



TERMS & CONDITIONS FOR WORLD FOOD CRAFT AND MUSIC STALL HOLDERS

Welcome to Palmerston North's Festival of Cultures 2018.

Date: Saturday 24th March 2018 Times: 10:00am to 4:00pm

Location: The Square, Palmerston North

Stall applications close 5:00pm, Monday 5th March 2018

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:

PNevents@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 own site including table's chairs 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 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 you are providing your own marquee or gazebo it must fit within the 3 X 3 m site.

- 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 personal generators are 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 10a.m.
- 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 Festival of Cultures is a SMOKE-FREE AND ALCOHOL FREE venue at all times.
- Stall holders will use compostable products for serving food, in line with PNCC waste management and minimisation bylaw.
- Stall holders will not sell sugar sweetened beverages in line with PNCC healthy beverage policy.

PAYMENTS

- Refunds will not be given after the 29th of January 2018. 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 FESTIVAL18 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: PNevents@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 the “Food Handler Training Course”. And you must pass inspection on the day.

*Exclusion will be allowed if you have already attended this course for two consecutive years. A disclaimer form must be signed. This disclaimer will be emailed to you.

- 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.

CARS AND PARKING

- Set up vehicle access is from 6am – 9am ONLY. All vehicles need to be out of the event area by 9.15am
- Site access for cars entering is on the Main Street roundabout by the Coffee Club. Access will only be available between 6am and 9.15am.
- No vehicle access will be allowed during the festival.
- Pack down is after 4p.m. 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 staffs 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 day.

WASTE MANAGEMENT & MINIMISATION

- Stall holders must ensure that food they are selling is served in compostable containers to ensure that the event is compliant with the PNCC waste management and minimisation bylaw.
- Waste management is a shared responsibility. All stalls will take away their rubbish or dispose of it in the waste stations 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.
- Stall holders will use compostable products for serving food, in line with PNCC waste management and minimisation bylaw.

STALL HOLDER 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 stall holder 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 2018. 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.