



APPLICATION FOR STALL SITE

Please read the Stallholder Terms and Conditions at the end of this form, before submitting this application.

Send your completed applications to:

Email: stalls@ngapuhi.org

Mail: Te Runanga A Iwi O Ngapuhi, Attn: Stall Application, PO Box 263, Kaikohe, 0440

In Person: Te Runanga A Iwi O Ngapuhi, 16 Mangakahia Road, Kaikohe

Stall availability is on a first-in-first-serve basis, so don't delay, grab your site today!

BUSINESS/GROUP/ORG/STALL NAME		
NAME OF CONTACT PERSON		
BEST CONTACT PHONE NO.		
POSTAL ADDRESS Please provide a full address, including postcode		
PRIMARY EMAIL ADDRESS		
2 ND CONTACT PERSON		
2 ND CONTACT PHONE NO.		
2 ND EMAIL ADDRESS		
STALL PACKAGE (Please tick correct package) <i>If you require more than one stall, a separate application for each stall/site is required</i> <i>Prices are GST inclusive</i>	STANDARD STALL (5m x 6m) - \$253 <input type="checkbox"/> Standard – food only (including one healthy food option) <input type="checkbox"/> Standard – non-food only PREMIUM STALL (5m x 11m) - \$460 <input type="checkbox"/> Premium – non-food only MARAE STALL (5m x 6m) - \$126.50 (signed letter by Marae trustees is required) <input type="checkbox"/> Marae – food only (including one healthy food option) <input type="checkbox"/> Marae – non-food only	
Brief explanation of items/products you will be selling. Write your main product/s first.		
Will you be using gas? <i>(You must supply your own gas and equipment)</i>		<input type="checkbox"/> NO <input type="checkbox"/> YES
Will you be using a generator? <i>(You must supply your own generator)</i>		<input type="checkbox"/> NO <input type="checkbox"/> YES
What type of shelter will your stall have? <i>(Your stall must fit within your allocated stall space)</i>		<input type="checkbox"/> TENT/MARQUEE <input type="checkbox"/> BUS, CARAVAN, VAN

STALLHOLDER INFORMATION

Stalls serving/selling food items

The festival encourages kai-ora / healthy food choices. We kindly ask all stalls selling food items, to include one healthy food option for sale. This can simply be fruit / water etc, but hope that common sense will prevail. Thank you for your support.

Trading Dates & Times

Saturday 30th January 2016 8.45am – 4.30pm
Sunday 31st January 2016 8.45am – 5.30pm

Stall Size

- Stall sites are strictly 5m x 6m (Zones 1 and 2) & 5m x 11m (Zone 3)
- There is no maximum amount of stall sites you may apply for
- If your structure is larger than your booked and allocated space you will not be permitted to set up on the festival day and no refund will be issued. Please check your stall will fit within the site space.
- Stall price is for two days Festival Trading (Saturday and Sunday).

Stall Packages

There are three stallholder packages. If you require more than one stall, you must complete separate applications for each.

- | | | |
|-----------------|----------|-------------------|
| • Standard Site | 5m x 6m | \$253.00 incl GST |
| • Premium Site | 5m x 11m | \$460.00 incl GST |
| • Marae | 5m x 6m | \$126.50 incl GST |

Stall Set up Times

Friday 29th January 2016, 3.00pm to 5.00pm

- No vehicle access outside of these hours on Friday
- Stallholders will be responsible for own equipment left on-site overnight
- Stallholders setting up on Friday will be charged a Site/Stall security fee of \$100.00.

Saturday 30th & Sunday 31st January 2016, 6.00am to 8.30am

- All vehicles will enter via **GATE A** and exit via **GATE B**
- Pack in and set up will commence at 6.00am
- No vehicle access to festival site after 8am
- Vehicles remaining onsite are not permitted to leave the stall site until 4.30pm
- Any vehicles not staying onsite must be off-site by 8.30am
- Stallholders will receive two vehicle parking cards to be used for parking two vehicles in the designated Stallholder Parking Zone. No parking card, no parking in the Stallholder Zone.

Stall Pack-down Times

Saturday 30th January Packdown

- All stall trading must cease at 4.30pm. No exceptions
- Stalls trading on Saturday only must pack down their stalls from 4.30pm
- Stalls must not pack down earlier than 4.30pm. Hang around and enjoy the festival!
- Vehicles can access Northland College from Mangakahia Road between 4.30pm and 6.30pm.
- All vehicles must be off the festival site by 6.30pm.

Sunday 31st January Packdown

- All stall trading must cease at 5.30pm. No exceptions.
- Stalls must not pack down earlier than 5.30pm. Hang around and enjoy the festival!
- Vehicles remaining onsite will not be able to leave the stall site until 5.30pm
- Vehicles can access Northland College from Mangakahia Road between 5.30pm and 7.30pm
- All vehicles must off the festival site by 7.30pm.

STALLHOLDER TERMS & CONDITIONS (1)

Stall Site Booking & Confirmation

- Completing this application form does not automatically guarantee allocation of a festival stall
- The Festival Management Team reserves the right to refuse any stall application
- Marae MUST produce written approval from their Marae Trust/Committee supporting their application
- Successful applicants will be sent an Invoice. This must be paid in full by due date stated on the Invoice. THIS IS IMPORTANT
- Stallholders who fail to pay any invoice in full by the due date will forfeit any rights to their site.
- Applications will not be accepted until receipt of full payment.
- A stallholder pack with a site map, parking permits, Stall Permit and Terms & Conditions and other important information information will be issued upon receipt of full payment.

Stallholder Responsibility

- Stallholders must have their Stall Permit available for inspection at all times
- Stallholders are responsible for providing their own equipment, this includes tables, cover and power supply and are expected to maintain a tidy stall site at all times
- It is the sole responsibility of the stallholder to ensure they comply with all New Zealand Law relating to Health & Safety, Food Handling and Safety Requirements, Electrical Standards/Regulations
- Loss or damage of stallholders equipment and/or vehicles is the sole responsibility of stallholders. Neither the Ngapuhi Festival Event Management Team nor its agents, take responsibility for loss or damage of equipment and/or vehicles
- Stallholders will be responsible for their own equipment left on site.
- A one-off on-site 24 hour security fee will apply to all stall holders. The Security fee is \$100 (incl. GST) payable in cash to Kia Tupato Security.

Restricted Items

- The sale and consumption of alcoholic beverages and tobacco products is prohibited
- The Festival Management Committee is committed to promoting whanau health and wellbeing therefore **the sale of confectionary items such as high-sugar items such as fizzy drinks, candy floss, chocolate bars and lollies is prohibited.**
- Stallholders selling merchandise/kakahu may not use the Te Rūnanga A Iwi O Ngāpuhi logo or branding.

Powered Sites

Mains Power is not available, you must provide your own power source, if required

- Stallholders must provide their own generator if power is required. The generator must be quiet and well maintained or you may be asked to remove it from the event
- Stallholders who are using 'ignited' or electrical equipment such as Gas BBQ's , Fridges, Microwaves etc MUST have an approved and working fire extinguisher that is readily accessible in the event of an emergency.

General

- Stalls must be open during Ngapuhi Festival 2016 operating hours and attended at all times
- Stallholders must not sublet their stall site
- Stall positions cannot be changed or transferred once assigned
- Stallholders must leave their sites clean and tidy, remove all rubbish, or use the bins provided
- Stallholders are not permitted to stay overnight on site at any time. All stallholders must have consideration for other stallholders, for example - Loud music, or music that is intolerable to other stallholders will NOT be accepted.

STALLHOLDER TERMS & CONDITIONS (2)

Liability

Your insurers should be advised to extend your cover, including Public Liability for the duration of the Festival. Individual stallholders will be liable for any damage or loss that they may cause to the venue, stand structure and/or goods or property of Northland College.

Cancellation

Where the Festival is cancelled due to conditions outside our control, stallholders will receive a refund of their stallholder fee. 40% will be retained to cover non-recoverable costs involved in organizing an event of this scale.

Fire Safety & Security

In the event of a fire, the Festival Management Team will direct all stallholders to the exit immediately.

All persons must make their way in an orderly fashion to **Lindvardt Park** and follow the directions of the Festival Event Management Team.

Health & Safety

All accidents must be reported directly to the Ngapuhi Festival 2016 Hub/ Headquarters

Where First Aid assistance is required and/or rapid response team is required, please report directly to the Festival Hub/Headquarters. St Johns will be contacted and our Security staff will secure your site to ensure the response team has access to the individual directly and without obstruction.

We ask that stallholders and their staff/helpers remain vigilant and alert. Notify the Festival Management Team at the Festival/Hub Headquarters if negative behavior is observed such as stealing, violence, gang related activity.

**Our terms and conditions are simply here to ensure everyone has a great time.
Please comply with them so we can all enjoy an awesome festival.
Thanks!**

Please contact Medina Davis if you require assistance with your application on 09 401 5530 or 027 555 1530

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