



# Food safety tips for **event organisers**





## Goal

To organise an event (e.g. food fair, show or festival) where people may legally and safely sell food.

- All people selling food are subject to food safety laws.
- Organisers are responsible for making sure food sellers have access to the facilities they need to prepare safe food.

## Here's how it's done

### Work with your local council

When you begin planning your event, contact an Environmental Health Officer (EHO) at your local council who can advise on:

- food safety legislation and any applicable local bylaws;
- what equipment or facilities will be needed at the event site to sell safe food;
- whether the people wanting to sell food can do so and what they'll need to do to sell food at the event;
- any other requirements such as building consents, liquor licensing, noise and traffic management that apply to the event site.

### Selling food – what the law says

- Food businesses or premises (including mobile vans) must be registered to sell food and display a current copy of their registration certificate.
- Some food operations can be exempt from registration. As event organiser, you need to ensure that each food operator is appropriately registered or exempt – contact your council EHO for advice.
- Food operators must have the right equipment to be able to sell their food safely. As event organiser, you must ensure that your site has the proper facilities to allow food operators to use their equipment and to operate hygienically.
- It is illegal to sell food that has been caught for recreation or home-killed.



## Selling food – what's needed

The event venue, types of food for sale and how it will be sold determines what will be needed at the site. As the event organiser, consider:

- how to position the food stalls so that food safety isn't affected by other site activities, e.g. animals;
- ease of access to toilets and hand washing facilities for food handlers;
- a system for replenishing soap/water/towels at those facilities;
- refrigeration for bulk storage of food stocks (if required);
- power and water for stalls and mobile food vans;
- rubbish bins and an emptying service;
- a hygienic way for getting rid of waste water;
- a person responsible for cleaning and maintaining facilities throughout the event;
- having the facilities ready early enough so food operators can set up in time for the start of the event.

## Keep people informed

Organising food at an event is easier when the local council knows what will be happening and food operators know what is expected of them. As the event organiser, you will need to provide information and keep everyone well informed.



# Handy hints for organisers of food stalls at an event

## Remember to:

- check with your local council before your event takes place to find out about any requirements they have
- identify who will be providing food and what food will be sold
- provide food operators with all relevant information
- decide where food stalls will be positioned
- identify what facilities, and how many of each will be needed at the event e.g.:
  - toilets
  - wash basins with water, soap and towels
  - water supply
  - power supply
  - rubbish bins
  - waste water disposal
- decide where facilities will be positioned – are they close to where they will be needed by food operators?
- identify who will be responsible for maintaining facilities and removing rubbish during the event, and when this will be done
- identify how and where food sellers can store food on-site
- identify parking or site access issues that might affect food sellers

## For more information:

Contact your local council or check out [www.mpi.govt.nz/food-safety](http://www.mpi.govt.nz/food-safety)

Ministry for Primary Industries  
PO Box 2526  
Wellington 6140  
NEW ZEALAND

0800 00 83 33

ISBN: 978-0-478-41421-9 (Online)  
ISBN: 978-0-478-42061-6 (Print)

Revised October 2017

### DISCLAIMER

Every effort has been made to ensure the information in this guide is accurate. MPI does not accept any responsibility or liability whatsoever for any error of fact, omission, interpretation or opinion that may be present, however it may have occurred.