



Lebone II College – Mathaithai 2019 Market & Food Stall Rules

Date: 8 August 2019

The rules and regulations set out in this document form the standard operating procedures for approved Market and Food Stall Traders at the Mathaithai event. Please read through it carefully and make sure you understand everything, and address any queries with the School Management.

DATE: The **Mathaithai Trail Run & MTB Race 2019** will take place on **26 October 2019**.

TRADING HOURS

Registration starts from 6am and the first race starts at 7am. As such the required times for market and food stalls are as follows:

- Stalls must be open at 8:00am and close at 3:00pm.
- Set-up must be completed on Friday, 25 October before 7:00pm (See 'Stall Set-up' details below).

APPROVAL

A stall application must be submitted to the College for approval, containing details of items that the stall trader proposes to be selling. The application form follows at the end of these guidelines and **must be completed in full**.

The below stalls will be considered:

- Traders who sell home or hand-crafted products, unique and creative quality products that you won't find in commercial stores.
- Traders who sell running and mountain bike-related merchandise, for the runners and cyclists partaking in the Mathaithai Trail Run & MTB Race.
- Traders who sell produce and snacks such as fresh, seasonal fruit & vegetables, cheeses, olives, homemade sauces & dips and so much more.
- Traders who sell good gourmet or traditional foods, which look good and taste great!
- Please note: The Lebone II Parents' Service Organisation manages the sales of soft drinks and waters. No traders may sell soft drinks or water of any kind.

Successful applicants will be notified within 3 days of submitting their application.

STALL COST

The cost of a market stall has been set as follows:

Food stalls: **R500** (3m x 3m – space only) or **R1000** (3m x 6m – space only)

Product Stalls: **R500** (3m x 3m – space only) or **R1000** (3m x 6m – space only)

- The stall cost is payable in advance, without exception. Successful applicants must pay for their stall within one week of being notified in order to reserve their space. Payment may be made by cash or credit card at the Marketing Office at the College.
- If paying by EFT, payments must be done before Friday, 25 October 2019. Payment may be made into the Lebone II bank account: Lebone II College, ABSA Bank, Branch Code 632005, Account number 4048 3093 61,

Reference: MTT2019 (Your name). The proof of payment must be sent to

marketing@lebonecollege.co.za.

CANCELLATIONS & REFUNDS

- Should a stall trader need to cancel their booking they must do so at least 4 days prior to the event. Late cancellations will result in a 50% charge of the booked stall price.
- Should you book and not arrive you will not be refunded, as your place was reserved.

STALL SETUP

- The booking of space and positioning of stallholders is the responsibility of the School Management. Stall holders are each allocated a 3m x 3m space or 3m x 6m space as requested on their application form.
- The Lebone II back entrance will open at **2:00pm on Friday, 25 October** to allow traders to access the premises and set up stalls. Security will be present on the field overnight to safeguard the set-ups.
- All set-ups must be completed by **6:00 pm on Friday, 25 October**.
- All traders must report to the School Management to check in and confirm the position of their stall for the day.
- Vehicles may drive onto the field to drop off goods. This must be done as quick as possible and the vehicle must be removed and parked immediately after offloading. Do not set up your stall with the vehicle still on the field as it will cause a problem for other traders.
- The cost of a stall is for the space only. Traders are expected to bring their own gazebos, umbrellas, chairs and tables and other. No-one may remove chairs from any of the other areas on the field.

- All stall holders must ensure their gazebo's are pegged down / anchored properly. Any trader who does not adhere to this will be held liable for damage or injury caused by his/her equipment being blown away.
- Only a limited number of sites have access to power (limited amp outlets). A request for power (breaker size in amp) may be made on the application form and an additional fee of R100 will be charged. Traders are responsible for supplying their own complying electrical extension lead. Individual traders may be allowed to use their own generator if it is silent, but details must be in their application, and approval must be given beforehand.

TRADING

- Access to the field will be open to traders from **6am on Saturday, 26 October**. Access to the field will be blocked at **7:00am** - thereafter traders must bring their goods in by hand or own trolley.
- **Traders must ensure their stalls are setup and ready for trading by 8:00am**. Please remember that runners will be arriving from 6:00am and it may benefit your stall to be open earlier for early sales e.g. coffee, food.
- Traders will ensure they stay within their allocated stall area and will ensure that:
 - ⇒ their stalls are at all times neat, well presented, properly stocked and sanitary.
 - ⇒ they are not obstructing walkways.
 - ⇒ they do not play any music or cause any noise disturbances.
 - ⇒ they do not deviate from the type of stall they applied for and sell only the main products / articles requested on their application. Anyone adding goods or products without School Management approval will be asked to remove the products, or leave the Festival.
- Traders are responsible for complying with all laws, rules and regulations relating to the goods offered for sale. Where necessary a copy of any required certification must be visible or easily accessible to be shown to any customer who requests to view it. A copy must also be submitted to management with their application.

PARKING

Traders must park in the designated parking area to ensure there is adequate parking left for customers.

Parking in a non-designated area will result in an R 100 fine, and offenders will have their car towed and the cost charged to their account.

TAKE DOWN

- The event will close at **3:00pm on Saturday, 25 October**. Traders may begin to start packing up and take down their stalls only once the Festival has closed i.e. after 3pm.
- We will open for vehicles to access the field again after the market has closed. As some customers and children be may still be walking around please do not rush. We do not want any unnecessary incidents. Be alert, cautious and courteous at all times.
- All stall holders are to ensure their stall area for the day is clean and tidy after they have finished packing up. No litter or food products may be left behind.
- We do not have any storage space available so please ensure all belongings are taken home at the end of the day.

GENERAL RULES

- No trader will share a stall with another trader or include new products other than what was approved by School Management.
- The market does not accept responsibility for any items left behind which end up damaged or missing.
- **Traders may not use the basins in the bathrooms to wash up their products or utensils.** Traders are expected to provide their own wash-up basins at their stalls as per the 'Food Safety Guidelines' document attached.
- Traders caught putting any waste down any drains will be fined R500.
- Traders must ensure they use a table cloth made of fabric material. No plastic covers will be allowed. The table cloth must also be long enough to cover the front of your stall and hide the legs of your table. This is essential to hide excess stock and for safety reasons.
- No smoking or alcohol is permitted on the Lebone II College campus.

FOOD STALLS

- All food stalls must have their relevant **Certificate of Acceptability**. A copy of the certificate must be visible or easily accessible to be shown to any customer who requests to view it. A copy must also be submitted to management with their application.
- No open fires (charcoal, wood fires) are permitted. Gas braais are permitted within regulations, and must be pre-approved.
- As per Health & Safety regulations each food stall must :
 - ⇒ have a bin or rubbish bag within the stall to dispose of unwanted food , rubbish or excess scraps when prepping.
 - ⇒ have a bin at the front of their stall for customers to dispose of food packaging

- ⇒ ensure they have a wash up area or bowls of clean water to rinse or wash utensils.
- ⇒ ensure the surface of their prepping and serving area is clean and sanitary at all times.
- ⇒ All ingredients and stored ingredients are kept in sealed containers until they are used.
- No food may be served in polystyrene packaging. It is a hazard. We encourage more natural or easily recycled packaging.
- Some local councils make inspections at market stalls to check that good food safety practices are being followed. Be prepared and make sure your stall complies – please read and adhere to the attached document on ‘Food Safety Guidelines’.

HEALTH & SAFETY

- All traders are asked to take note of entrance and exit points which would be used during emergency evacuations.
- Traders using gas equipment will be required to submit to random spot checks from management to ensure the equipment is adhering to Health and Safety protocols.
- Traders using gas in their stall will be required to have either 1 x 9kg fire extinguisher or a bucket of sand in case of a fire. Again management reserves the right to spot check the equipment to ensuring it is within Health and Safety protocols.
- Walkways and passages should always be kept clear and if anyone sees a trader placing an obstacle in the way, it must be reported to management so that it is rectified immediately.
- Traders using electricity points and running extension cords must ensure they have their wires taped down or covered by a suitable rubber mat or equivalent to avoid any accidents. Any trader who does not comply will be held liable when there is a case of injury or damage.
- As with any market place please be mindful of the possibility of opportunistic thieves. We will have security walking around but recommend that traders stay alert and report to the guards or management anything suspicious. We recommend traders also not keep personal valuables lying around or exposed; it is better to rather pack these away under your table. Lebone II – College of the Royal Bafokeng accepts no responsibility for items which are lost or stolen.

CASH SALES

Please ensure that cash is handled securely, and take reasonable precautions to ensure monies are kept safe:

- ⇒ Ensure cash boxes are not visible or left open to draw attention.
- ⇒ Use a money pouch or bag instead of a cashbox.
- ⇒ Never leave your stall unattended.

Lebone II – College of The Royal Bafokeng accepts no responsibility for lost or stolen cash.

MANAGEMENTS RIGHTS

Lebone II – College of the Royal Bafokeng reserves the right to:

- Make decisions and take all necessary actions to protect the reputation and image of the College.
- Assign or move a trader's stall location at management discretion.
- Dismiss or cancel any trader's stall at management discretion and without prior warning.
- Cancel, remove or ban from the premises any trader who directly or indirectly creates a disruption or a negative atmosphere for customers and traders at the market.
- Cancel, remove or ban from the premises any trader who displays a bad attitude or hostility towards Management and breaks down the working relationship.
- Update and make changes to these rules without prior notice.

CONTACT

Any queries regarding the Mathaithai event or this document may be raised with the Marketing Office at Lebone II – College of the Royal Bafokeng.

Phone: (014) 566 1510

Mail: marketing@lebonecollege.co.za



Mathaithai 2019 – Stall Application Form

The below application form must be completed in full.

- Completed forms and supporting documents must be mailed to marketing@lebonecollege.co.za, or delivered to the Marketing Office at Lebone II College.
- Successful applicants will be notified within 3 days of submitting their application. Successful applicants must pay for their stall within one week of being notified in order to reserve their space.

CONTACT DETAILS	
Primary Contact Person Full Name:	
Name of Company:	
Address:	
Contact Number:	
Mobile Number:	
E-mail address:	
Secondary Contact Person:	
Secondary Contact Person – Contact Number:	

DETAILS OF PROPOSED STALL	
Please provide a description of your proposed stall:	

DETAILS OF PROPOSED STALL continued	
<p>Please provide a detailed list of the products you will be selling and their cost: (More detailed information may be attached to your application if this space is insufficient.)</p>	
<p>Please note any other relevant details or requests: (e.g. extraordinary set-up requirements, own generator or gas braais. Electricity requests – please provide requested breaker size in amp.)</p>	

Please attach all relevant documents/ certification to your application.

PROPOSED STALL - COST			
Item:	Size:	Cost:	Total:
Product Stall	3m x 3m	R500	
	3m x 6m	R1000	
Food Stall	3m x 3m	R500	
	3m x 6m	R1000	
Electrified Site (limited number available)		R100	
		TOTAL:	

I, _____ (Full Name) have read, and agree to comply with the guidelines as set out in the below documents (please tick relevant documents and sign acknowledgement below):

	Lebone II College – Market & Food Stall Rules
	Lebone II College – Food Stall Safety Guidelines

Signature: _____

Date: _____



Lebone II College – Food Stall Safety Guidelines

Date: 8 August 2019

The food you sell at the Mathaithai event must comply with accepted food safety standards which ensure that the food supplied is safe and suitable for people to eat. Some important food safety guidelines follow below:

FOOD STALLS

- Where possible the food stall must consist of a structure with a roof and protected sides (may be plastic sheet or other suitable material - material must be fire-retardant if cooking is taking place).
- A suitable water-resistant material must be laid over the ground area of the stall.

GENERAL FOOD HYGIENE

- Disposable eating and drinking utensils are to be used.
- All food and food containers are to be stored above the ground and covered or stored in enclosed containers.
- All condiments (sauce, mustard, etc.) are to be contained in individual sealed packs or squeeze-type dispensers.
- All disposable eating utensils are to be pre-wrapped in paper napkins or cellophane bags or similar material prior to distribution to the public.
- Drinking straws, paper cups, spoons etc. are to be either enclosed in suitable dispensers or protected from contamination.
- Tea, coffee, cordial and other beverages shall be dispensed from an enclosed or lidded receptacle equipped with a tap or spout
- Tables/trestles are to be covered with clean table clothes (not plastic or newspaper). No plastic covers will be allowed. The table cloth must also be long enough to cover the front of your stall and hide the legs of your table. This is essential to hide excess stock and for safety reasons.

FOOD HANDLING PRACTICES

- Hands must be washed regularly, but in particular after going to the toilet, blowing noses, or switching between uncooked meats and ready-to-eat foods.

- Food handling equipment such as tongs or disposable gloves must be changed frequently when handling food.
- All food handlers must wear clean aprons and long hair must be tied back.
- Smoking is not permitted on the Lebone II College campus.
- Anyone who is ill may not be involved with the preparation or handling of food in any manner.

COOKING

- All cooking appliances must be located within the stall and protected from contamination, and are not be within reach of the public.
- Food is to be protected from contamination at all times and must not be displayed outside the stall.
- The cooking area is to be kept free of dust-borne contamination and droplet infection (coughing/sneezing by the public).
- A fire extinguisher is to be provided in every stall where cooking occurs.
- The stall walls are to be protected from heat, flame and splashing where cooking occurs.

FOOD TEMPERATURE CONTROL

- All take-away food prepared at the stall is to be for immediate sale and consumption, or displayed in a suitable food warmer or food display which maintains the food at a temperature of at least 60°C (hot food) or below 5°C (cold food).
- Raw food is to be kept separate from cooked food at all times.
- Pre-prepared food products or pre-cooked food which promotes bacterial growth must be stored under refrigerated conditions (below 5°C).
- All raw foods and perishable foods must be stored under refrigerated conditions (below 5°C).

WASHING FACILITIES

- Separate hand washing facilities and utensil washing facilities must be provided within the stall, e.g. two plastic dishes of sufficient capacity for adequate cleaning of hands and utensils.
- Hand towels, soap / detergent must be available at each washing facility.

RUBBISH DISPOSAL

- Each food stall must have a refuse bin or rubbish bag within their stall to dispose of unwanted food, rubbish or excess scraps when prepping.
- Each food stall must have a refuse bin at the front of their stall for customers to dispose of food packaging.

- These refuse bins are to be emptied on a regular basis throughout the day. It is the stall trader's responsibility to ensure the refuse bins and surrounding areas are kept clean at all times.