



Newtown Festival Street Fair

Sunday 3 March 2019 9am – 5pm

Stall Site Application

www.newtownfestival.org.nz

BOOK & **PAY EARLY**
Early Bird payment
DISCOUNT

Name

Phone

Stall Name / Business *for website display*

Cell

Street

Email

Suburb

City Postcode

Preferred Contact Method email post
Invoices, GST Receipts and Stall Site details are sent by email

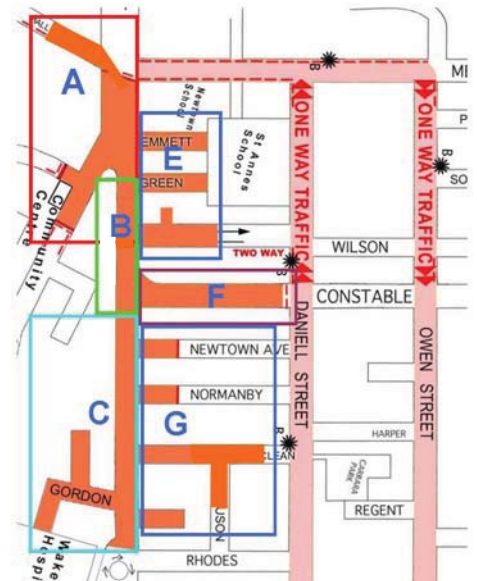
Select Your Location Preference

A B C E F G

Preference does not guarantee a site in a zone.

By May some zones are oversubscribed. Local businesses have first priority, as do the earliest PAID booking of repeat returning stalls. Big stalls can only fit in certain places. Food stalls are clustered together in 7 different food areas. Powered stalls also have to be in groups. Some areas are themed by product

Taking all these factors into account, we allocate sites based on when you pay
PAY EARLY to secure your site



Order Your Stall Size – book multiple sites to fit your set up including your towbar!

2mx2m Site = Table size \$120

3mx3m Site = Gazebo size \$210

6mx3m Site = Long Gazebo / Caravan size \$420

6mx5m Site = Marquee size \$520

Local retailer one 3mx3m Site outside the shop-front \$100 – only available before 10 October 2018

Community Group 3mx3m Information Stall \$50 Only for Stalls not selling goods

Community Group 2mx2m Information Stall \$25 Only for Stalls not selling goods

Discounts are available for Local Community Group Fundraising Stalls

Please book the size you require, then contact the Newtown Festival to discuss your project

Select any Additional Requirements

TRESTLE TABLES \$35 each

POWER supply from the Festival \$55 for 10 Amp Single Phase

\$75 for 32 Amp Single Phase Flat Pin plug 32A

\$80 and RECYCLE & RUBBISH costs C Form plug 32A

All FOOD and DRINK STALLS WCC Registration \$80 and RECYCLE & RUBBISH costs

TOTAL \$ All prices include GST

Confirm Your Stall Details

Description of Stall and Contents – we display this online for you

Does your stall set up include a generator ? No Yes [Generators on site must not exceed 60dB]

Will you be selling food ? No *then you do not need to complete any more of this section*
 Yes **WCC requires the Festival to register all stalls selling any food**

Which of the following Food Licences do you hold?

- Food Safety Programme registered with MPI
- Food Control Plan registered with a Council
- A mobile Licence
- Wellington City Council Licence
- Other Council Licence
- Charity group without Licence
- Other

Please confirm Food Stall type

- Outside a local café / restaurant
- Food caravan
- Stall covered with gazebo / awning
- Require Shelter / covered location
- Other *Please Describe:* _____

WCC require that safe food handling conditions are followed. The Festival will email you a WCC Food Handling conditions acceptance sheet. Please sign and return this to us as soon as possible.

Site Requirements, Preferred Location Details and Comments

If you have ordered multiple sites do you want them adjacent to each other ? No Yes

TERMS and CONDITIONS

When you book a stall site you accept that these terms & conditions apply:

- Application does not guarantee your preferred site.
- Stall sites are only allocated to applications that have PAID for the booking, the prompt payment The Early Bird discount fee only applies to payment made before 10 November
- Up till 20 January paid Stall Bookings that cancel are refunded less a \$25 charge for administration
- After 20 January any refunds to stalls that cancel are made only in special circumstances
- All Stallholders agree they will follow Site Marshals instructions at all times and that they will meet WCC prescribed safe food handling requirements. *Failure to comply on the day will mean asking stallholders to leave the event.*
- All Food stalls are required to have a hand-wash station as part of their stall. *New WCC requirement since 2017*
- Food stalls cooking with heat [gas or elec] are to have a dry powder fire extinguisher as part of their stall. *WCC 2017*
- Food stalls generate most of the Fair rubbish. Reducing the landfill we expect food stalls to use 100% compostable containers, plates, cups, cutlery and napkins for their food and beverages. If there are no compostable options recyclable is the next best option. *Please encourage your customers to use the re-cycling and compost stations.*
- If you have arranged a powered site please bring at least a 6m extension cord (without joins) that has a current PAT tag. All electrical equipment used onsite needs to have current Portable Appliance Test (PAT) tags.
- All powered sites are supplied by portable generators. Please provide your own surge protection if you are plugging in sensitive electronic equipment [eg microwave, ipad, laptop, till, eftpos terminal, sound system...]
- Generators on site must not exceed 60dB. Noisy generators will not be allowed on site
- Stall gazebos must be anchored with at least 20 kg of weight for each leg *expect that strong winds could occur during the day*
- The Newtown Festival Street Fair happens rain or shine, there are no refunds for weather
- All vehicles must move slowly when within the Fair and follow the Site Marshals' instructions at all times
- Stallholder vehicles need to be removed from the site. If a vehicle is part of your stall set you must book enough space for it to fit. You may need to order multiple sites, and do remember to allow for towbar length
- Newtown Festival may make amendments to these Terms and Conditions which we will notify you of in writing

Payment

By Post

Please Make Cheques out to:
Newtown Festival Trust

On the back please include

Your Name
Your Booking Number
(or Phone Number)

By Online Banking

Westpac
03-0578-0011654-000
Newtown Festival Trust

Particulars: **Name**
Code: **STALL**
Reference: **Booking Number**
(or Phone Number)