

INFORMATION FOR STALLHOLDERS and TRADE EXHIBITORS

The 202x ROTARY [event] is held over x days – xxx and xxx

When you are applying for a stall, please **note: you are expected to attend BOTH days.**

This document contains useful information and guidelines (including some rules) designed to help stallholders get the most out of the xxxx Event. Please print this document and your stallholder's Event Pass and have them with you on the day for your own reference. Familiarise yourself with event map and facilities and print off any you think may help on the day.

The sites:- Most sites are approximately xm x xm. Some are on grass, some on footpaths or in the centre of the roads. Because of this, many sites are not level, nor strictly rectangular. Some may have trees or other physical obstructions within their boundaries.

Sites in the quadrangle grassed areas are marked out in back-to-back rows at 6m x 3m with walkways between the rows. Some of the sites are 3m x 3m to allow for trees and other obstructions. See maps for details.

Gazebos are not always suitable for sites in the quadrangle as some of the trees have low branches, and in many of the other areas around the Event grounds, a full 6m x 3m gazebo may be unsuitable because of the irregular shape of the sites. If you will need to use the full site area or intend to use a gazebo or tent, please make it clear on your application. Canopies and display stands may be erected if they do fit the site, but only in such a manner as not to block access to other stalls or impinge upon the stall space of others. Display stands within tshould be no higher than xx meters.

Rotary Event Office:- The [location] . The Event Convenors, xxxx will be on duty there. Please enter via the left hand side door. Rotarians (Event marshals) will be assisting on the day and wearing distinctive clothing (white coats / high viz vests with the Rotary logo on them). Please ask them for assistance when necessary. Your area will have 1 or 2 stall marshals. They are there to help you as well as to make sure everyone complies with the guidelines. If you receive a request from the marshals please cooperate promptly.

Rotary information marquee:- Located at xxxx.

Lost and found property and people may be reported and/or picked up here; details will be broadcast over the public address system. The Rotary marquee is royal blue in colour and well labelled so you can't miss us.

Money/change facility:- Stallholders can buy more change at the Front window of the [Event Office location]. This is not intended to provide your entire change float, but to help stallholders who run out during the day. Open 8.30 a.m. till about 2.30 p.m. No cheques or EFTPOS accepted.

TRESTLES:- Trestles are available for hire and may be ordered on the stall site application. There may be some spare on the day for last-minute hire.
Pre-hired trestles will be listed on site and trestle order documentation along with the trestle supply location which is indicated by a coloured tag printed on the documents.

[set out location ;an]

Fresh water:- Available from one tap in front of [water locations].

Toilets:- Public toilet facilities include xx toilet trailers located near the [central location] port-loos at the end of most streets, and the public toilets which are located [location] These are available from {hours} for those that choose to arrive early. The toilets in xxxx's will also be open to the public during the day. Please be aware that toilets in private businesses (including cafes and restaurants that are trading on Event Day) are NOT to be used by stallholders or visitors unless they are paying customers of that business and have asked permission to use their facilities. Rotary regularly gets negative feedback about this issue, so we greatly appreciate your cooperation.

Civil defence:- We ensure access for emergency services to the Event area and [other locations that must remain clear] by marking a clearway right around the Square. **This must remain clear.** You will be instructed to move any structures or items that overflow into the access ways.

ATM & EFTPOS: - The xxx ATMs are always heavily used. Further ATM machines will be located near the [location]. It is advisable to arrange mobile phone EFTPOS with your bank but note that if you have a 2G Eftpos terminal you may find it drops out if the Event is busy.

And the rules . . .

Sites:- Sites are not transferable. You are not permitted to give, sell, transfer or lease your stall site to another person, and if sharing please make sure we know the full range of the products to be sold. You will be our primary point of contact if you share your stall with another. Stalls should be operative from xxam to xxpm. If sold out before the end of the day, stallholders may not begin moving equipment out until 4pm.

Cancellation policy:-

The Event Organiser reserves the right to cancel any site booking at their own discretion at any time.

If conditions outside our control are such that the market cannot proceed, we reserve the right to cancel or postpone the Event at our discretion and without consultation with stallholders. Site fees will generally **not** be refunded under these circumstances.

Site fees will not be refunded for stallholder-initiated site cancellations made within two weeks before the first Event date.

COMMUNICABLE DISEASES: In the event of official restrictions requiring postponement of the Event, the fallback date of xxx will be used.

Stallholders unable to attend as a direct result of health restrictions may apply for a refund. Refund values will be calculated at the time and will depend on what unrecoverable costs the Event must deal with.

Power use - safety:- Stalls with electrical connections must be connected directly to the power board by a **single** extension lead. Your load should not exceed 20amps max. Make sure your extension lead is long enough, and you must cover it with appropriate safety mats in foot-traffic areas. The power outlets are protected by an RCD. The RCD detects earth leakage current and will trip if your appliance is faulty. All leads and appliances must be tested by a certified testing authority and tagged as safe to use.

No petrol/diesel generators without prior written consent.

Parking:- Vehicle movement is absolutely prohibited in the entire Event area from 8am to 4pm.

Vehicles are expected to be off site by 7:45am to give time for staff to check around the Event roadways and to close road access points before declaring the roads officially 'closed'.

Risk Management¹

Trade Exhibitors

If you are selling products at the Event:

- **Licences and permits** – Like any business that sells goods to New Zealand consumers, it's important that you get the correct form of licence or permit to run your stall. These help protect you and the investments you've made.
- **Ensuring product safety and standards** – Whether there's an allergy issue with your newest batch of cupcakes, or safety concerns over your collection of children's toys, it's important that you respond to allegations quickly. You should provide clear instructions for use and include warnings against possible misuse or allergy concerns. It's also necessary for you to be aware of and meet industry and mandatory standards and to ensure that any representation about the product are genuine. If your product is "locally made", 'craft sourced' "organic" etc please ensure that claim is supported with information. Each stallholder's reputation is important to the collective reputation of the Event, the venue owners and the other stallholders.
- **Missing or stolen products** – Markets are busy places, and transporting your goods introduces another element of risk. That's why it's worth considering portable stock cover. It covers your items of food when they are in transport to the market.

Food stalls

- Temporary food stall licence – Before setting up your stall, make sure you have a temporary food stall licence. It's important you get one, especially if you sell potentially hazardous food like meat or dairy, or you risk being shut down.
- Food poisoning/allergies – The food you sell at a market must comply with the [New Zealand Food Safety Act](#) and you are responsible for obtaining any required permits. From rules on cleanliness to labelling, the act makes sure that the food you supply is safe and suitable for consumption. Yet, no matter how much you label your food, accidents can happen, especially at a market, so make sure you get professional indemnity insurance.
- Gas barbecues or other gas power cooking must be set up and placed so that there is no risk to the public

General Risk Management

- The stallholder and Event Organiser are required to have insurance covers required by the venue owner. The Event can provide stallholder insurance by adding the stallholder to the Master policy on a daily rate of \$x per day per stallholder. Unless the stallholder is added to the Master policy the stallholder must, prior to entry, provide by email or upload a Certificate of Currency for its stallholder insurance. That cover must include general and product liability cover of not less than \$xxxx.
- The stallholder confirms that before entering the site it has read and will abide by the Event Health, Safety and Risk Management Plan and the Event Crisis Management Plan
- By accepting a stall site, the stallholder agrees to occupy and use the allocated area for the stall and necessary adjoining areas at the stallholder's own risk and releases The xxxx Event Event Organiser and any employees or volunteers, to the full extent permitted by law, from all claims and demands of any kind and from all liability which may arise in respect of any accident, damage or injury occurring to any person or property in or about area controlled by the Event Organiser for the purposes of the xxxx Event.

Food safety Inspections:- A Health Inspector will inspect stalls at both Events and may close stalls that breach health and safety regulations. Ingredients must be chilled and hygienically stored, and all cooking equipment clean and safe.

The stall application form includes a Food Licensing section that will provide information to be forwarded to the SWDC. This information should enable them to issue a 'License to operate a Food Stall'.

Food stall site applications will be entered and tentatively approved but will not be ratified until the SWDC license is issued. Failure to display the SWDC Licence on the day may result in a further fee being levied by the Council.

Alcohol:- Alcohol is not to be sold from any stalls that form part of the xxxx Event. This includes 0% beer/wine due to the perception that the containers can give to Event attendees and other Stallholders.

Stall access:- All Stalls must be set up within the allocated site boundaries. Walkways must be kept clear. Cars are not permitted on the grassed areas in the Square under the trees **at any time**. Equipment must be off-loaded from paved areas as quickly as possible to allow others access.

Pegs and nails:- No pegs are to be driven into any hard surface such as road, pavement, or concrete. If you are on the grass, pegs may be up to 200mm long. Remember, there are power and water sprinkler systems underground – any damage to these systems is your responsibility. No nails into, or other damage to trees.

Rubbish:- Recycling of certain materials (glass, aluminium cans, and paper) will be encouraged with Recycling Stations around the square and supplying only a limited number of rubbish bins throughout the Event. If you cannot help generating a lot of rubbish, please bring your own rubbish bags. Packing material and boxes should go home with you.

Before you come to the Event: do you have . . . ?

- Your stallholder's Pass documentation.
- A copy of the xxxx Event QR Code (you must not use your own code)
- Your (long enough) extension cord **and covering/protection for it**.
- Operation of any electrical leads should be safety reviewed by the stallholder.
See <https://www.worksafe.govt.nz/managing-health-and-safety/consumers/safe-living-with-electricity/cords-and-leads/>
- If you are operating an electrical generator you will need to be able located it safety and ensure that the supply is protected.

You must

- be aware of the maximum power draw for your generator and the appliances you plan to run
- obey any direction of the Event if you directed to cease use of the generator if is causing excessive noise, pollution, is not properly ventilated for carbon dioxide or if it does not have appropriate safety cutouts or the generator can not be operated safely for any reason
- ensure all fuel is stored safely
- you must not refuel while running
- shield the or distance the hot parts from the public
- Enough money change (coins/notes). The Fire Station change facility only tops up your change, you will need to bring enough to get yourself started.