

# The Great NZ MUSTER<sup>®</sup>

Saturday 7th April 2018

## Rules and Regulations

### IMPORTANT

**Remember to read over your guidelines thoroughly. Your participation in the event means you have read and understood the information contained in this document and will adhere to the Rules and Regulations.**

#### Stall Setup:

Sites will be available for setup Saturday 7th April 2018 as follows:

- Road closure commences 7.00am
- Amusement trucks and vendor vans from 7.00am
- Stall holders and exhibitors from 7.30am

As we are unable to ensure your safety until all road closures are in place, we ask that you do not set up before this time. Please be aware that at this time it will still be quite dark, making stall/site markings difficult to see.

#### Vehicle Pass:

Please be aware the roads within the event area will be closed. A vehicle pass will be sent to you. This pass enables your vehicle to enter the event area, site setup and pack-down only. No entry is permitted after 9.30am or before 3.00pm and all vehicles must be removed from the site during the event unless prior permission has been granted. All stall holders will need to show their pass to enter the event area. There will be no entry without a vehicle pass.

#### Banned:

Due to danger hazards and limited street cleaning equipment, the following products are banned from sale at the 2017 Muster:

- EGGS
- CRAZY STRING
- SHAVING FOAM CANS
- HAIR GLITTER SPRAY CANS
- TOY GUNS
- CREAM IN CANS

**The event organiser reserves the right to remove the above products from sale. Organisers have the right to close down any stall not abiding to the rules and regulations as set out in this document.**

#### Equipment:

Stall holders are to provide all equipment required for the setting up of their stall; trestles, tables, shelter, certified gas-fire cooking equipment, generators etc. The measurement of tents, gazebos and tarpaulins must not exceed the area paid for. Please do not obstruct the footpath.

#### Gazebos:

If your site requires the provision of a gazebo, please ensure that you bring weight bags/water bottles to weigh it down onto a hard surface.

#### BBQ's:

Please remember to place cardboard under BBQ's to protect the cobblestones/pavement.

#### Electricity:

All electrical appliances used must carry a current electrical warrant of fitness. Check to see if main source of power has a built in RCD board. If there is not a built in RCD, then you must have a RCD adaptor connected at the main power outlet. No multi plug piggybacks. Keep RCD adaptors safe. Keep cords out of the way of any thoroughfare or perceived area of traffic. No loose cords or overhead power cords. All cords must be taped/held down in close proximity to the main power source.

**No electricity will be provided by the event organiser.**

#### Food Stalls:

All food stall holders must observe strict and safe food procedures in the storage, preparation and handling of food offered for sale to the public (refer to food stalls information guide). **Mobile Food Vendors MUST enclose a copy of their current Registration Certificate.**

#### Fire Risk:

It is recommended all food stall holders have a small fire extinguisher at their stall. Those stalls deep frying food must have a 'fire blanket' present.

#### Alcohol:

No alcohol consumption on site. No sale or supply of alcohol without a Special Licence. If a Special Licence is required, please ensure that an application is lodged with Waitomo District Licensing Committee at least 20 working days before the event. Please be aware there is a total liquor ban in Te Kuiti CBD.

#### Amusement Devices:

A Council Officer will inspect all amusement devices before they are operated. Event organisers reserve the right to refuse operation if equipment is not compliant. No refund will be given in this circumstance.

#### Sheep Run:

The Sheep Run will pass through the main street at approximately 2.00pm. This will occur alongside the area in which you are exhibiting. Please take care to protect yourselves and your products/equipment from harm.

<b>Rubbish:</b>	Stall holders are to remove all of their own site rubbish. Street cleaning, refuse and waste services are planned for the area.
<b>Packing Up:</b>	Pack up for stall holders, exhibitors, amusement devices and vendor vans will be from 3.30pm. Movement of large trucks and staging equipment may cause hazards. Do not bring stall holder vehicles back into the event area until neighbouring vans and trucks have been removed.
<b>Damage to Area:</b>	The stall holder is responsible for any damage and will be liable for repair costs.
<b>Insurance:</b>	It is recommended that you arrange Public/General Liability Insurance to protect your own legal liability exposures.
<b>Health and Safety:</b>	All practicable steps must be taken to ensure paramount safety. All stalls are to remain within the designated area. The stall shall not impede or inconvenience the flow of pedestrians. No more than two display stands are to be used at any one time to display goods. Tables and merchandise must not have sharp edges or projections which may cause injury to pedestrians or be any form of nuisance and must be fixed to the ground. Merchandise and flags/signage must be secured against wind gusts.
<b>Right of Refusal:</b>	Waitomo District Council has the right of refusal for any application or special location requirements.

## Disclaimer:

***Waitomo District Council accepts no liability for loss and/or damage and/or bodily harm to your property and/or yourselves and/or your employees and/or members of the public arising from your exhibiting or hosting an activity, demonstration or performance.***

## Food Stalls – Information Guide

The following requirements are to be followed to help ensure that the foods that you sell are safe to eat.

### Remember - Safe Food is Good Business!

1. If available, power must be supplied to food stalls prior to food delivery. Switch on storage and display units before the food arrives. **Perishable foods** must not be kept at ambient (room or outside air) temperatures. They must be stored at either above 60 °C for hot foods or at 5 °C or below for cold foods. Chilly bins, with ice or pads in them, must be used to transport food (and store perishable foods in if you don't have access to a fridge or cool room). Replace thawed pads or ice.
2. Controlling food temperatures is critical for avoiding food poisoning. If perishable food has been above **5 °C for more than 2 hours** or when the length of time it has been at this temperature is unknown, **throw it out!**
3. Cook all meats thoroughly, chicken and processed meats (e.g. sausages and hamburger patties) must not be pink on the inside. Avoid cross-contamination - keep raw meats separate from cooked meats and other foods at all times, including on the hot plate. **Use separate tongs and utensils for handling raw and cooked meats**
4. Hand washing facilities must be supplied and utilised. They must either be connected to a running drinking water supply or use a 20 litre container with a tap at the bottom and a bucket below to catch wastewater. Soap and paper towels must be used. **Always wash and dry your hands thoroughly before handling or touching food, especially after going to the toilet, handling rubbish or pets, etc.**
5. People handling money must NOT handle food, and vice versa. If using disposable gloves you still require hand washing facilities - wash hands before and after wearing gloves. **Gloves don't replace hand washing and don't stay clean.** If you use them change them between activities e.g after handling uncooked food and before handling ready-to-eat food. Thoroughly wash and dry your hands when replacing gloves. Use tongs and utensils for handling food as much as possible.
6. Shelter all food from the sun and overhead contaminants, including all food preparation and food storage areas. Umbrellas and tents are to be used.
7. At this time of the year, insects are also a major problem. Ensure that all food is appropriately covered to protect them from contamination by flies and other insects. Rubbish must also be removed regularly from the food site. Appropriate sized rubbish bags must be provided and used inside appropriate sized bins with lids.
8. Food must not be left uncovered or unprotected on the front counter/bench of the stall or caravan where customers can sneeze on or make physical contact with the food. Store and display food at a stall: Off the ground - In clean wrapping or in a display cabinet or in a clean covered container.
9. Clean and appropriate food utensils must be available to ensure that cross-contamination does not occur by customers. Check that tongs, spoons and other utensils are available for self-service and for use by staff.
10. Staff are to wear clean over clothing e.g an apron. Long hair must be tied back or covered with a clean hat.
11. Make sure that everyone involved with food understands how to handle food safely and hygienically. This may involve some simple training in good practices and supervision until they get it right.
12. People who have cold or flu symptoms or who have had sickness or diarrhoea within the previous 48 hours or anyone with sores/ lesions on their hands, **neck or head must not be involved in preparing or handling food.**

13. An appropriate First Aid Kit with coloured waterproof dressings, antiseptic and gloves are to be situated in every food stall.

**14. Perishable food** – food that needs to be kept at certain temperatures (e.g. at or below 5°C or above 60°C) to minimise the growth of harmful microbes that can be present in the food. Food that meets both of the following criteria is considered perishable:

- the food may contain microbes that need to multiply in order to cause illness; and
- the food will support the growth of harmful microbes.

**Foods that are perishable include:**

- raw and cooked meat or foods containing raw or cooked meat, for example delicatessen foods, meat pies
- dairy products and foods containing dairy products, for example ice cream and dairy-based desserts
- raw and cooked seafood and foods containing seafood
- processed fruits and vegetables, for example salads and un-pasteurised juices
- processed foods containing eggs, rice, pasta, beans, nuts or other protein-rich food, for example quiche and soya bean products
- foods that contain any of the above foods, for example sandwiches and wraps
- food that must be kept under temperature control to prevent toxins forming, for example, scombroid fish (such as tuna, kahawai, mackerel)

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**Environmental Health Officers may inspect food stalls during the event. For further enquiries please phone the Customer Services Team at Waitomo District Council on 07 878 0800.**

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**For more information contact:**

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