



**SATURDAY**  
**19 OCTOBER 2019**

# STALLHOLDER GENERAL INFORMATION

**City of Ryde is offering businesses, organisations and community groups the opportunity to be involved at the Granny Smith Festival by participating as a stallholder on Saturday 19 October at Eastwood.**

**Sites are available on Rowe Street, The Plaza and Progress Avenue, The Avenue, Hillview Road and Eastwood Oval.**

## FESTIVAL CONTACT DETAILS

For further information please contact a member of the Events Team:

Phone: (02) 9952 8040

Email: [events@ryde.nsw.gov.au](mailto:events@ryde.nsw.gov.au)

Post: Locked Bag 2069,  
North Ryde NSW 1670

## GRANNY SMITH APPLE AND FESTIVAL HISTORY

The annual Granny Smith Festival celebrates the life and legacy of one of our district's most famous citizens, Maria Ann Smith - aka Granny Smith - who, back in 1868, 'accidentally' grew the first batch of little green apples in Eastwood that bear her name and are now grown all over the world.

With this history in mind we are seeking stallholders that have apple related products, and will be looking at these applications favourably.

The Granny Smith Festival began in 1985, now in it's 34th year, it is regarded as one of Sydney's largest street festivals, a true community carnival, full of colour and good old fashioned fun.

It is supported by local businesses, sporting and service organisations, churches, schools and the wider community. Each year around 90,000 people flock to Eastwood. It is a chance for the people and businesses of the City of Ryde to come together and celebrate the history and culture of the area.



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## STALLHOLDER CHECKLIST

I have:	
Read, understood and comply with the General Stallholder Information in this document and agree to the Festival Terms and Conditions	<input type="checkbox"/>
Read, understood and comply with the Waste Wise Guidelines	<input type="checkbox"/>
Completed all relevant sections of the Stallholder Application Form	<input type="checkbox"/>
Attached any photos or pictures of products I wish to sell	<input type="checkbox"/>
Attached a current copy of my \$20 million public liability insurance	<input type="checkbox"/>
Covered my need for power usage	<input type="checkbox"/>
Lodged my Stallholder Application before Sunday 4 August 2019	<input type="checkbox"/>
Received notification of my application status from the City of Ryde Events team by end August 2019	<input type="checkbox"/>

## How do I apply to become a stallholder?

### A. New Stallholder (Expression of Interest)

Complete the Stallholder Expression of Interest Form online. Please attach any product photographs, evidence of \$20 million public liability insurance and food safety certification (if applicable).

Your application does not guarantee that you will succeed in securing a site at the Festival.

All expressions of interest to participate in the festival will be assessed and notified by the end of August.

Do not send any money with your application. Successful applicants will be sent an invoice.

### B. 2018 Returning Stallholders

All 2018 returning stallholders will be sent a direct link to the online application form. Please attach any product photographs, evidence of \$20 million public liability insurance and food safety certification (if applicable).

All applications to participate in the festival will be assessed and notified by the end of August.

Do not send any money with your application. Successful applicants will be sent an invoice.

2018 Returning stallholder applications are not guaranteed a stall space at the festival but prior experience at the Festival will be considered during the stall selection process.

All applications must be received by close of business on Sunday 4 August 2019.



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## How can I make payment?

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Successful 2019 Stallholders will be sent an invoice for payment with 14 day terms.

This invoice can be paid:

**Online** using your credit card at [www.grannysmithfestival.com.au/payments](http://www.grannysmithfestival.com.au/payments) quoting your debtor account number and invoice number.

**In person** at the Customer Service Centre, 1 Pope Street, Ryde (within Top Ryde City shopping centre).

**By post** via cheque made payable to City of Ryde and post to Locked Bag 2069, North Ryde NSW 1670.

Should your application be successful and after payment you will be provided with further information regarding your Festival site including location, site map, bump in and bump out times, vehicle access points and parking etc.

## Do I need public liability insurance?

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In order to participate in the Festival you must hold a minimum of \$20 million public liability insurance and attach a photocopy of the certificate to your application form. Stallholders without this insurance will be not permitted to participate.

### Where can I get public liability insurance?

Council is unable to suggest any insurance agency over another. We advise you shop around to find an insurer that best suits your needs.

## What are the Festival trading hours?

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The Festival will operate between the hours of 9.00am and 8.30pm.

Festival areas are restricted by the following trading times:

Rowe Street, Progress, the Avenue:  
9.00am to 4.30pm

Eastwood Plaza: 9:00am – 6.00pm

Eastwood Oval: 9.00am to 8.30pm

## Free giveaways

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If you intend to give away any promotional items at your stall you must notify event organisers in your application form.

If you do not notify event organisers in your application you may be asked to cancel giveaways for safety purposes on the day.

We appreciate notification in advance for patron safety and ease of pedestrian flow at the event.



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## How big is a stall site?

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The size of each site is 4m x 3m. You may provide your own 3m x 3m marquee within this space or you can hire 2.4m x 2.4m fete stall which will be placed within your site area. This request must be made when submitting your stallholder application.

Food Trucks will be allocated a 6m x 3m space. Dimensions of the vehicle/trailer will be required upon application.

Additional fees will be charged if your food truck or trailer exceeds this space.

## Can I access power at my site?

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The City of Ryde has a limited number of stalls with access to power. It is not guaranteed that, if selected, you will have power allocated to your site.

Power is only available to stalls granted on Eastwood Oval (maximum 15 amps) and other limited spaces within the festival site at a charge of \$120. Council does not supply power leads.

All electrical appliances and leads must be tagged and tested in accordance with

Australian Standards prior to the event (within a 12 month period).

Each stall will be subject to an inspection of appliances and leads by an accredited electrician, if appliances and leads do not comply with the above standards a fee will be incurred to tag items.

To save time and money on event day, please have your items checked prior to the event.

## Are there any special requirements for food stallholders?

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Under the NSW Food Act 2003, all food handling businesses in NSW are required to notify their details to the NSW Food Authority and comply with the regulations set out in the Guidelines for Food Businesses at Temporary Events OR Guidelines for Mobile Food Vending Vehicles. Stallholders will also be required to supply a copy of their Food Safety Certificate during the application.

Guidelines for Food Businesses at Temporary Events can be found at [www.foodauthority.nsw.gov.au/\\_Documents/retail/temp\\_events\\_guideline.pdf](http://www.foodauthority.nsw.gov.au/_Documents/retail/temp_events_guideline.pdf)

Guidelines for Mobile Food Vending Vehicles can be found at [www.foodauthority.nsw.gov.au/\\_Documents/retail/mobile\\_food\\_vending\\_guidelines.pdf](http://www.foodauthority.nsw.gov.au/_Documents/retail/mobile_food_vending_guidelines.pdf)

You can notify details to NSW Food Authority at [www.foodnotify.nsw.gov.au](http://www.foodnotify.nsw.gov.au) NSW Food Act 2003 can be found at [www.legislation.nsw.gov.au/#/view/act/2003/43](http://www.legislation.nsw.gov.au/#/view/act/2003/43)

Please refer to image (see over) on the following page for Minimum Hygiene Requirements for a Temporary Food Premises.

City of Ryde Health Officers will inspect food stalls on event day.

## Will the Festival go ahead in the event of bad weather?

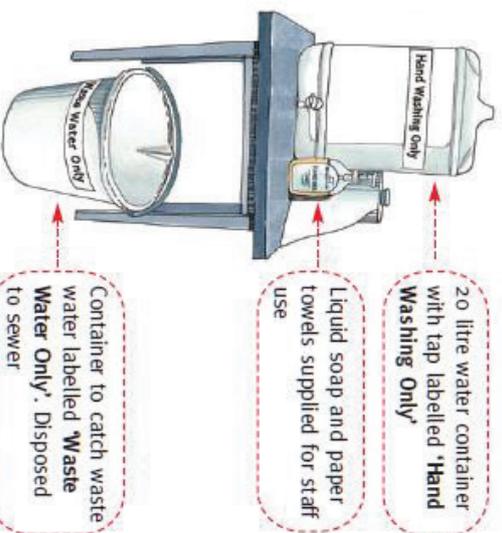
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The Festival will proceed regardless of adverse weather conditions, unless unsafe to do so.

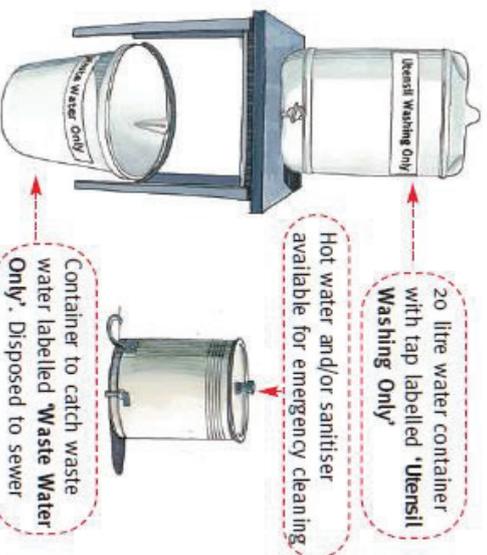
No refunds due to weather will be provided.

# Minimum hygiene requirements for a temporary food premises

## Minimum hand washing facilities

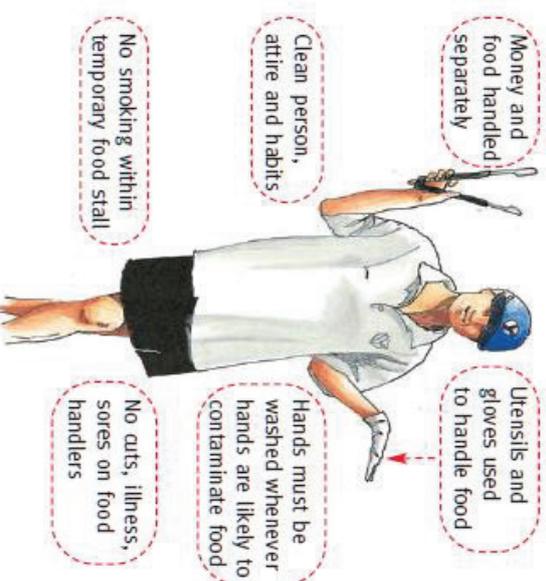


## Minimum utensil washing facilities

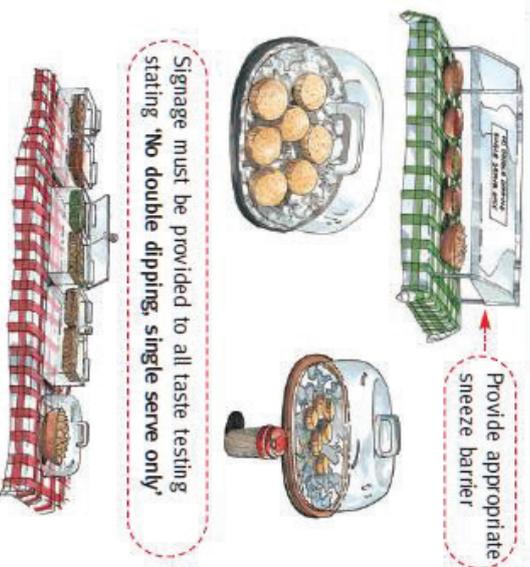


Two containers of sufficient capacity are to also be provided for adequate cleaning of utensils

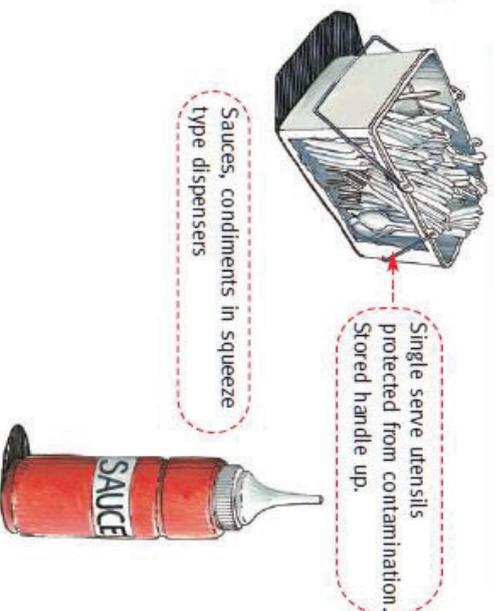
## Food Handlers



## Food display, food protection, taste testing



## Sauces, condiments and single serve utensils



## Temperature control of potentially hazardous food



For further information on this topic, please contact Council



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## What is a Waste Wise Event?

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As part of the City of Ryde's commitment to the environment and the development of a broader sustainable events policy, the 2019 Granny Smith Festival has again been designated as a 'Waste Wise Event'. Council is encouraging stallholders and the community to minimise waste and recycle what cannot be avoided or reused.

To help make this a successful event, all stallholders taking part in the Granny Smith

Festival must look at the products they use and ensure that all packaging is environmentally friendly and complies with the City of Ryde's Waste Wise Guidelines when conducting their business.

**A Council Resolution was passed to commit to phasing out single use plastics. This is reflected in the City of Ryde Waste Wise Guidelines.**

## What Does This Mean For You?

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All stallholders must read and agree to comply with the following guidelines that have been set out in the City of Ryde Waste Wise Declaration in order to take part in 2019 Granny Smith Festival.

All stallholders must:

1. Agree to use products & packaging that can be reused, recycled or are compostable
2. Agree not to provide plastic bags (not even those promoted as biodegradable)
3. Agree not to provide plastic straws
4. Agree not to use or provide balloons of any kind

5. Agree not to provide plastic bottles
6. Agree not to use polystyrene/foam packaging
7. Agree to remove all rubbish, waste water and oils, and leave the area clean at the conclusion of trading
8. Agree to flatten and bundle cardboard boxes in **neat bundles** next to existing recycling bins for collection post event by Council workers
9. Agree not to relocate any council bins to their stalls - these are for community use
10. Understand that their stall can be subject to an inspection by a City of Ryde compliance Officer, and if my stall does not comply with the above standards I may be banned from this and/or future City of Ryde festival and events.

## Compliance

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There will be two steps to comply with the waste wise guidelines as a stallholder at the Granny Smith Festival:

**Step 1** - Initial approval. This provides the stallholder with the go-ahead to source environmentally sustainable packaging.

**Step 2** - Stallholder audits will take place on the day of the Festival to ensure only approved packaging is used on site.

## Penalties for Non-Compliance

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Any stallholder found not complying with the Waste Wise Guidelines will be prevented from operating on the day, if they continue to operate in an unacceptable manner. This may result in a ban from future City of Ryde events.

### What if I don't want to participate?

Council requires you to comply with these Waste Wise Guidelines. If you choose not to comply, your application will not be accepted.



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## Being Waste Wise is Simple!

Being Waste Wise follows the simple waste hierarchy of Avoid, Reduce, Re-use, Recycle, Recover and finally Dispose. This promotes the efficient use of resources and minimises the amount of waste disposed which has an impact on our environment.

The philosophy is that if it blows out of a bin and down a stormwater drain into a

waterway or the bush, is it going to break down? If not, then don't use it.

Assess your packaging: Look at the types of packaging at your stall and ask yourself:

- Do I need this type of packaging?
- Will it break down or can it be recycled?

Item (not acceptable)	Approved alternative
Polystyrene	Cardboard or compostable packaging
Plastic cups	Paper cups
Plastic straws	Do not use straws or use paper straws if necessary
Plastic takeaway containers, plates or food trays	Cardboard or compostable packaging
Sugar or sauce single packets	Bulk dispensers
Plastic cutlery	Compostable starch or wood
Plastic bags (Including biodegradable bags)	Reusable or paper bags
Coffee cup lids	Please avoid if possible or use Bioplastic, or compostable lids
Plastic bottles	Please use cans or bring your own

\* Look out for the Australian Standards AS4736 and AS5810 for compostable items.

Banned items	
 Balloons	 Plastic bags
 Plastic straws	 Plastic bottles
 Ready to eat plastic and polystyrene serving containers and cutlery	



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## Festival Terms and Conditions

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I will not sell weapons, toy guns, swords, knives, silly string, bungers, throw downs, shaving cream or counterfeit goods and understand that further prosecution maybe pursued if found to be selling any of these items.

I will not share, sub-lease or assign a site with other exhibitors or any other party.

I agree that any photos taken on the day of the event by any official event photographer may be used for promotional purposes by the event organisers.

I will not enter the festival grounds with a vehicle other than during the designated unloading and loading times of 6.00am to 8.30am and after 5.00pm on Rowe Street, The Avenue and Progress Avenue, and will not enter Eastwood Plaza until after 6.30pm and Eastwood Oval until after 9pm or when deemed safe by Council staff.

I understand there will be no parking of vehicles for stallholders on Festival grounds for any reason and I will be liable to be booked and fined by City of Ryde Rangers outside of the above times.

I will drive with hazard lights on whilst in the grounds of the Festival site, display the official City of Ryde Granny Smith Festival Car Pass and will not exceed 10km/h.

I agree to comply with any reasonable request by the organisers, City of Ryde representative or other person authorised by the organisers and understand that the Council has the right to remove, without refund or recourse, any stallholder who misrepresents him/herself or his/her product.

I have notified Council if I intend to give away promotional bags or items and understand that giveaways may be stopped for safety reasons.

I understand that my stall location will be determined by the event organisers. 2018 Stallholders may be re-assigned a different position for safety reasons, or if the use of the area has changed.

I agree to comply with the waste wise guidelines and understand the penalties of non-compliance.

I hereby indemnify the City of Ryde in respect of any claims for injury, loss or damage by any third party arising from the operations of the stall. I understand I will be liable for any damage to Council property or contractor's property.

I understand processing of hire fees does not necessarily guarantee a site at the Festival. I am aware that after all applications are received and considered by the Committee I will be advised whether my application has been accepted and that the decision is final.

I understand cancellation fees apply inside 30 days prior to the event. Cancellation one week to four weeks prior to event = 50% refund. Cancellation within 7 days of the event, on the day, failure to attend, or non-compliance with terms & conditions = No Refund, and removal from site.

I understand that refunds granted under any circumstances will not be processed until 30 days after the event.

The festival will proceed regardless of adverse weather conditions (unless deemed unsafe) and fees will not be refunded.

I will supply evidence of \$20 million public liability insurance before Sunday 4 August, 2019.