



## Haymarket Heartbeat Markets Stallholder Information

### General Information about the Event & Event Organiser

Haymarket Heartbeat is an event organised by the Haymarket Chamber of Commerce. General event activities such as promotion, traffic control, waste management, security, entertainment, etc. fall under the responsibility of the Chamber of Commerce.

### What Blue Sky Events do?

Blue Sky Events is responsible for all stallholder administration and market management activities. This includes the handling of all bookings, product reviews, allocations. On the day, our on-site manager and staff will oversee the set-up, operation and pack-up of the Market.

### Date

Saturday, 9 February 2019

### Eligible products

Arts, craft, jewellery, collectibles, home wares, exotic items, designer fashions, food stalls and much more.

### Times

Set Up: 8.00 am to 10.00 am

Trading Hours: 10.00 am to 7.00 pm

Pack Up: 7.00 pm to 9.00 pm

### Stall Fees (incl. GST)

#### Stall Fees per Trading Day (incl. GST)

General Stall	\$145.00
Hot Food Stall	\$370.00
Additional Stall Types	Refer to Manager

### Payment of Stall Fees

Stall fees must be paid prior to Market Day via our online payment system.

### Arrival Time

You may commence set up from 8.00 am.

Your vehicle is permitted in the Market area for a maximum of 20 minutes in the Market.

### Bad Weather Policy

The Market will trade in all weather conditions.. No credits or refunds are issued in the case of bad



weather over the weekend.

### **Public Liability Insurance**

All Stallholders must have their own public liability insurance with a minimum of \$10 million cover.

PLEASE NOTE:

Stallholders selling the following products must have in their own product liability policy with a minimum of \$10 million cover:

- Cosmetics and beauty products
- Medicines, Potions, Oils, Fragrances and Soaps
- Massage, manipulation of muscle, chiropractic or similar
- Hot Food

### **Refunds**

Stall Fees are not refundable.

### **Rubbish & Waste**

All rubbish, waste and packaging must be taken away with the stallholder. Bins provided do NOT cater for stallholder rubbish. The stall site must be left in the condition it was found.

### **Rules of the Market**

All Stallholders are granted consent to Trade at the Market on the condition that they agree to the terms and conditions outlined in this document and the [Market Regulations](#).

The Market Regulations are on our [www.chinatownmarkets.com.au](http://www.chinatownmarkets.com.au)

### **Location**

The Market is located in Dixon Street Plaza and Sussex Street, Haymarket, Sydney

[Where to Go, What to Do Info Sheet](#) will be emailed to Stallholders who are approved to attend the Market.

### **Public Liability Insurance**

If you DO HAVE your own public liability insurance:

Please attach a scanned image of the certificate when completing our online Application Form. Alternatively, bring a copy of your public liability insurance certificate and show it to the Site Manager. As a Casual Stallholder, you need to bring the certificate with you each week. A copy of the Insurance Certificate of Currency must be supplied to the Manager before a Stallholder may trade at the Market

### **Where do I park?**

Unloading Spaces are available at Little Hay Street, Kimber Lane, Factory Street and Sussex Street Stallholders may only use these spaces during set up and pack up. Once you finish unloading, you MUST drive out of the market and find a parking nearby. You may not leave your car in these spaces during trading hours.



## **Food Stall Rules**

If you intend to sell food at the Market, you need to hold an approval from the City of Sydney (TFP) and hold an up to date NSW Food Authority Food Safety Supervisor Certificate (FSS).

For more information, please visit:

### **City of Sydney Requirements:**

<http://www.cityofsydney.nsw.gov.au/Business/ApprovalsPermitsAndNotifications/TemporaryPremises.asp>

### **NSW Food Authority Requirements:**

[http://www.foodauthority.nsw.gov.au/Documents/industry\\_pdf/temp\\_events\\_guideline.pdf](http://www.foodauthority.nsw.gov.au/Documents/industry_pdf/temp_events_guideline.pdf)

## **Temporary Food Stall Requirements:**

The Operator must arrange for each food stallholder to directly apply to the Council's health unit for a temporary food stall licence. The Operator must ensure that stallholders comply with the performance requirements set out in the temporary food stall licence. Non compliance of a stallholder with the temporary food stall licence will be an event of default by the Operator. In addition, breaches by individual stallholders are a finable offence for the individual stallholder.

Current temporary food stall rules are set out as an annexure to this document and will be incorporated into the licence. The Operator must ensure stallholders comply with the temporary food stall rules, as amended by the City from time to time in its discretion.

## **Stall Requirements:**

All temporary structures are to be erected in accordance with manufacturer's specifications.

All mechanical and electrical installations including generators, electrical cabling and any mobile structures are to be surrounded or covered by physical barriers at all times so as to prevent unauthorised access by the public and to protect ground laid cabling from being trip hazards during public occupation of the site.

All electrical connections are to be in accordance with Australian Standards and certified by a certified licenced contractor.

Appropriate fire fighting equipment is to be available at all times including fire extinguishers and fire blankets. All stalls providing cooking facilities or a naked flame must have fire extinguishers and fire blankets within the stall area.

Food stalls must provide protective non-flammable covering for City's pavers. Presentation of the stalls must be of a professional standard and domestic grade umbrellas will not be permitted.



## Annexure 1 – temporary food stall rules

### General

- A temporary food stall must have a roof and three sides designed to maintain adequate ventilation and protection of food. The stall shall be of plastic or vinyl type sheeting and care must be taken to ensure the stall is stable and secure.
- An overhead cover must be provided to all cooking areas or food storage areas outside of the stall. This may be achieved by providing a sun shade structure or open sided stalls.
- A durable dust and moisture cover must be laid over the entire floor area of the stall. A suitable material would be an impervious membrane such as rubber matting.
- All stall counter surfaces shall be smooth, durable and impervious. Surfaces can be covered with plastic or plastic table cloths to meet this requirement. Surfaces that cannot be easily cleaned, such as wood, will not be accepted.
- All power and gas service leads must be secured.

### Cooking Equipment

- Heating and cooking equipment must be located within the food stall. The equipment must be located so that the public are protected from hot appliances.
- The food stall must be of adequate size and height to provide a safe and comfortable work area. Appliances that produce heat and flame must be located away from the walls and lower roof area of the stall.
- Open flame barbecue cooking plates, char grills and cookers that use hot coals can be located externally and adjacent to the food stall and must be barricaded to prevent public access. An overhead cover must also be provided.
- A fire extinguisher of adequate size must be provided in a convenient and accessible location.
- All BBQ residues must be collected in drip trays

### Protection of Food

- All food on display must be either: 1. wrapped or packaged; or 2. completely enclosed in a suitable display cabinet; or 3. be protected by a physical barrier such as Perspex glass sneeze guard or clear plastic siding to the stall or 4. Located so as not to be openly accessible to the public.
- All food must be stored inside the stall and must be raised approximately 750mm above the ground. All food must be kept wrapped, packaged or in enclosed containers. Food should be protected from damage and direct sunlight.
- All food deliveries to the stall must be kept wrapped, packaged or in enclosed containers to protect from contamination.
- Single use eating and drinking utensils, straws, etc, shall be pre-wrapped or adequately protected from contamination.



- All condiments such as sauce, mustard, etc, must be kept in squeeze type dispensers or in individual sealed packets.
- Smoking is not permitted inside or at the rear of the food stall.
- All food handlers must be appropriately dressed with at least head covering, clean apron and enclosed shoes.

#### Rubbish Disposal

- The stall is to be provided with a garbage bin for the storage of the stall's wastes. Separate storage of paper, cardboard or other recyclable material is encouraged.
- Suitable garbage bins must be provided near the food stall for the public to dispose of used takeaway food containers, drink containers and other refuse.
- Provision must be made for the storage of waste water and cooking oils generated within the stall.
- Waste water and oils must not be disposed of into the stormwater system or on the ground. All waste water and oils must be disposed of through a licensed contractor. Fines can be imposed by Council's Officers for incorrect disposal of liquid waste.

#### Washing Facilities

- Separate hand-washing facilities must be provided within the food stall. Water is to be dispensed by tap with a single spout into a hand bowl for washing. The waste water is to be disposed of into a waste water container.
- Alternatively, a maximum of 2 stalls may share a hand wash (station) basin as long as it is located within 5 metres of each stall and it is not obstructed.
- An adequate supply of warm running water (approximately 40°C), liquid soap and disposable paper towels must be provided at each hand wash (station) basin.

#### Food temperature control

- All hot food must be kept above 60°C. All cold food must be kept below 5°C. Chilled food intended to be served hot must be rapidly reheated.
- All frozen food must be kept below (minus) -18°C.
- All takeaway food prepared at the food stall must be sold immediately unless there is a suitable food warmer or display cabinet in which to keep the food either hot or cold.
- All raw and perishable foods such as steaks, hamburger patties, seafood and other meat products must be kept in a refrigerated unit such as a portable cool room. Small amounts of these foods can be stored in a portable cooler together with an adequate supply of ice or other cooling for a period of less than 3 hours.



- Pre-prepared food products or pre-cooked foods which contain fresh cream, custard, cheese or any similar food that promotes bacterial growth must be stored and displayed in a refrigerated unit at a temperature below 5°C.
- Stallholders must possess and use a thermometer that is able to measure the core temperature of food.
- For events that will last 3 hours or longer, a Cool room (walk in refrigerator) must be provided to ensure all potentially hazardous food can remain under temperature control. A maximum of two stalls to share a cool room within 5 metres of entry point of stall.
- No drinks are to be placed in a food cool room.

#### Further information

- Should the Operator or stallholders require further information on the requirements and facilities permitted for the operation of a Temporary Food Stall, please contact the Health Unit on 9265 9597 or email [temporaryfood@cityofsydney.nsw.gov.au](mailto:temporaryfood@cityofsydney.nsw.gov.au)