



PALMERSTON NORTH • 3 - 5 MARCH 2017

TERMS & CONDITIONS FOR WORLD FOOD, CRAFT AND MUSIC STALLHOLDERS

Welcome to Palmerston North's Festival of Cultures 2017.

The Festival celebrates Palmerston North's ethnic diversity and cohesion; we encourage all communities to share their food, arts and performances with the wider region.

Saturday 4 March 2017 | 10am to 4pm | The Square, Palmerston North
Stall applications close 5pm, Monday 13 February 2017

If you would like to be part of the event, please read the following information and ensure you have completed the stallholder application form in full.

If you require any further information please do not hesitate to email: festivalofcultures@pncc.govt.nz

ALL STALLS

Preferences will be given to cultural organisations and/or to stalls selling culturally authentic products. This festival is an opportunity to profile, showcase and share your unique culture; other information and demonstration stalls must be relevant to the event.

- No stall site may be onsold or shared with another group or business without the prior permission of the event organiser in writing.
- All stallholders are to setup their site including tables chairs, cooking equipment etc.
- Stalls will be allocated by the event organiser. The stallholder must set up in the area allocated by the event organiser.
- Any gazebos or marquees must be adequately weighted and secured for windy conditions.
- Instructions of the event staff and security are to be followed at all times during the event.
- Stallholders must not open for business until they have been certified by gas, electrical and environmental health if required.
- If you are providing your own marquee or gazebo it must fit within the 3 X 3m site. i.e. If you have a trailer, what are the total dimensions of the unit including tow bars? Do you need to allow room for access? (e.g. do doors open outwards)
- Power will be supplied onsite for an additional fee. This must be booked pre-event. Please note some personal generators may be permitted but must be advised on your application form.

- In the event of any problems relating to gas or power do not try to fix it yourself. Contact the event organiser and they will send trained professionals.
- All stalls must be ready to operate and sell (if applicable) to the public at 10am.
- PA's and sound systems are allowed by stallholders but the volume must be kept low and not disturb your neighbours or interfere with the music provided by the event on the stages and roaming busker performances. No amplified music is allowed.
- Please ensure that you carry a large enough money float to get you through the event. The event may provide an EFTPOS cash out facility for the public attending the event but do not rely on this please.
- The Festival of Cultures is a SMOKE-FREE AND ALCOHOL FREE venue at all times.

PAYMENTS

- Refunds will not be given after 14 January 2017.
Before this date, refunds will be given, less a \$25 administration fee.
- Payment can be made by cheque or direct credit – please include the word 'Festival' and your business or community name as a reference. Payments must be received by the closing date.
- Direct credit to: Palmerston North City Council - 03 0726 0330770 00

FOOD STALLS

- Registered food stallholders must email a copy of their Food Stall/Mobile Trader Licence to festivalofcultures@pncc.govt.nz along with their registration form.
- Unregistered food stallholders are required by PNCC to meet prescribed safe food handling requirements, which involves compulsory attendance at a "Food Handler Training Course" and you must pass food, gas & power inspections on the event day.
- On the event day, Health Inspectors will require stallholders to leave the event if they are unable to meet the food safety requirements.

STALL DESCRIPTION

Please provide as much detail as possible:

- What product/service you wish to sell or promote at the festival? Please note: stalls may not advertise, display or promote any goods, services or information which could be considered offensive or inappropriate.

YOUR STORY

Please let us know if you have an interesting story about your stall as we may wish to feature your story in promotional material for the event e.g. food is based on family recipes passed down through numerous generations, you have had a stall at this event since it started, you started the stall as a way to connect with your cultural community in NZ etc. Please let us know if you have a Facebook page for your stall.

CULTURAL EXPERIENCE MARQUEE

This year for the first time a marquee will be dedicated to cultural experience activities. It is hoped it will provide a space for family friendly cultural activities e.g. arts & craft making, language taster session etc.

If your organisation or group would like to participate in this and provide an activity for people to have a go at, please complete that section on the booking form. This is a great opportunity for you to showcase an aspect of your culture to the Palmerston North community.

CARS AND PARKING

- Set up vehicle access is from 6am – 9am ONLY. All vehicles need to be out of the event area by 9.30am
- Site access for cars entering is on the Main Street roundabout by the Coffee Club.
- No vehicle access will be allowed during the Festival.
- Free parking is provided for stallholder's on the railway land. It is the stallholder's responsibility to adhere to local by-laws and parking fees as signposted.
- Pack down is after 4pm. Vehicles will not be allowed back on site until most of the attending public have left. The event organiser and designated authority will decide this time. Cars may be required to be escorted by event staff, and it is a requirement that ALL vehicles moving within the grounds of the event must move slowly with hazard lights on and follow the event staff's instructions at ALL times.
- No stallholder's cars or trailers are to block any access way, wait on roads, or otherwise cause traffic hazards. You must park legally until access to the site is available.

CANCELLATION

The Festival of Cultures will only be cancelled if the weather is likely to cause an unsafe environment for stallholders and those attending. In the event of cancellation there will be no refunds. Cancellation will be by email notification at 6am on the event day the PNCC Customer Service line will be notified.

WASTE MANAGEMENT

- Waste management is a shared responsibility. All stalls will take away their rubbish or dispose of it in the skip bin provided (not the regular bins provided for the public).
- The stallholder is responsible for keeping their site and surrounding area tidy, rubbish to be placed in the bins provided.

If you are selling food, please consider providing recyclable containers to put food in.

STALLHOLDER AGREEMENT

- The Event Organiser may exclude, without refund, any person or stall who fails to comply with these Terms and Conditions on the day of the event.
- The stallholder hereby jointly and severally indemnifies the Festival of Cultures and its management from and against any loss, costs or damages (whether direct or indirect) in any way arising out of the stallholders business or use of the site at The Square, Palmerston North to sell goods to patrons of the Festival of Cultures 2017. This indemnity is absolute and unconditional, and the obligations of the stallholders shall not be released, discharged, modified, impaired or affected in any manner whatsoever.
- The Festival of Cultures shall not be liable to the stallholder for any loss of profit, loss of business or consequential loss of the stallholder however caused.