

GO Waihi 'WARM UP PARTY' MARKET APPLICATION

Applications for stall space **MUST** be made on the website –

info@waihi.org.nz

Stall holders must apply on the web site

An approval will be sent via email

Once the approval is given payment will be paid to GO Waihi bank a/c

STALL FEES • 3x3 Stall - \$50 • 6x3 Stall - \$100 • Food or Coffee Cart - \$120

PAYMENT OF STALL FEES - Stall fees must be paid prior to the market. - Bookings are not confirmed until your payment is received.

STALLHOLDER CANCELLATIONS - REFUNDS In the case that a Stallholder cancels their place in an upcoming market and gives more than 48 hours' notice, their stall fee minus a \$20 admin fee will be made.

In the case that a Stallholder gives less than 48 hours notice of non-attendance, no refund is applicable. In the instance that a market is cancelled due to weather, pandemic or any other unforeseeable reason, no refunds are available.

GO Waihi 'Warm up Party' will operate rain or shine, as long as it is safe to do so. No refunds if the stallholder cancels or if the event is unable to run due to weather, an act of god and pandemic or an otherwise unforeseen situation.

MARKET NO-SHOWS If a Stallholder does not show up to a market without an explanation, - No refunds will be given - Their site may be reallocated to another stallholder – Close off time 8:00am. No refunds are issued to any stallholder if the weather deteriorates during the day. You should not apply for a stall unless you are prepared to take the risk on weather, this includes ensuring you're prepared to trade in wet and windy conditions.

GO Waihi does not take responsibility for any damaged goods, nor will GO Waihi allow Stallholders to vacate the premises prior to the official closing time 3:00pm.

MARKET CANCELLATIONS The market will only be cancelled if there is torrential weather the morning of the event or there are external factors restricting the market from going ahead. If the weather on the day poses a Health & Safety risk the event will be cancelled.

You will be informed via email at least 6 hours prior to trading if the Market has been cancelled if the weather forecast makes this possible. If the weather is undetermined, please check the **GO Waihi facebook** page on the day for updates. All efforts will be made to contact stallholders but if the message is not received, GO Waihi takes no responsibility.

STALL SIZES & EQUIPMENT - The standard site size for is 3m x 3m (single) or 6m x 3m (double). - Food stalls are 6m x 3m. Stallholders must bring all of their own equipment with them, including gazebos and tables. If a stallholder exceeds the standard stall size, they will incur a further full stall fee of \$10 per metre unless authorised in advanced. Stallholders must ensure that all stall items (display, stock, signage, gazebo and tent pegs) are kept within the perimeter of their own site boundary and not impede the public walking area in anyway. Food trucks requiring power must bring their own power leads and adapters. All electrical devices must be tagged & tested. The

organisers reserve the right to allocate sites and alter the site plan. No discussion will be entered into regarding the site allocation.

Stallholders will have access to their site to begin setup from 6:00am and must be ready to trade at 9am. Vehicle access to the reserve will be closed at 8.00am in the interest of public safety.

ALL VEHICLES must be off site at 8am. Sales begin at 9am and close at 3pm. Even if you sell out of product, we require you to stay at the market until closing. Please don't begin packing up until after the market closes. Do not bring or move vehicles on the reserve until after the market closes to public at 3pm. Vehicles are to drive at 10kph within Market grounds at all times.

PUBLIC LIABILITY INSURANCE All stallholders are advised they should consider public liability insurance, is not compulsory for involvement with GO Waihi Warm up Party.

POWER REQUIREMENTS Stalls using generators must note this in the application process so they can be sited accordingly. All appliances, leads etc. need to have current tested & tagged equipment. Please note that all stallholders requiring power must supply their own power leads and adaptors.

WASTE MANAGEMENT Planet earth is a beautiful place. All life is precious. Please do not use plastic bags unnecessarily, GO Waihi encourages you to use reusable bags or none at all. Stallholders must take all their stall/trade waste away with them. Stallholders must leave their stall site free of rubbish. Failure to clean up adequately will incur an immediate cleaning fee of \$35 and may affect your future applications.

FOOD SAFETY Food vendors must ensure that they have appropriate, and current, food safety certificates and registrations and comply with Food Act. These must accompany the stallholder.

HEALTH & SAFETY Due to the changes to the Health & Safety laws in April 2016, anyone conducting business is now expected to have a Health & Safety plan. All stallholders must provide a copy of their Health & Safety plan with their application form. A sample template will be provided on the website.

FIRE/EMERGENCY EVACUATION :Warm up Party: In the event of a fire or other type of emergency, Follow instructions from GO Waihi staff or the Emergency services.

INCIDENTS & ACCIDENTS Report to GO Waihi info site in front of **Memorial Hall** and file incident report immediately - no matter how minor the incident or accident may be. We have a First Aid Kit at the Info Tent for minor injuries. In the case of a serious or unknown injury/medical event or other type of emergency, call 111 in the first instance then alert the GO Waihi staff at the Info centre.

STALLHOLDER CODE OF CONDUCT Stallholders are bound by this code. Failure to adhere will result in the issuing of a letter of breach. - Be considerate towards neighbouring businesses and Retailers adjoining the Market. - Do not conduct themselves in a violent, abusive or offensive manner; or - Do not occupy a Stall whilst under the influence of alcohol or illegal drugs. - Act at all times, professional and courteous to both other stall holders, management and customers.

Stallholder shall not use any part of their area for any other use other than the stated business use as set out in the application form. - Shall not tout or aggressively solicit sales; - Shall do all things reasonably necessary to promote the best interests, image and welfare of the Warm up Party.

MARKETING & SOCIAL MEDIA We encourage all Stallholders to advertise their involvement with the Warm up Party. If you think you have a good story and/or images that we could include in the Warm up Party social media feeds, then please email us at info@wahi.org.nz we'll be in touch. Management reserves the right to choose which content is shared on our social media platforms.

COMMUNICATION AND IMAGE USE POLICY GO Waihi will communicate with you regularly via email. Your details will be kept in our booking system whilst you're an active Stallholder. In agreeing to this application you permit GO Waihi to place your details on our database and send emails with further information regarding our activities. In agreeing to this application you permit GO Waihi to pass on your details to any customer of our markets for sale and service enquiries. This may include email and phone numbers. You also provide GO Waihi with permission to use images and copy supplied to us within this application for promotional material, such as on our website or elsewhere. Please note that GO Waihi will always act in accordance with The Privacy Act.

COMPLAINTS Any complaints are to be directed in writing to info@waihi.org.nz. GO Waihi is not liable for any claims made by customers against Stallholders regarding Warm up Party market. All complaints made by customers regarding any product, food, or service sold at any specific market by any stall will be referred back to the Stallholder to deal with. If satisfaction on the matter is not gained then the customer can take their complaint to the Commerce Commission of New Zealand.

THE FINE PRINT INDEMNITY BY THE STALLHOLDER The stallholder shall keep the GO Waihi indemnified against all claims, actions, losses, and expenses of any nature, which GO Waihi may suffer or incur or for which GO Waihi may become liable in respect of or arising out of;

1. The neglect or careless use or misuse by the stallholder and persons under the control of the stallholder of the area or the property or other services to the area or the property.
2. Any accident or damage to property or any person arising from any occurrence in or near the area wholly or in part by reason of any act or omission by the stallholder and persons under the control of the stall.
3. Any claims made by customers against stallholders regarding faulty, inedible or misrepresented products sold by stallholders at the Warm up Party market.

MARKET REQUIREMENTS The stallholder shall comply with the provisions of all statutes, ordinances, regulations and bylaws relating to the use of the area by the GO Waihi management and will also comply with the provisions of all licences, requisitions and notices issued by any competent authority in respect of the area or their use by the stallholder.