

Wildfoods
Festival

HOKITIKA, NZ

**STALLHOLDER
APPLICATION**



SATURDAY 12TH MARCH 2016

**#A TASTE
OF THE
WILD**

2016 Wildfoods Festival

STALLHOLDER APPLICATION FORM

EVENT DETAILS: Saturday 12th March 2016
Cass Square, Hokitika
10am - 6pm

This Stallholder's Information Pack is for the purposes of general information and for registration only. If selected to be part of the 2016 Wildfoods Festival you will receive further stallholder information and an invoice.
Please note: Not all applications are accepted.

FESTIVAL NUMBERS: The Wildfoods Festival is capped at 10,000 attendees and we expect between 6,500 and 8,500
FESTIVAL TICKETS: Wildfoods Festival tickets will go on sale from 1 December 2015

STALL CATEGORIES:

1. Fundraising Stalls:

Official non-profit clubs, groups or organisations using voluntary labour for fundraising. Proof may be required. No commercial names, products or logos are to be evident. Infringement of this will result in instant upgrading of rates.

2. Private Stalls:

Privately run stalls operating for the purpose and duration of this Festival only.

3. Commercial Stalls:

Commercial food or beverage operators using Hokitika Wildfoods Festival to sell or promote their brand, product or services.

The Festival Organisers have the final decision on which category a stall fits into and will change your application if required.

PRICING & PAYMENT:

NO PAYMENT IS REQUIRED WITH THIS APPLICATION.

An invoice will be supplied once your entry into the 2016 Wildfoods Festival event has been confirmed.

Early Bird Discounts are only available if fees are paid in full before 31st December 2015.

Payments after this date must include the Standard Stall price. Stallholder applications close on 18th December and no further applications or payment will be accepted. GST is included in all pricing.

Stallholder Tickets There are NO free tickets issued for the 2016 Wildfoods Festival.

Stallholders are limited to 10 tickets per stall at \$10. Additional tickets are available for stallholders at \$35.

PLEASE NOTE:

Registration deadline is: 18th December 2015.

Stallholders are only permitted to sell food and/or beverages.

Drink stalls must use approved drinking vessels.

Stalls selling Alcohol must also complete the Alcohol Sales Form.

I UNDERSTAND THAT:

I accept and will abide by the Conditions outlined in the information package.

The Event Organisers' reserve the right to evict any person/persons who refuse to abide by these Conditions.

The Event Organisers' decision will be final with no correspondence entered in to.

SIGNED: _____ **DATE:** _____

Please return by **Friday 18th December 2015** to:

Hokitika Wildfoods Festival, Attn: Ashley Cassin, Private Bag 704, Hokitika 7842 or ashley.cassin@westlanddc.govt.nz

For any general enquiries relating to your stall please contact Ashley Cassin, Hokitika Wildfoods Festival Project Manager on ashley.cassin@westlanddc.govt.nz or DDI 03 756 90481

For any food and beverage regulatory, legal or health related enquiries please contact Wayne Knightbridge, Environmental Health and Regulatory Officer at Westland District Council on Wayne.Knightbridge@westlanddc.govt.nz or 03 756 9010

2016 Wildfoods Festival

STALLHOLDER APPLICATION FORM

NAME OF STALL: _____

NAME OF GROUP RUNNING STALL: _____

TYPE OF STALL: *Please Circle* Fundraising Private Commercial

CONTACT PERSON: NAME: _____

ADDRESS: _____

EMAIL: _____

PHONE: _____

WILD OFFERINGS:

Please list your full menu and describe how your food and/or beverages will fit with the theme of the Wildfoods Festival (Plus expected prices)

STALL THEMING:

There are prizes for the best stalls! Please describe how your stall will fit with the theme of the Wildfoods Festival (Decoration, staff costumes, presentation of food and drink etc)

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ALCOHOL SALES FORM

This form must be completed by any stall selling alcohol

NAME OF STALL: _____

NAME OF PERSON RESPONSIBLE FOR THE STALL: _____

CELLPHONE: _____ EMAIL: _____

MANAGERS CERTIFICATE #: _____

TYPE OF ALCOHOL TO BE SOLD: _____

Declaration: I accept the terms and conditions and will abide by the rules and regulations as stated below.

SIGNED: _____ DATE: _____

Please Note: The Hokitika Wildfoods Festival is limited to how many alcohol stalls can be operated on site.
Your application does not guarantee your place at the festival.

RULES & REGULATIONS

Please note your obligations in relation to the Sale and Supply of Alcohol Act 2012 and the penalties for the breach of the Act:

It is an offence to serve persons less than 18 years of age or persons who are intoxicated. Serving any of the above results in a fine of \$2,000 for your staff member who serves them and \$10,000 for the Special License Holder. Any stallholder responsible for breach of the Act, is responsible for all costs related to such a breach.

The Sale and Supply of Alcohol Act 2012 requests for an 'evidence of age' document to be sought as a method of proof of age. If staff members are unsure about the age of any patron they must seek photographic age identification. The only acceptable forms of identification are:

- A New Zealand or overseas passport
- A New Zealand driver's licence
- A HANZ 18+ card

All staff serving alcohol must be over 18.

All alcohol stallholders must provide water at their stands.

Stallholders serving alcohol must cease serving 30 minutes prior to the end of the event to allow for an orderly run down of the event. This means alcohol service will **cease at 5.30pm** on Saturday 12 March 2016. Please note that all alcohol service must stop at this time. There will be no exceptions to this rule and any alcohol stallholder found serving after the aforementioned time, or breaching the sale & supply of liquor act 2012, will not be allowed to participate in the 2017 Festival.

All stallholders who intend selling alcoholic product must nominate a senior person who will:

- **Obtain on the stall's behalf a Manager's Certificate**
- **Obtain a Special License from the Westland District Council**
- Attend the Hokitika Wildfoods Festival stallholders briefing at a time to be advised in March 2016
- Be present at your stall site throughout the Festival day
- Ensure all staff are aware of, and abide by the conditions of the Sale and Supply of Alcohol Act 2012 and any subsequent amendments; and
- Be held responsible for any breaches of the Act, by you and any of your staff

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REQUIREMENTS FOR WILDFOODS FESTIVAL

WE REQUIRE A SITE SIZE OF: *Eg.* 3x3m, 6x6m, 3X9m Etc. _____

WE PLAN TO USE: *Please Circle* Food Cart Own Pop-Up Tent Built Stand Marquee space hired from WFF

WE ARE COOKING WITH: *Please Circle* POWER GAS

IF USING POWER - For what purpose and if known, the approximate wattage required: _____

WE REQUIRE: <i>Please Indicate Number</i> _____	Covered Site (3x6m) increment @ \$100 each	\$
WE REQUIRE: <i>Please Indicate Number</i> _____	WFF Stall name/site number signage @ \$15	\$
WE REQUIRE: <i>Please Indicate Number</i> _____	TRESTLE TABLES @ \$20 each	\$
	SUBTOTAL	\$

WE REQUIRE: <i>Please Indicate Number</i> _____	Double 10 Amp Socket @ \$25 each	\$
WE REQUIRE: <i>Please Indicate Number</i> _____	15 Amp Socket @ \$25 each	\$
WE REQUIRE: <i>Please Indicate</i> _____	Other Power @ \$25 <small>(by arrangement only)</small>	\$
		\$

WE REQUIRE: <i>Please Indicate area size in metres sq</i> _____	Cold Storage @ \$25	\$
WE REQUIRE: <i>Please Indicate area size in metres sq</i> _____	Dry Storage @ \$15	\$
	SUBTOTAL	\$

WE REQUIRE: <i>Please Indicate Number</i> _____	Stallholder Tickets (<i>Limit 10</i>) @ \$10 each	\$
WE REQUIRE: <i>Please Indicate Number</i> _____	Additional Tickets @ \$35 each	\$
	SUBTOTAL	\$

TYPE OF STALL:	Early Bird Discount Before 31 December	Standard Price After 31 December	
FUNDRAISING STALL	\$150	\$350	\$
PRIVATE STALL	\$250	\$450	\$
COMMERCIAL STALL	\$450	\$650	\$
		SUBTOTAL	\$
		GRAND TOTAL	\$