



Mangonui Waterfront Festival

Saturday 2nd April 2022

12noon – 6pm

Stallholder Information and Terms/Conditions (*Keep this page*)

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:**
Early Bird (prior to 31 Dec 2021) → 3mx3m site \$60 6mx3m site \$85
Standard (31 Dec 2021– 11 Mar 2022) → 3mx3m site \$85 6mx3m site \$110
Extra charge for vehicle unless integral part of stall - \$50.00 per site (prearranged only – see form below)
3. Application Form and payment for **Early Bird registrations must be received no later than 31st December 2021 and Standard registrations and payment close Friday 4th March 2022** (unless all sites presold). Late applications may not be accepted.

PAYMENT OPTIONS:

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

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

Cheque payments are no longer accepted

4. If event is cancelled due to weather a refund of 50% of stall site charge is available. If event is cancelled due to Covid-19 requirements a full refund minus \$10 administration fee is available. Refunds 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)

STALLHOLDER TERMS AND CONDITIONS

1. **All Stallholders must comply with current Covid-19 Government Health and Safety regulations and any Covid-19 related requirements as set by DBPI**
2. 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.
3. Stall set up will be from 9.00am on the day (Saturday 2nd April 2022). Sites are within zones and each zone has an allocated set up time. Stallholders **MUST** arrive and be set up by start time of 12noon. This includes removing vehicles.
Stallholders that arrive late will not be able to access venue for stall set up.
4. All stall sites are situated on the sealed road. **Gazebos will need securing using weight bags.**
5. All stallholders agree to adhere to the District Council bylaws referring to any special licence obtained by the DBPI committee (copy will be enclosed in stallholder pack).
6. Food vendors need to be registered unless selling food as a fundraiser and comply with all food safety regulations as administered by the Far North District Council.
7. The Mangonui Waterfront Festival supports zero waste. All food sold **must** be in compostable or recyclable containers and no plastic bags will be permitted for “giveaways” or customer purchases.
8. Sites will be allocated once signed Application Form and payment is received and after applications have closed.
Stallholders will receive 2 staff wristbands once entered through the check-in station at the main entry points on the day.
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.
9. Stallholders **must** only use the site/s assigned to them
10. 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.
11. Only items listed on the Application Form may be sold.
12. No open flame appliances are permitted. Gas cooking/generators only.
13. DBPI asks that stallholders do not clear their stall site until the end of the event and the road has reopened (beginning 6pm).
14. DBPI accepts no responsibility for any theft, loss or damage to property.
15. 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 2022 Mangonui Waterfront Festival, and will comply with all relevant health and safety legislation including without limitation the Health and Safety Work Act 2015.
16. Stallholders are responsible for their own public liability insurance as relates to their designated stall site.
17. Stallholders indemnify Doubtless Bay Promotion Inc for any losses caused by the actions of the stallholder.
18. Doubtless Bay Promotion Inc reserves the right to cancel the Festival in the event of adverse weather conditions or Covid-19 related requirements



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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

STALLHOLDER NAME:	
CONTACT PERSON:	
POSTAL ADDRESS:	
PHONE - LANDLINE:	
PHONE - MOBILE:	
EMAIL:	
STALL CATEGORY: Please circle what you will be selling/displaying <i>Please detail kind of food/beverage being sold</i> You must have a registration number if selling food (unless fundraiser exemption) <i>If 'other' please explain what</i>	Food (details) Council Certification Number: Beverage (details) Art Clothing Other (details)
STALL SITE SIZE REQUIRED 3x3m=\$60 Early Bird/ \$85 Standard 6x3m=\$85 Early Bird/\$110 Standard	(please circle) 3mx3m 6mx3m
METHOD OF PAYMENT <i>(please circle)</i>	Internet paid Date: 2021 payment held Cash Paid (at DB Info Centre)
USING GENERATOR? IF YES, WHAT SIZE (KW) & TYPE	Yes No Size (KW): Petrol or Diesel
PURPOSE OF GENERATOR Generator use will be considered but may not be approved unless suitably located	
DO YOU REQUIRE A VEHICLE TO BE LEFT ON SITE? (Note point 7 in 'Information for Stallholders' above & Extra charge)	Yes No
PLEASE EXPLAIN THE REASON FOR VEHICLE REQUIRED	
REQUESTS (optional)	

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

Stallholder(s) Name:	Date:
Signed:	GST receipt required (please circle): Yes No

Please return this completed form to: Doubtless Bay Promotion Inc, Attention: Event Manager
 PO Box 338, Mangonui 0442 or email to 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