

# EVENT REQUIREMENTS

At all times throughout the Term, the Stallholder must comply with these event requirements and follow the instructions of the Organiser.

1. **Operating Hours:** Operating hours are as follows:  
**Thursday 22 – Sunday 25 February 2024** from **5:00pm to 10:30pm** each day. All sales must be fulfilled by 10:30pm (No exceptions). The Stallholder must not operate from the Stall outside of these times.
2. **Stallholder to be Present:** The Stallholder is responsible for the proper management of the Stall and must be present at the Stall during pack-in, trading and pack-out. Pack-in and pack-out times will be advised by the Organiser at the Pre-Festival Meeting.
3. **Prohibited Items/Activities Includes:**
  - (a) Plastic or polystyrene packaging and serveware (with the exception of commercially pre-packaged foods or protective packaging for retail items).
  - (b) The sale of high sugar beverages (with the exception of beverages that are culturally aligned, homemade, or zero/low sugar).
  - (c) The distribution of flyers or pamphlets, balloons, and single-use plastic giveaways.
  - (d) The promotion of political parties.
  - (e) The sharing, on-selling, transferring, or sub-letting of your stall site in any way.
  - (f) Guerrilla marketing.
4. **Use of Stall and Operation:**
  - (a) The Stallholder must supervise and ensure all their staff are briefed and compliant with all event requirements.
  - (b) The Stallholder (including any goods and/or equipment), must not encroach onto areas outside of the allocated area of the Stall.
  - (c) The Stallholder must not promote or operate the Stall or its business from outside of the allocated area of the Stall, without the prior written consent of the Organiser.
  - (d) The Organiser will only provide the equipment specified in the Hire Inclusions. The Stallholder must provide its own tables and chairs and any other required equipment.
  - (e) The Stallholder is responsible for providing its own Point of Sales system i.e., EFTPOS terminal and must ensure adequate cash float is available on each trading day. Security of cash floats are at the responsibility of the Stallholder.
  - (f) The Stallholder is only permitted to sell products submitted as part of the Application. Any changes must be approved by the Organiser in writing.
  - (g) The Organiser reserves the right to restrict and/or prohibit the sale or promotion of any item(s).

(h) All vehicles onsite during pack-in and pack-out must display official event vehicle access passes distributed at the pre-festival meeting on their windscreen. Duplication of these passes is strictly prohibited.

(i) 3m x 3m stall will receive **two (2) vehicle access passes**.

(ii) 3m x 6m or 6m x 3m stalls will receive **three (3) vehicle access passes**.

Limited parking onsite is provided for stallholders. If additional parking is required

Stallholders are responsible for finding and paying for any additional parking.

a. 3m x 3m stall will receive **one (1) vehicle parking pass**.

b. 3m x 6m or 6m x 3m stalls will receive **two (2) vehicle parking passes**.

(i) The Stallholder must immediately report any incident or accident which takes place in or around the Stall to the Organiser.

(j) The Stallholder must keep the Stall clean and tidy.

## 5. Facilities:

### **Food stallholders must bring the following:**

(a) One (1) rubbish bin or container for general rubbish.

(b) One (1) rubbish bin or container with a pourable spout for liquid waste.

(c) One (1) rubbish bin or container for food/compost waste.

(d) Tables for displaying, storing, and preparing food.

(e) A hand-wash station including a basin, water supply, hand soap, hand sanitizer, paper towels and a bucket to collect wastewater.

(f) Floor covering to avoid any oil spillage onto road or grass surfaces i.e., rubber mats or polytuf foam mats (unacceptable coverings include cardboard, carpet, astroturf, flax mats and tarpaulin). Flooring must cover the entire marquee.

(g) Overnight fridges secured by a tamper-proof security lock if food is to be stored overnight.

(h) Fire Blanket

(i) Basic first aid kit

### **Non-food (retail, craft artisan and information) stallholders must bring the following:**

(a) One (1) rubbish bin or container for general rubbish.

(b) Tables, stands, or shelves for displaying stock.

(c) Hand sanitizer next to till.

## 6. Behaviour:

(a) The Stallholder and its staff must deal with members of the public and the Event staff in a polite and respectful manner and must not use offensive language or become involved in any incidents that will bring the Event, the Organiser and/or Tātaki Auckland Unlimited into disrepute.

(b) The Stallholder will be responsible and liable for the actions of its staff, workers, and volunteers.

(c) The Event is smoke-free, vape-free and alcohol-free. Smoking and/or consuming alcohol on the Event Site (including the Stall), at any time during the Term is strictly prohibited.

7. **The Stallholder must be punctual in:**

- (a) Attending pre-event meetings
- (b) Payment of stall fees
- (c) Requesting additional power requirements.
- (d) Arriving to site at the allocated pack in/out timing windows.

8. **Utilities and Hire Inclusions:** The Organiser will provide food Stallholders with shared water. However, the Stallholder must supply its own water for their hand wash station. Power and a marquee will be provided as per the stall type specified in the stallholder hire agreement.

9. **Gas:** The Stallholder must:

- (a) Source LPG bottles from the onsite supplier (**9kg size only**). No other LPG bottles will be permitted onsite.
  - a. Stallholders are responsible for collecting, connecting, and returning all LPG bottles to the onsite station.
  - b. A fee will be charged if any rented LPG bottles are damaged or not returned.
- (b) Place and operate BBQs and/or cooking appliances (e.g., boiling pots, open flames, vessels with hot oil etc.), at the back of the Stall to ensure it is not accessible by the public.
- (c) Not use charcoal or wood BBQs.
- (d) Ensure that its LPG bottles are stored 2 (two) metres away from any open flame, gas cooker or BBQ.
- (e) Have a fire blanket that is easily accessible and be familiar with how to use it.
- (f) Switch off all LPG Bottles at 10:30pm.

10. **Electricity and Power:**

- (a) 3m x 3m food stall will be allocated two (2) 10amp power points plus one (1) light with an extension cable.
- (b) 3m x 6m food stall will be allocated two (4) 10amp power points plus one (1) light with an extension cable.
- (c) 6m x 3m food stall will be allocated four (4) 10amp power points plus one (1) light with an extension cable.
- (d) Food truck vendors will be provided with sufficient power to operate their food truck.
- (e) Every non-food stall will be allocated one (1) 10amp power point plus one (1) light with an extension cable.
- (f) The Stallholder must bring its own multibox and power leads for its own equipment.
- (g) All appliances, extension cords and multibox must be tested and tagged by a registered electrician (to the Organiser's reasonable satisfaction) prior to being connected and used.
- (h) The use of generators and power plug adaptors in the Stall is prohibited.
- (i) Power will remain switched on overnight for all food Stallholders with fridges.
- (j) Additional power is available for purchase and must be arranged prior to the festival.

**11. Waste Management:** Waste Management is a high priority of the festival.

The Stallholder Must:

- (a) Dispose of all waste liquids (fat, dirt water, oil etc.) into the waste disposal units provided by the festival.
- (b) Sort and separate rubbish into the appropriate rubbish bins (general, food waste or oil containers).
- (c) Regularly transfer your rubbish from the Stall to the Clean Event bins located in your stall area.
- (d) Break down cardboard boxes and transfer all cardboard to the dedicated collection point.

**12. Packaging & Serveware:**

- (a) All packaging must be commercially compostable. Wood fibre and PLA products are acceptable. PET plastic products are prohibited.

**13. Food Safety:**

- (a) Any stallholder who holds a current Food Stall Trading Licence from Auckland Council may continue to operate from a stall until that licence expires.
- (b) Any stallholder who is associated with a restaurant/commercial food premises with a registered Food Control Plan ("FCP") may operate from a stall under that plan.
- (c) Any stallholder who is not associated with a restaurant/commercial food premises with a registered FCP will need to have a registered FCP or follow a National Programme to operate from a stall, unless that stallholder comes under one of the following exemptions:
  - (i) The stallholder is making money for itself with a once-a-year food stall at a one-off event.
  - (ii) The stallholder is fundraising for cultural or philanthropic/charitable reasons, which the stallholder may undertake up to 20 times in one year under this exemption.
- (d) The person who attended the food safety training at the pre-event meeting on behalf of the Stallholder must be present at the Stall when trading.
- (e) On-site cooking must be off the ground (waist height or at least 75cm high).
- (f) All food stalls will be monitored by the Organiser's food safety inspectors prior to trading to ensure that health and safety standards are met. The Stallholder must follow all directions of the Organiser's food safety officers.

**14. Health & Safety:** The stallholder must take all reasonable steps to provide a safe environment.

- (a) Maximum of 6 people are allowed to be in a 3m x 3m stall at any time.
- (b) Maximum of 10 people are allowed to be in a 3m x 6m or 6m x 3m stall at any time.
- (c) No children under the age of 14 are permitted within a food stall at any time. This includes the service lane.
- (d) All children under the age of 14 in a non-food stall must be under adult supervision at any time.
- (e) The Stallholder must maintain a clear egress in the back of house service lane.

**15. Restrictions: The Stallholder must follow these restrictions.**

- (a) **Immoral Use:** Allow or carry on any indecent, harmful, immoral, offensive, illegal, or dangerous act or business or occupation upon the Stall (determined at the Organiser's sole and absolute discretion).
- (b) **Live-In:** Use the Stall for the purposes of a residence or permit any person to sleep in the Stall.
- (c) **Dangerous Goods:** Bring, or permit to be brought into the Stall, any dangerous goods (determined at the Organiser's sole and absolute discretion).
- (d) **Animals:** Bring, or permit to be brought into the Stall, any animals without the prior written consent of the Organiser.
- (e) **Alcohol:** Bring, or permit to be brought into the Stall, any alcoholic beverages.

**16. Security:**

- (a) The Security of the Stall is the Stallholder's responsibility. The Stallholder must keep the Stall safe and secure and protect it from damage, theft, or loss. The Organiser accepts no liability for any damage, theft, or loss of any property at the Stall.

**17. Amendments:** The Organiser reserves the right, acting reasonably, to update, amend and/or impose any rules, restrictions and/or conditions of use applicable to the Event and/or the Event Site.