

Al Salam Festival 2017

Food Stall Application

Stallholder Terms & Conditions Application Form

Purpose

Adelaide is recognized as the festival state with grant events held by significant organizations and communities to give people the opportunity to experience their culture. The Islamic Society of South Australia (ISSA) would like to contribute to the festivities South Australia has to offer by giving the wider community the chance to experience the Islamic way of life.

Beginning in 2015, The Islamic Society of South Australia, ISSA, began a new annual tradition that was the first of its kind in the nation, the "Al Salam Festival" or Festival of Peace. ISSA aimed to contribute to the South Australian festival scene by offering people the chance to experience the Islamic way of life.

The festival is a non-profitable project with the purpose of educating festivalgoers about Islam and helping a create positive attitude towards the Muslim community. We hope to achieve this through an entertaining yet educational experience, that will allow people to grasp a general understanding of religion, address misconceptions and build bridges between the Muslim community and wider society. In previous years the festival has attracted an attendance of over 3000 including the support of local and state government.

Event Details:

Time: 11am -6pm

Date: Saturday 28th January 2017

Venue: Veale Gardens- South Terrace Adelaide, South Australia

Application Process

A security bond of \$100 is required at time of approval of application. This bond is not included in the stall payment fee and will be returned at the end of the festival. Bonds must be paid as soon as possible in the follow up email granting approval to vendor at the festival.

Stall payments must be made 2 weeks in advance from the festival date (28th of January 2017). The closing date for the application is **14th of January 2017**

Stallholders who do not abide by the terms and conditions may lose part of or their entire bond.

Trading times

- Arrival at park: 7 am (For registration)
 - Trading hours: 11 am – 6 pm,
 - Final pack down: 8pm,
- **Stallholders must be ready to open at 10:00 am.

Location on site and Vehicle Access

The Al Salam management team will decide stall location; stallholders are required to report to the management team upon arrival.

Vehicle access will be permitted for only dropping off of supplies before festival opening hours. Upon acceptance of the stall application a map of the festival grounds will be sent to stallholders for access points.

Only authorized vehicles will be permitted to park in designated areas and these vehicles must display their permit passes. Vehicles who do not abide will face fines from the council, may be asked to leave the festival, or risk the retainment of the bond.

Cancellation

Any cancellation by stallholders after application and up to 20 days prior to the Festival will result in \$50 being retained from the bond. Stallholders who do not make an appearance on the day of the festival without notice to Al Salam Management will risk 100% of the security bond being retained.

Terms & Conditions of Stall Hire

All stallholders contributing to the festival must agree to comply with the Terms and Conditions of Entry and council regulations. Stallholders who refuse to comply may be asked to leave the premises immediately.

Stallholders taking part in the Al Salam Festival must act responsibly and diligently at all times. They must exercise caution and take the appropriate level of care for their own safety and the safety of others working in their care.

Stallholders must agree to release and indemnify members of the management team against any losses, claims or actions, including reasonable legal fees, brought or caused by breaching these *Terms and Conditions*.

In order for Al Salam Festival to maintain a safe, secure and quality-driven operating environment for all attendees, all stallholders participating in festival must behave in accordance with management directions.

Safety-

- Stall holders are required to have public liability covering their sales.
- All items surrounding stalls must be securely anchored or situated.
- Broken glass and sharp object must be handled appropriately
- Covered shoes must be worn at all times
- Stall holders must inform the management team of any incidents that occur on the main contact: 0411 105 609;
- stallholders must not move a vehicle within the festival trading area during the festival open time.
- stallholders must not solicit unauthorised products or business that are not indicated on the application form
- stallholders must not attempt to sell any product or service unless otherwise authorized by the festival management team;
- stallholders must not attempt to sell counterfeit goods, illegal, prohibited goods;

-Smoke at the festival in any of the non-smoking designated areas;

Food

-Stallholders must have a thermometer available to check oil temperatures etc.

-Spare utensil should be brought as well as dishwashing liquid and a spray bottle for cleaning

-Potentially hazardous food should be refrigerated, if unable to provide your own cool room. please indicate to management in application list fridge required.

- Potentially hazardous food is stored under temperature control at 5°C or below, or 60°C or above

-Only small quantities of food should be left out until sold.

-Food must be covered at all times.

- Stallholders must provide hand washing facilities such as flowing water, soap, paper towel and a collection bucket.

- Stallholders must provide separate washing facilities for any equipment and utensils.

**Management suggests setting up wash facilities by purchasing two boxes or drums of water, locating them at a table behind the stall with two buckets to collect flowing water.*

Al Salam management requires that all stallholders read the council health and safety regulation booklet or attend the advised training.

Rubbish and Waste –

-All rubbish or waste must within stall perimeters.

-Stalls are required to provide appropriate waste bins.

-Fats and oils must be collected from under equipment and disposed of in general water.

*Any rubbish or waste remaining on the land after pack down of the festival may result in the retainment of the security bond.

Stall Hire Options

Description	Cost
3m x 3m marquee 1 power point (Not inclusive of any equipment nor tables)	\$ 500 If electrical power point is required, please enquire beforehand with Al Salam Management
For every extra 3m x 3m (Not inclusive of any equipment nor tables)	\$150 (every extra 3m) If electrical power point is required, please enquire beforehand with Al Salam Management
Extra power point (Not inclusive of any equipment)	\$30 Please advise management of the number of required powerpoints.

Required bond for all spaces will be \$100.

Recommendations

It is highly advised that your stall is colourfully decorated, not only in a way that reflects your product but compliments the festival. Signage must be readable and inviting. The stall must be clean and presentable at all times both in front and back house operation areas.

Festival management upholds the right to remove any offensive goods being displayed or sold in stalls at any time. Festival management will also have control of signage, material or products on display or being sold.

We recommend stallholders advertise the festival through businesses or personal social media networks to assist with generating a larger customer base.

APPLICATION FORM

1. Required Information

a. About the stall

- i. Stall/ Trading Name:

- ii. Brief description of goods or services to be sold/advertised:

b. Personal Details

- i. Surname:
- ii. First Name:
- iii. Street Address:
- iv. Suburb:
- v. State:
- vi. Postcode:

c. Contact Details

- i. Mobile:
- ii. Email:
- iii. Website (if applicable):

2. Fees and Charges

Full payment of Stall is required before the 17th January 2016. Applicants will be notified of the appropriate bank details after approval of application

Stall Fees – All stores, regardless of location, will be required to pay a fee according to the area required.

Additional costs will be incurred for power points

- i. Marquee 3m x 3m = \$500
- ii. Extra 3m x 3m = 150
- iii. Extra power point = \$30

Bond

All stall applications must include a \$100 cheque as bond. This will be returned at the end of the Festival unless withheld for failure to comply. The bond is required before the 14th of January 2017.

Cancellation Fee

There is a cancellation fee for any stallholders who withdraw their application up to 14th of January 2016. \$50 will be withheld from the bond.

a. Structure: what will you require

- iv. Marquee/ Stall 3m x 3m:
- v. Extra 3m x 3m need, state quantity:
- vi. extra power point, state quantity:

Please note: All marquees must be hired via the festival supplier only.

Stallholders must be aware you need to provide the following for your stall to meet the council health and safety requirements.

STALLS THAT FAIL TO COMPLY WILL BE SHUT DOWN.

Please also read the councils OHS booklet that will be sent out to you or attend the advised training.

3. Please indicate items being promoted or sold at the festival in the list below.

Number	Item	Category
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Terms and Conditions Sign Off

A binding agreement between Al Salam Festival management and the stall applicant exists once the stallholder has completed payment of bond and stall fee.

Please complete the form above, scan and email back to events@islamicsociety.sa.org.au . Only applications made before the 14th of January will be considered for the festival.

For questions and more information, please contact Banaz Aziz on 0413 436 290.

I have read, understood and accepted all the *Terms and Conditions* relating to stalls applications and I agree to comply with the *Terms and Conditions*. All the information I have provided in the application form is true and correct.

As the owner of the stall, I hereby indemnify Al Salam Festival management for any loss, damage, liability or any other action in any way resulting from my stall application or use of my stall site area.

I agree with all the *Terms and Conditions*

Full Name:

Signature:

Date: