



**DECEMBER 2021
& JANUARY 2022 MARKETS
STALLHOLDER REGISTRATION**

STALLHOLDER REGISTRATION

STALLHOLDER DETAILS				
Company:		Business/Not for Profit:		
Contact Name:		Goods or Services Providing:		
Address:				
Phone:		Mobile:		
Email:		Website:		
Does your company have Public Liability Insurance?		Yes	No	
If this answer is YES - please state the amount insured for and return a copy of the certificate with this form:				
DATE AND TIMES AVAILABLE				
Christmas Twilight Markets December 2021 Friday, 3rd December 4pm-9pm Saturday, 4th December 3pm-8pm		Middleton Beach Festival Markets Australia Day January 2022 Wednesday, 26th January 11am-4pm		
STALLHOLDER SPACES OPTIONS				
Business Level	Cost EX GST per day		Number 3x3 Spaces Required	Cost
Corporate (5+ FTE staff)	\$120			
Small (1-4 FTE staff)	\$45			
Micro (1 person operation)	\$35			
Food Vendor	\$120			
Suitcase Stall	\$15			
Power Requirements \$10 per night	\$10	None 10 AMP 15 AMP		
			TOTAL COST (EX GST)	
			TOTAL COST (INC GST)	

For any further information, please contact the Markets Coordinator, Anne Sparrow, on 0498 194 222 or eclipse.ask@gmail.com to discuss your stallholder options.

Please also avoid single use plastics where possible.

If you require a power outlet at your stall, ALL electrical appliances, including extension cords, MUST be 'tagged and tested' within 12 months of the event. We highly encourage our stall holders to operate an electricity-free stall if at all possible. If you are connecting to a power outlet, it is your responsibility to provide your own track matting, extension leads, fire extinguisher and water hose (if required).

*Stall sharing can be arranged.
Contact the Markets Coordinator ASAP if you want to pair up with another stallholder.*

STALLHOLDER REGISTRATION

Please note it is each vendors responsibility to provide their own hand sanitiser at their stalls / displays, and to frequently wipe down 'high touch surfaces' as part of COVID event safety plan. Please ensure you provide this, checks will be done on the day.

We encourage all stallholders to complete the free AHA Hospitality & Tourism COVID-19 Hygiene Course. This course is designed by the Western Australian Government to provide you with hygiene awareness and procedures which will encourage safety to you and the event attendees: www.hospitalityhygiene.com

It is each vendors responsibility to provide their own hand sanitiser at their stalls / displays, and to frequently wipe down 'high touch surfaces' as part of the COVID event safety plan. Please ensure you provide this; checks will be done on the day.

Whilst the Markets Coordinator will make every effort to satisfy your preferences and/or requirements, the distribution and allocation of spaces remains under the discretion of the organisers.

COMPLETED STALLHOLDER REGISTRATION FORMS SHOULD BE RETURNED BY MONDAY 8th NOVEMBER 2021 LATEST BY EMAIL TO eclipse.ask@gmail.com OR text picture of completed paperwork to 0498 194 222

DON'T FORGET TO INCLUDE A COPY OF YOUR CURRENT PUBLIC LIABILITY CERTIFICATE.

Once this form has been processed by Eclipse Consultancy, you will be emailed a tax invoice for the GRAND TOTAL INC GST amount that reflects your stall holder selections. Closer to the date, you will also be emailed all bump in, bump out timings, site plan and any other details.

Refund Policy: No refunds of stallholder fees will be given. If an event is cancelled, e.g. due to hazardous weather conditions, Eclipse Consultancy will consider transferring stallholder fees to the next available event.

FOR FOOD VENDORS ONLY: At the request of the City of Albany Events Team, we have attached the City of Albany's Health Event Menu Guide and Guide to Reduce Single Use plastics for food vendors. You should read these and take on board the information as required.

I have read and understood the COA Healthy Event Vendor Guide	Yes
I have read and understood the Guide to Single Use Plastic for Food Vendors	Yes
I have attached a copy of my full menu including drinks and prices	Yes
I understand my responsibility to advise of any menu changes prior to the event	Yes
I have provided a copy of my most recent food inspection report	Yes

STALLHOLDER REGISTRATION

FOOD VENDORS ONLY

CITY OF ALBANY: HEALTHY EVENT MENU GUIDE

At the City of Albany, we are committed to supporting the health of our community by making healthier food and drink choices easier at our events.

We give priority to catering vendors who include and promote affordable, healthy food and drink choices on their menus.

This Guide aims to help vendors understand our selection criteria and make changes to their menus if needed. It should be read with our Food Vendors Application Form.

When assessing applications, we use the traffic light system below based on the Australia Dietary Guidelines:

GREEN Fill the menu	AMBER Provide Carefully	RED Limit
<p>Low in saturated fat, added sugar and salt</p> <ul style="list-style-type: none"> • Wholegrain breads and cereals • Fruit, vegetables and legumes/nuts • Vegetable based meals (e.g. pasta, rice, soup) • Plain water • Plain reduced fat milk (300ml or less) 	<p>Moderate levels of saturated fat, added sugar and salt</p> <ul style="list-style-type: none"> • Small fruit muffins • Savoury food (w/reduced fat and salt pastries) • Meat based meals (e.g. burgers, pasta with bacon) • Plain or flavoured full fat milk • Plain or flavoured reduced fat milk (larger than 300ml) • 99% fruit juice (250ml or less) 	<p>High levels of saturated fat, added sugar and salt</p> <ul style="list-style-type: none"> • All deep fried food • Chocolates and lollies • Iced cakes • Premium ice-creams (e.g. choc coated) • Soft drinks, energy/sports drinks

We encourage vendors to: • Provide mostly GREEN and AMBER food and drink choices and avoid or limit RED choices

- Offer foods with a large and vegetable content
- Offer foods with reduced or low amounts of added fat, sugar and salt
- Cater for different dietary requirements and preferences (i.e. meat, gluten or nut free)
- Offer water and drinks with reduced or low sugar such as small 99-100% fruit juice, and reduced fat flavoured milk and/or smoothies.

Not sure if something on your menu is healthy?

Check your menu, products, and recipes using these online tools:

- For pre-packaged food items Livelighter Walletcard
- <http://heas.health.vic.gov.au/healthy-choices/guidelines/traffic-light-system>

Make your menu healthier with these easy changes*

1. Reduce portion sizes
 - Offer half-size or mini-size serves of meals, snacks and drinks
 - Avoid 'upsizing' deals
2. Add fruit and vegetables
 - Make salad or mixed vegetables the side dish (rather than hot chips) for main meals
 - Include fruit, vegetable or salad items in the cost of every meal and snack. Avoid charging extra
3. Use less fat
 - Reduce the amount of cooking oil. Use non-stick cookware or spray oil (canola or olive oil)
 - Avoid deep frying. Oven bake where possible
 - Replace butter with margarine for cooking and in sandwiches
 - Use and/or offer reduced fat dairy products such as milk, cheese, yoghurt, and mayonnaise
4. Reduce the salt
 - Flavour foods with herbs and spices instead
 - Use reduced salt versions of sauces, stocks and gravy
 - Use lean roast meats or tuna instead of highly processed meats (i.e. salami, ham)
5. Offer wholemeal and wholegrain options
 - Use wholemeal or wholegrain bread for sandwiches, rolls and wraps
 - In baked goods, replace half of the flour with wholemeal flour, bran or oats
6. Limit sugar sweetened drinks
 - Offer a selection of bottled water, 99% fruit juice, reduced fat milk, and diet drinks
 - Provide smaller serving sizes of soft drinks, fruit drinks, energy and sport drinks
7. Promote healthier items
 - Place healthier items in visible areas, such as on the counter
 - Promote your healthier options on menus, display boards and labels
 - Include healthier items in 'meal deals', such as water instead of soft drink

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FOOD VENDORS ONLY

GUIDE TO REDUCE SINGLE-USE PLASTICS FOR FOOD VENDORS

At the City of Albany, we are committed to engage community members and visitors to Albany with litter awareness, waste reduction and correct waste sorting to reduce waste to landfill. With litter posing a growing threat to the marine and coastal environments the City would like to set an example at our events to highlight problem litter items while encouraging waste reduction, correct disposal and personal responsibility.

The purpose of this guide is to assist Food / Coffee Vendors to transition away from single-use plastics by providing alternate solutions.

It is always better to choose REUSABLE alternatives wherever possible. Of course this is not always feasible, so we recommend using 100% certified compostable products (certified to Australian Standards) for takeaway where needed.

When sourcing products, be wary of those labelled only as 'biodegradable' or 'degradable'. This does NOT mean the same thing as compostable, and may be a plastic product. Ensure the product you're purchasing is 100% compostable. Where possible, try to choose natural products such as paper, bagasse, cardboard, wood, palm or bamboo, as these compost more readily than bioplastics.

Water Bottles

Reusable Options: BYO Reusable Water Bottles – the COA will provide a water tank as a refill station at each event.
 Exceptions: Alcohol licensing regulations Health and safety reasons Medical exceptions, or as needed by people with disability

Coffee cups & lids

Reusable options: BYO coffee cups. Vendors to consider offering a discount to encourage this good behaviour.
 Alternative suggestions: Look for paper cups with 100% compostable lining (check lining is not traditional plastic). Lids should be made from compostable material such as bagasse (preferred) or PLA/CPLA.
 Avoid: Single use paper cups. Polystyrene lids - these lids will have 'PS' and the number '6' on them
 Exceptions: Health and safety regulations Medical exceptions

Straws

Favourable option: No straws
 Alternative suggestions: Remove straws from sight and only provide upon request.
 Paper or wheat straws.
 Put up signage saying that you are reducing straws to encourage customer participation.
 Exceptions: Medical exceptions, or as needed by people with disability

Serveware – cutlery & crockery

Disposable options: Preference wooden/ paper/ cane or other 100% compostable items that meet home compost standard. Products made from bagasse are a good option as they are strong and leak-proof. For cold cups, paper is preferred. If lined ensure, all lining is 100% compostable.
 For cutlery, bamboo/ wood is the best option. Be wary of the label 'biodegradable', ensure they are also labelled as compostable. Try to source sustainable products if possible.
 Avoid: Plastic serveware including EPS (polystyrene) and PLA (biodegradable plastics) Plastic stirrers / spoons
 Exceptions: Medical exceptions, or as needed by people with disability

Takeaway containers

Disposable options: Provide wooden/paper/cane or other 100% compostable containers that meet home compost standard. Be wary of the label 'biodegradable', ensure they are also labelled as compostable. Try to source sustainable products if possible.
 Avoid: Single-use plastic take-away containers.

Plastic bags

Reusable options: BYO reusable cloth bags
 Alternative suggestions: Ask if customers really need a bag, many will have their own bag they can use. If a takeaway option is needed, provide sustainably sourced paper bags (can be branded) or recycled cardboard boxes.
 Avoid: Single use plastic bags

Condiments

Discouraged: Single plastic sachets
 Alternative suggestions: Large dispensers

Resources:

https://www.cityofsydney.nsw.gov.au/_data/assets/pdf_file/0020/313175/Reducing-waste-from-events-and-services_Guidelines-for-single-use-items.pdf

https://docs.wixstatic.com/ugd/6a1af1_385ba46a490644e399bc0aa372f0f47d.pdf

With thanks to Boomerang Alliance www.boomerangalliance.org.au