



## Mangonui Waterfront Festival

Saturday 30<sup>th</sup> March 2019

12noon – 6pm

### Application for Stall Site and Stallholder Information

1. **All stallholders need to provide their own set up requirements.** Limited number of stall sites available. No specific power sites.
2. **Stall site charge rates:**

3mx3m site	Early Bird \$50	Standard \$75
6mx3m site	Early Bird \$75	Standard \$100

**Extra** charge for vehicle unless integral part of stall - \$50.00 per site

Exceptions: Food van required to operate and fits within the standard 6mx3m site – provide details below

PLEASE NOTE: In keeping with our ambition for a Festival-style event, stallholders choosing to have an extra vehicle on site alongside a gazebo, may be located to the outer edge of the festival venue.

3. **Application Form and payment for Early Bird registrations must be received no later than 31<sup>st</sup> December 2018 and Standard registrations and payment close Friday 8<sup>th</sup> March 2019 (unless all sites presold). Late applications may not be accepted.**

**Cheque payment:** make out to Doubtless Bay Promotions Inc and post to Doubtless Bay Promotion Inc, PO Box 338, Mangonui 0442. Please send with Application Form.

**Internet payment:** pay to Doubtless Bay Promotion Inc, Account number: **38-9004-0983420-02**. Please ensure you use your Stallholder name as stated on Application Form as reference and post Form to PO Box 338, Mangonui or drop to the Doubtless Bay Information Centre, Waterfront Drive, Mangonui. Or email form to [jodi@somersault.co.nz](mailto:jodi@somersault.co.nz)

**Cash/Cheque payment with Application** can be left at the Doubtless Bay Information Centre, Waterfront Drive, Mangonui

4. If the event is cancelled due to weather conditions there will be a refund of 50% of stall site charge on application within 7 days of event date.
5. This event is primarily a celebration of Far North wine, food, and art. While all applications will be welcomed and considered, acceptance is at the sole discretion of Doubtless Bay Promotions Inc. (DBPI)
6. Food vendors are responsible for compliance with food safety regulations as administered by the Far North District Council. The event organisers will apply for a 'blanket' food licence from FNDC and a list of their requirements will be included in the stallholder pack.

#### **STALLHOLDER TERMS AND CONDITIONS**

1. Stall sites will be allocated along Waterfront Drive, Mangonui between Tasman St and the Mangonui Wharf. Doubtless Bay Promotion Inc reserves all rights in respect of location of stalls.
2. Stall set up will be from 9.30am on the day (Saturday 30<sup>th</sup> March 2019). Stallholders **MUST** arrive and set up by start time of 12noon. **Stallholders that arrive late will not be able to access venue for stall set up.**
3. All stall sites are situated on the sealed road. **Gazebos will need securing using weight bags.**
4. All stallholders agree to adhere to the District Council bylaws referring to any special licence obtained by the event organizing committee (copy will be enclosed in stallholder pack).
5. Confirmed stallholders will receive **2 entry tickets** (unless otherwise informed) to be shown when requested at set up. Sites will be allocated once signed Application Form and payment is received and after applications have closed. A site map will be sent out as part of the stallholder pack prior to the event.  
**Stallholders who are not on the registration list and do not hold a site number will be asked to leave the event site.**
6. Stallholders **must** only use the site/s assigned to them
7. Only one vehicle per stall will be permitted on the stall site for **unloading and setting up**. After set-up, the vehicle **must** then be moved to the vehicle parking area by 11.30am. Exceptions may be made in the case of a dedicated vehicle e.g. refrigerated trailer or otherwise by agreement with DBPI. This will need to be arranged in advance.  
**No exceptions will be made on the day. DBPI reserves the right to have unauthorized vehicles towed away.**
8. Only items listed on the Application Form may be sold.
9. No open flame appliances are permitted. Gas cooking/generators only.
10. Doubtless Bay Promotion Inc asks that stallholders do not clear their stall site until the end of the event and the road has reopened (6pm). Please advise if this is not possible.
11. DBPI accepts no responsibility for any theft, loss or damage to property.
12. Stallholders accept responsibility to ensure the health and safety of their staff, visitors and others relative to the set up, pack down and running of their site while at the 2019 Mangonui Waterfront Festival, and will comply with all relevant health and safety legislation including without limitation the Health and Safety Work Act 2015.
13. Stallholders are responsible for their own public liability insurance as relates to their designated stall site.
14. Stallholders indemnify Doubtless Bay Promotion Inc for any losses caused by the actions of the stallholder.
15. Doubtless Bay Promotion Inc reserves the right to cancel the Festival in the event of adverse weather conditions



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### Application for Stall Site – Form to submit with payment

**ALL SECTIONS OF THIS FORM MUST BE FILLED IN – PLEASE ENSURE YOU PROVIDE A POSTAL ADDRESS TO RECEIVE STALLHOLDER PACK**

<b>STALLHOLDER NAME:</b>	
<b>CONTACT PERSON:</b>	
<b>POSTAL ADDRESS:</b>	
<b>PHONE - LANDLINE:</b>	
<b>PHONE - MOBILE:</b>	
<b>EMAIL:</b>	
<b>STALL CATEGORY:</b> Please circle what you will be selling/displaying  <i>Please detail kind of food/beverage being sold</i>  If 'other' please explain what	<b>Food</b> (details) <b>Council Certification Number if held:</b>  <b>Beverage</b> (details)  <b>Art</b>  <b>Clothing</b>  <b>Other</b> (details)
<b>STALL SITE SIZE REQUIRED</b> 3x3m=\$50 Early Bird/ \$75 from 1 <sup>st</sup> Jan 6x3m=\$75 Early Bird/ \$100 from 1 <sup>st</sup> Jan	(please circle)                      3mx3m                      6mx3m
<b>METHOD OF PAYMENT</b> <i>(please circle)</i>	Cheque Sent                      Internet Paid                      Cash/Cheque Paid (at DB Info Centre)
<b>USING GENERATOR?</b> <b>IF YES, WHAT SIZE (KW) &amp; TYPE</b>	Yes                      No Size (KW):                      Petrol or Diesel
<b>PURPOSE OF GENERATOR</b> Generator use will be considered but may not be approved unless suitably located	
<b>DO YOU REQUIRE A VEHICLE TO BE LEFT ON SITE?</b> (Note point 7 in 'Information for Stallholders' above & Extra charge)	Yes  No
<b>PLEASE EXPLAIN THE REASON FOR VEHICLE REQUIRED</b>	
<b>REQUESTS (optional)</b>	

**I/We fully understand and agree to be bound by the terms and conditions stated in 'Stallholder Information' above. (signature required)**

<b>Stallholder(s) Name:</b>	<b>Date:</b>
<b>Signed:</b>	<b>GST receipt required (please circle):</b> Yes    No

**Please return this completed form to: Doubtless Bay Promotions Inc, Attention: Event Manager  
PO Box 338, Mangonui 0442 or email to [jodi@somersault.co.nz](mailto:jodi@somersault.co.nz)**

<i>Office Use Only:</i>	
Registration received on _____	Approved By _____
Terms and Conditions signed    YES    NO	Payment received    YES    N/A
Registration Pack sent on: _____	Special requirements: