

SUNDAY 23rd APRIL 2017

PARTICIPATION BRIEF - RESTAURANTS

DATE	Sunday 23 rd April 2017	TIMES	10.30AM to 5PM
VENUE	Hunter Valley Uncorked Avalon The Village Green - Dunbar Park Avalon		
PARTICIPATION COST	\$700.00 plus GST *Plus one voucher for a meal for two in your restaurant *to be used for promotional activities.		
PAYMENTS & TIMELINES FOR INCLUSION	<p>The following requirements from participants are requested by the following dates:</p> <p><u>FRI 3rd March</u>: Signed Participation Form returned to Hunter Valley Events (HVE) (entries close on this date) and deposit invoice paid to HVWTA.</p> <p><u>FRI 17th March</u>: Participation fee final invoice paid to HVWTA.</p> <p><u>FRI 31st March</u>: 1 promotional voucher/notice of promotional offer sent to HVWTA office.</p> <p><u>FRI 31st March</u>: Public Liability Certificate of Currency AND Food Safety Supervisor Certificates sent to HVE.</p> <p><u>FRI 7th April</u>: Name and mobile phone number of contact person for event day sent to HVE.</p> <p><i>These are all critical items and a condition of participation is adhering to these dates.</i></p> <p><i>Reminders will be sent one week prior to each deadline.</i></p>		
PUBLIC LIABILITY (\$20M MINIMUM)	<p>Stalls to provide a Public Liability Insurance Certificate of Currency to the value of \$20m, noting Northern Beaches Council and the Hunter Valley Wine and Tourism Association and the event date.</p> <p><i>Please ensure the cover has <u>not expired</u> before forwarding your certificate.</i></p>		
LICENSING OVERVIEW	<p>The event will operate under a Limited Licence – Single Function.</p> <p>Food must be available for sale for the duration of the licence and therefore producers will be required to ensure they supply enough food to cover operational hours of the event. A condition of participation is to ensure adequate</p>		

FOOD SERVICE FORMAT

quantities of food are supplied for the whole duration of the event as per our licensing requirements.

Food and produce purchases will be directly from your stalls, with restaurant food to be sold at \$15 a serve, retained in full by you.

HEALTH, FOOD SAFETY & SUSTAINABILITY

Northern Beaches Council requires the following for temporary food stalls:

- Hunter Valley Events will register Hunter Uncorked Avalon as a temporary food event with Council (Thank you for assisting at a later stage with supplying any details required for your stall).
- You must register your food stall with the NSW Food Authority at www.foodnotify.nsw.gov.au prior to the event and forward notification details of the temporary food premises to Hunter Valley Events to pass onto council.
- Restaurants and producers are required to have at least one trained and appointed Food Supervisor.
- Restaurants and Producers must be familiar with the NSW Food Authority's Food Handling Guidelines for Temporary Events.
- You must also be familiar with Northern Beaches Council's Waste Wise Event Policy. As part of this policy, all **cups, plates, napkins and cutlery must be made from recycled/recyclable/reusable/biodegradable and or compostable materials**.
- Further details in relation to Northern Beaches Councils Requirements for Temporary Food Premises and Waste Management will be forwarded and must be adhered to at all times.

STALL HIRE INCLUSIONS

Each Restaurant will receive a 4m x 3m fete stall with pro flooring, along with:

- Stall signage
- 2 x clothed trestle tables
- Shared hand washing facilities
- Access for a generator at the back of your stall

Please note that there is **NO POWER** available at this event. Any generators hired must be of 'silent' or noise-limited models.

WEATHER CONTINGENCY

The event will proceed in all weather conditions unless it is deemed unsafe to do so by Northern Beaches Council and Event Organisers. In the unlikely case where a cancellation call is made the day prior, the main contact from each company will be notified by mobile.

No participation fees will be refunded should the event be cancelled either before or during the event.

STALL SIGNAGE AND THEMING

A standard sign for your site, which clearly states your restaurant name and includes the event logo, will be provided for each stall.

Based on consultations with participants in similar events in past years, the following are stall signage guidelines:

- Neat signage displayed on the outside lower front panel of the stall – must fit neatly within this panel. Please note that this is a no balloon event.
- Printed and laminated A4 sheets that **can** be affixed to the outside front of your stall.
- An easel or sandwich board, which can sit beside but not in front of your stall, on which you can print menu choices and prices. **In the interests of uniformity, no signage whatsoever can be erected on the grass at the front of participants fete stall and pull up banners and other theming can only be erected fully within your fete stall area.**
- **The above will be strictly enforced.**

SITE ALLOCATION

Site positions: Thank you for understanding that these will be allocated in no particular order and no changes can be made.

FIRST AID & SECURITY

- St John's Ambulance will be on site during the event.
- A team of security guards will be contracted.

PAYMENT TERMS AND CANCELLATION POLICY

Upon acceptance by the HVWTA of your company as an event participant, full event fees will be applied. An invoice for a 50% deposit accompanies. Once the deposit is paid, the deposit becomes non-refundable. Once the final payment is made, the full participation fee becomes non-refundable.

SUNDAY 23rd APRIL, 2017

PARTICIPATION FORM - RESTAURANTS

THIS FORM MUST BE RETURNED BY FRIDAY 3 MARCH 2017

Please complete all the details below and fax to Hunter Valley Events (02) 4933 5600 or Email to info@huntervalleyevents.com.au

You will then receive a tax invoice for your Participation Fee and email confirming your participation.

A reminder that the number of stall holders is restricted, and if oversubscribed we will take applicants in order of receipt.

RESTAURANT NAME			
CONTACT PERSON FOR BOOKING			
POSTAL ADDRESS			
BUSINESS PHONE NUMBER		MOBILE	
EMAIL ADDRESS FOR EVENT CORRESPONDENCE		FAX NUMBER	
PARTICIPATION FEE	Participation \$700.00 + GST <ul style="list-style-type: none"> • One 4m x 3m fete stall • 2 x clothed trestle tables • Shared handwashing facilities • Stall signage 	50% Deposit due FRI MARCH 3 rd 2017 Final Fee due FRI MARCH 17 th	
	Plus 1 voucher for 2 people for promotional activities.	(To be mailed to the HVWTA prior to FRI 31 st March)	

Upon notice of my company being included in the event, I acknowledge that I have read and understood the Conditions and Participation Brief and agree to comply with all requirements stated in this information.

I also understand that if the Event Manager determines that inclement weather conditions are likely to prevent the event from being carried out successfully and safely at the venue without significant discomfort to patrons, the event shall be cancelled, and no fees will be refunded, nor will HVWTA be liable for any losses incurred by the stall holder.

I understand that upon acceptance by the HVWTA of my company as an event participant, full event fees will be incurred and that full event participation fees are due prior to Friday 17th March, along with a promotional voucher emailed to Hunter Valley Events.

I undertake to ensure staff working on my stand at the event have a copy of and understand the terms and conditions of the event as set out above.

Signature

Print Name

Date

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