

## Greek Festival Darling Harbour 2022

Sunday 13 March: 10am-10pm

[www.greekfestivalofsydney.com.au](http://www.greekfestivalofsydney.com.au)



# FOOD STALL TENDER DOCUMENT 2022

Applications Close – **Friday 28 January 2022**

**Please read the following information carefully.**

**Food laws** require certain food businesses in the NSW hospitality and retail food service sector to have at least one trained Food Safety Supervisor.

### **Food Stall Applicant City of Sydney Requirements**

- Food Stall holders must have a person within their organisation that has completed the food safety supervisor course and have notified their local council of this person
- All accepted Food stall applicants will be required to complete a **City of Sydney Temporary Food Stall Application form** (to be distributed to you by the Greek festival of Sydney) in which they must indicate the name of the Food Safety Supervisor and their certificate identification number
- Location of any off-site food preparation areas, and/or food storage including partial preparation such as chopping and cutting of ingredients must meet food hygiene requirements. A copy of a recent satisfactory health inspection report for any off site food areas is required.

**For more information on Food Safety Supervisors visit:** [www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au)

### **AREAS FOR STALLS**

Food Stalls will be located in Tumbalong Park

Positions of Stalls are at the discretion of the organisers and Sydney Harbour Foreshore Authority

### **PLACE MANAGEMENT NSW (PMNSW)**

All accepted stallholders must attend a briefing with PMNSW at Darling Harbour to confirm their understanding of all the requirements and available support on the day. Briefings will be arranged in groups & stallholders will be notified of available dates to attend.

### **CONDITIONS OF ENTRY:**

All stalls are offered on a **one day rental** only and must send a copy of their current Public Liability Insurance Certificate for \$10 million with the completed application.

**All stalls are required to have a Greek theme. Stalls should be relevant to the Greek Festival in an obvious way and must be advised on the application form.**

ANY product for offer must be directly pertinent to the Greek Culture

**All stalls will need to have the prices of their goods noted on application for approval by the Greek Festival of Sydney. This will ensure the fair pricing of goods at Greek Fest for the public.**

### **PAYMENT**

All applications must be accompanied by a signed cheque or your application **will not** be considered.

All cheques will be returned as soon as possible if unsuccessful.

**ALL CHEQUES MUST BE PAYABLE TO THE "GREEK ORTHODOX COMMUNITY OF NSW"**

**You will not be permitted to set any displays outside your designated marquee area. All displays need to be contained within your marquee. No extra cover will be permitted to be added onto the existing marquee.**

**NB: if you require additional room to what has been provided, you must hire an additional or larger marquee at an extra cost of \$600**

**BUSINESS NAME**

**ABN Number (If applicable)**

**Contact Name**

<b>Food Stalls</b>	<b>Tender (plus GST)</b>	<b>Price of Food</b>	<b>Quantity</b>	<b>Total</b>
<b>Loukoumades stall</b>	<i>Minimum \$5000</i>			
<b>General Food stall</b>				
<b>Souvlakia/ Soft Drinks</b>	<i>Minimum \$5000</i>			
<b>Yiros/ Kontosouvli / Soft Drinks</b>	<i>Minimum \$3000</i>			
<b>Bottled Water</b>				
<b>Coffees</b>				
<b>Alcoholic Bar</b>				
<b>Other</b>				

**NB:** Food price list must be submitted with application

(NO alcohol, coffee, water, soft drinks or juice can be sold) – unless this is what you are tendering for.

All Food stalls are permitted to sell bottled water if they include this in their tender application – sell price must be in line with SHFA drink cart prices

#### **WHAT IS INCLUDED IN THE COST OF A FOOD STALL**

- 6m x 3m covered area for preparation and service (3m service frontage unless otherwise negotiated)
- Four (4) Trestle tables per stall unit
- Lighting
- Access to power and water
- Shared food preparation/waste compound
- City of Sydney Food Stall permit fee (Food/Beverage stalls only)
- Advertising of Festival in Greek, local and mainstream media
- Exposure to an excess of 200,000 people

Extras:	Cost (including GST)	Quantity	Total Cost
Cool room	\$660		
Additional Trestle tables	\$25.00		
Chairs	\$5.00		

**NB:** Only chairs and tables provided by the Festival can be used (you cannot supply your own)  
If you require chairs you must hire these – please list number required in box above

**Cheque must be made out in FULL amount Tendered + Extras**

**Example:**

Amount Tendered	Extras	Total of Cheque
\$10,000	\$660 – Cool room X 1 \$25 – Trestle X 1 \$10 – 2 Chairs X 2	\$10,695

#### POWER & WATER

Power required Yes  No  Water required Yes  No

**Note:** Power supply outlets are provided behind the food preparation areas.

**Note:** Water supply is present behind the marquees in the form of taps

**Note:** Power access is limited and all items requiring power must be clearly on the following page to ensure adequate power is provided on event day. Failure to provide all information could result in:

- Equipment without power on event day
- Power failure to the whole park

**CHECKLIST (please tick)**

**COPY OF CURRENT PUBLIC LIABILITY INSURANCE CERTIFICATE OF \$10 MILLION ATTACHED**  
**LIST OF ALL EQUIPMENT REQUIRED**  
**FOOD PRICES LIST**  
**CHEQUE ENCLOSED (made payable to the GREEK ORTHODOX COMMUNITY OF NSW)**

**Amount of enclosed cheque (GST incl.)**

(Ensure all extras are included in the total)

**In Words:**

**\$**

**Conditions once you are accepted:**

- You MUST hold a current certificate for \$10 million of Public Liability Insurance and provide a copy with this application.
- Once you are accepted, you must attend a briefing held onsite.
- You will be encouraged to offer a small gift/prize for competitions run on the day - we can plug your stall/business on stage.

**SEND YOUR COMPLETED APPLICATION + CHEQUE IN A SEALED ENVELOPE MARKED:**

**“Private and Confidential”**

**Festival Director, Greek Festival of Sydney**

PO Box 324, Lakemba NSW 2195

Email: [greekfestival@goc.com.au](mailto:greekfestival@goc.com.au)

All enquiries: 02 9750 0440

**Applications close: Friday 28 January 2022**

All applicants will be notified by Friday 4 February 2022

Cheques will be returned ASAP to unsuccessful applicants

## 2. Place Management NSW STALL HOLDER APPLICATION FORM

### 1. GENERAL INFORMATION

EVENT NAME	
DATES	
CONTACT	
PHONE NUMBER	
EMAIL ADDRESS	

### 2. STALL INFORMATION

STALL NAME <i>This will be used on stall signage</i>	
STALL TYPE: FOOD OR GENERAL?	
TEMPORARY FOOD STALL PERMIT NUMBER	
REQUESTED STALL SIZE?	
DO YOU REQUIRE A FOOD PREPARATION AREA?	
DO YOU REQUIRE ACCESS TO WATER?	
NUMBER OF VEHICLES REQUIRING ACCESS? <i>Only approved vehicles may enter the site at approved times. Please list your request for vehicle access</i>	

### 3. POWER

Please complete the below table for all items in your stall. Please refer to “**PROVIDING POWER SPECIFICATIONS FOR A COMMUNITY FESTIVAL STALL**” listed page 3. Onwards for assistance

STALL EQUIPMENT	QUANTITY	ELEC OR GAS	PLUG TYPE	WATTS (W) FOR ITEMS WITH A 10AMP PLUG

## 2. Place Management NSW STALL HOLDER APPLICATION FORM



### 4. LIST OF ITEMS TO BE SOLD

Please complete the below table for all items to be sold

ITEM	PRICE

### 5. LIST OF ITEMS TO BE DISPLAYED AND DISTRIBUTED

\* Please note you are not permitted to distribute stickers, balloons or third party promotional materials. All proposed advertising materials and signage must accompany this application form and will be submitted to Property NSW for approval

ITEM

I confirm I have read and understood the Conditions & Guidelines for the Use of Stalls for Events in Darling Harbour. By signing this document, I agree to abide by the Sydney Harbour Foreshore Authority's Terms & Conditions

Signature		Date	
Name of Stallholder			

# PROVIDING POWER SPECIFICATIONS FOR A COMMUNITY FESTIVAL STALL

It is ***extremely important*** that all stall holders provide an accurate list or specification of power requirements for items they will be using within their stall. Providing accurate information will assist stall holders to receive the power they have requested and avoid electrical problems over the course of the event. It will also avoid the festival having to pay for additional generators and electrical services that may not be required.

The following pages are designed to assist in providing an accurate power specification that covers the majority of standard items used on community festivals. If a stall holder has an item not shown in these pages they should seek further information from festival organisers.

This information is relevant to electrical items that are designed and manufactured to run off standard Australian power and have not been modified after manufacture. All electrical equipment must be fit for purpose and tested and tagged.

Below is the spreadsheet from the stall holder application form.

STALL EQUIPMENT	QUANTITY	ELEC OR GAS	PLUG TYPE	WATTS (W) FOR ITEMS WITH A 10AMP PLUG

Stall equipment: -this is a simple description of each item eg – coffee machine

Quantity: -how many of each item do you have?

Elec or gas: -is the item powered by electricity or is it gas, such as a gas barbeque

Plug type: -if the item uses electrical power what type of plug does it have?

Watts(W) for items: -if an item has a 10AMP plug how many watts does it use?

THE FOLLOWING TWO PAGES SHOW HOW TO IDENTIFY WHAT TYPE OF PLUG AN ITEM HAS,  
HOW TO WORK OUT THE WATTS FOR AN ITEM WITH A 10AMP PLUG AND HOW TO FILL IN  
THE STALL HOLDER FORM

## ELECTRICAL ITEMS WITH 10AMP PLUG

10 amp items and plugs are the most common type and are the same as those found in homes and offices.

They can either be a double insulated device with two pins (**Figure A**) or a single insulated device with an earth pin (**Figure B**)

**Figure A**



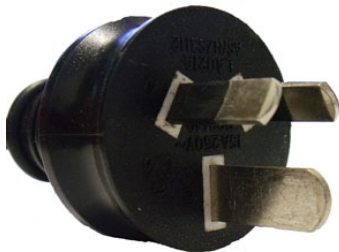
**Figure B**



## ELECTRICAL ITEMS WITH 15AMP PLUG

15 amp plugs have a larger earth pin as shown below. The top two active and neutral pins are the same size as a 10 amp plug

15 Amp plug



15 Amp plug

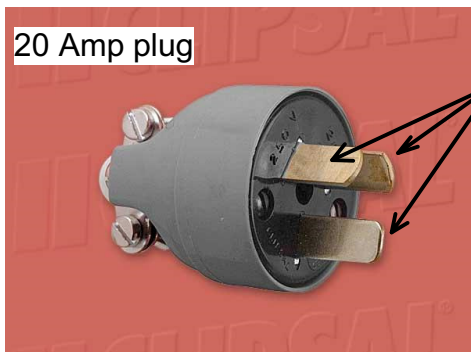


Larger earth pin

## ELECTRICAL ITEMS WITH 20 AMP PLUG

20 amp plugs have a larger earth active and neutral pin as shown below

20 Amp plug



Each pin is larger



20 Amp plug with collar



# HOW TO WORK OUT THE WATTS (W) OF AN ITEM WITH A 10AMP PLUG

For items that have either type of 10 Amp plug you should also provide the watts (W) if possible.

This information is often provided on the back, side or underside of the item. For example below is a Panasonic Blu - Ray player (**Figure A**). On the back of the player is an information panel (**Figure B**)

Figure A



Figure B



The watts are shown on the panel as W – so in this case the item uses 32W.

If the item does not have an information panel or does not clearly show watts, you should simply write “Not known”.

YOU DO NOT NEED TO PROVIDE WATTS FOR ITEMS WITH A 15AMP OR 20AMP PLUG

## EXAMPLE POWER SPECIFICATION FOR FOOD STALL

Using the example of a food stall that will have a coffee machine, a grinder, a blu ray player, a television screen, two cash registers and a gas barbeque how would the form look when completed?

STALL EQUIPMENT	QUANTITY	ELEC OR GAS	PLUG TYPE	WATTS (W) FOR ITEMS WITH A 10AMP PLUG
Coffee Machine	1	Elec	20A	
Grinder	1	Elec	10A	400 Watts
Blu Ray player	1	Elec	10A	32 Watts
Television Screen	1	Elec	10A	450 Watts
Cash Register	2	Elec	10A	Not known
Barbeque	1	Gas		

Is it gas or electric?

Coffee machine has 20A plug so watts are not required

Simple Description of items

Number of each item

What type of plug does the item have if electric?

Information on watts (W) is not shown on the the Cash Register so is "Not known"