

# 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, 26 February – Sunday, 1 March 2026 from 4:00pm to 10:30pm.**

All sales must be fulfilled by 10:30pm (no exceptions). The Stallholder must not operate from the Stall outside 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 include:**

- (a) Plastic or polystyrene packaging and serveware (with the exception of commercially pre-packaged foods or protective packaging for retail items).
- (b) Fruit in plastic wrapping such as coconuts, wooden skewers longer than 30 cm, and foil packaging or foil lined bags.
- (c) The sale of high sugar beverages (with the exception of beverages that are culturally aligned, homemade, or zero/low sugar).
- (d) The distribution of flyers or pamphlets, balloons, and single-use plastic giveaways.
- (e) The promotion of political parties.
- (f) The sharing, on-selling, transferring, or sub-letting of the Stall site in any way.
- (g) Guerrilla marketing.

4. **Use of Stall and operation:**

- (a) The Stallholder must supervise and ensure all its staff are briefed and compliant with all Event Requirements.
- (b) The Stallholder (including any goods and/or equipment) must not encroach onto areas outside the allocated Stall area.
- (c) The Stallholder must not promote or operate the Stall or its business from outside of the allocated area of the Stall, without 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 is 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 its windscreens. Duplication of these passes is strictly prohibited.
  - (i) Each Stall will receive **two (2) Vehicle Access Passes** for use during pack-in and pack-out.
  - (ii) Each Stall will also receive **one (1) Vehicle Parking Pass** for use during the Event. Limited parking onsite is provided for Stallholders. If additional parking is required, Stallholders are responsible for finding and paying for any additional parking.
- (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, and information) Stallholders must bring the following:**

- (j) One (1) rubbish bin or container for general rubbish.
- (k) Tables, stands or shelves for displaying stock.
- (l) Hand sanitiser 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 10:15pm.

**10. Electricity and power:**

- (a) Each food stall will be allocated two (2) 10amp power point plus one (1) light with an extension cable.
- (b) Every retail or information stall will be allocated one (1) 10amp power point.
- (c) Craft stalls will not be provided with power.
- (d) The Stallholder must bring its own multibox and power leads for its own equipment.
- (e) All appliances, extension cords and multiboxes must be tested and tagged by a registered electrician (to the Organiser's reasonable satisfaction) prior to being connected and used.

- (f) The use of generators and power plug adapters in the Stall is prohibited.
- (g) Power will remain switched on overnight for all food Stallholders with fridges.
- (h) Additional power is available for purchase and must be arranged prior to the festival.

**11. Waste management:** Waste management is a high priority for the Festival.

The Stallholder must:

- (a) Dispose of all waste liquids (fat, dirty 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 its rubbish from the Stall to the Clean Event bins located in its Stall area.
- (d) Break down cardboard boxes and transfer all cardboard to the dedicated collection point.
- (e) Ensure that all styrofoam boxes are not disposed of on site and are taken off site for appropriate disposal by the Stallholder.

**12. Packaging and 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 and 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 16 are permitted within a food stall at any time. This includes the service lane.
- (d) All children under the age of 16 in a non-food stall must be under adult supervision at all times.

**15. Restrictions:**

**The Stallholder must follow these restrictions, and must not:**

- (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.