee have taken responsibility for organising this important event in with the generous support of COUNTRY ENERGY.

We would like you to take part and make this year's Country Energy F.O.O.D AFFAIR, celebrating its 17<sup>th</sup> year.

The object of the Country Energy F.O.O.D Affair is to increase awareness of Orange Region food and wine and the people who grow or make it. We encourage participants to have samples to taste and information of how to use the produce and where it is available.

We encourage all food and wine related businesses and other community groups to participate with displays, performances etc.

The Country Energy F.O.O. D Affair will be held in the Northcourt area of the Orange Regional Gallery commencing at 10am. The Orange Canobolas Lions Club and APEX Club will be erecting tents on the Saturday prior to the event and security will be provided from 5pm Saturday to 6am Sunday, so we suggest that most of the setting up be completed on Saturday afternoon. We will be organising some larger marquees as usual and spaces in these will be available for rent.

Some aspects of the 2007 Country Energy F.O.O.D Affair are:

A large marquee will be provided for public seating

Entertainment will be provided during the day

Cooking Demonstrations will feature on the day in the Country Energy Kitchen

To provide a mix of food and wine, the wine stalls will be spread throughout the whole site – there will not a bar area.

The emphasis of the Country Energy F.O.O.D Affair should be on sampling the local produce. To this end it is requested that stallholders plan around a sample or entrée size plate rather than a meal.

All participants must be set up by 9am. No vehicle will be allowed onto the site after this time.

A program and site map will be provided for the event.

**Enquiries: Phil Baker – 6362 8104**

# FOOD WEEK EVENT REGISTRATION FORM

**NAME** \_\_\_\_\_ 2008 Membership No: \_\_\_\_\_

**NAME OF STALL** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**PHONE** \_\_\_\_\_ **MOBILE** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

**POWER REQUIREMENTS** *(limited available of only 12 or 15 amp, recommend using gas)*

*Night Market:*      Yes or No                      *FOOD Affair:*      Yes or No

**Description of stall** (i.e food/produce provided, wines etc)

*Night Market* \_\_\_\_\_

*FOOD Affair* \_\_\_\_\_

**CHARGES and BOOKING DETAILS** (all charges include GST)

	Number Required	Cost
<b>1) Night Market:</b>		
Double Stall      \$150.00	_____	_____
Single Stall      \$ 80.00	_____	_____
<b>2) FOOD Affair:</b>		
Site Fee(3m X 3m) \$ 77.00	_____	_____
Tent Fee      \$ 88.00	_____	_____
<small>(limited tent/marquee sites available, allocated in order of receipt of registration)</small>		
Trestles      \$ 6.00	_____	_____
Chairs      \$ 2.75	_____	_____
<b>3) FOOD Membership:</b> \$150.00		
(all participants must be current members)	_____	_____

**TOTAL** \_\_\_\_\_

*Please make cheque payable to FOOD WEEK Inc. & post to P.O Box 2229, Orange 2800 or by Direct Debit (with reference) to FOOD WEEK Inc. BSB: 062 587 Account No: 1001 3330.*