



Waitohi Picton Matariki Festival Operating Rules

Date of event: AHO Saturday 14th July 2018
Time of market: Stalls must be set up by 3.30pm and remain until 9pm.
Place of market: Picton Foreshore
Site maps: To be issued prior to the event.

Get in the spirit of Matariki: We encourage you to creatively design your stand so that it fits in with the Matariki Festival theme. Draw attention with lights, banners, warmth and vitality! Use this opportunity to fundraise for your club or cause, get your whole team on-board to make this an outstanding event for Marlborough!

Stall site:

Generally, stall sites spaces are 3m x 3m. A vehicle may be permitted on the site subject to consent from the Stallholder Manager. All other vehicles must be removed from the immediate market premises by 4 pm. Vehicles may not return to the market area until 9pm or until the event is finished, whichever is the later.

Vendors must clearly display the name of their business/non-profit organisation and post prices for all items being sold. No signs are to be placed in the pedestrian walk area.

Stallholders must provide and set up their own sturdy and secure trestle tables and umbrellas/gazebos.

Stallholder duties:

It's the responsibility of the stallholders to clean up the area to clean up the area around their own stall and take responsibility for the removal of their own rubbish. There will be bins provided for public use only.

Stall license:

It is the stallholder's responsibility to abide by all local body and national regulations. Certificates are to be displayed at all times for public viewing.

It is the stallholder's responsibility that if stall is categorised as a Food Stall by the Marlborough District Council, they must ensure that their stall is registered as a Food Stall and certified to meet the criteria as set by the Marlborough District Council.

Site fee:

Community groups are required to pay a \$10 site fee to Waitohi Picton Matariki Festival - this can be paid in cash at the Picton Resource Centre by 31/05/18. A 50% refund will be given for cancelling a stall more than 30 days prior to the event. No refund given within 30 days of the event.

Sponsors of the event do not have to pay the site fee; however they must still complete the application form.

Please complete the following form and email a scanned copy to me.

Have a look at our website and please encourage friends and family to register for the event:

www.matarikifestival.com

Thank you for your support. We will be in touch with you prior to the event. Please call or email if you have any questions. All the best for your stall on the day.

King regards

Nicci Neilson

Matariki Festival Committee

021 491 591

info@pictonsmartandconnected.co.nz

Waitohi Picton Matariki Festival Stallholder Information 2018

Please complete the following form and email a scanned copy to info@pictonsmartandconnected.co.nz.

Name of community group _____

Contact person _____

Postal address _____

Mobile number _____ Alternate phone number _____

Email address _____

Description of products being sold, as agreed upon with the Stallholder Manager

Will your stall include a gazebo? Yes / No Comments _____

Will your stall require power? Yes/ No If Yes, number of power points required _____

NB. Before permitting or authorizing a connection for the supply of electricity to a connectable installation in a vehicle, relocating building, or a pleasure vessel, the market manager will need to verify that the connectable installation has a current warrant of electrical fitness.

Is your stall a non-profit organization with charitable status? Yes / No

Are you a sponsor of the event? Yes / No

Sustainable Event

This event is being trialed as a sustainable event and we need to get everyone on board to ensure its success. For your part this would mean a reduction of waste. How would you ensure your stall complies with the policy attached? A "Pack it in, pack it out" philosophy would apply. Everyone attending will be asked to BYO picnic set for their food and drinks. For those who forget or miss the message we will supply reusable utensils. Biodegradable or compostable is not acceptable as there are no facilities in Marlborough to dispose of these currently. If you wish to provide your own reusable utensils that is great. A bond could be charged and refunded on return. Also, cardboard or paper is acceptable as this can be composted. If you would like you could offer a discount for BYO utensils and we would advertise this on your behalf. We will meet with you all in due course to discuss and solve any issues or questions you may have. The key here is: Working together to make it work. The message is: Saving Our Planet.

How would you ensure your stall complies with this policy?

I, _____ acknowledge I am the primary stallholder under the business name _____.

I have read and understood the Waitohi Picton Matariki Festival market stalls Operating Rules and agree to abide by them.

I am aware if I wish to change or add produce to my stall, that I should contact the Stallholder Managers.

I acknowledge that if my stall is categorized as a Food Stall by the Marlborough District Council, I am solely responsible for ensuring my stall is registered as a Food Stall and certified to meet the criteria as set by the Marlborough District Council.

I acknowledge that if my vehicle requires power it has a Warrant of Fitness for access to power provided.

Signed

Date ____/____/____

Sustainability Guidelines

Kaitiakitanga.....every person and organisation has a duty of care for each other and for the environment. This will be Marlborough's first sustainable and zero waste event - thanks for being part of it!

Welcome to the first Sustainable event for Marlborough. We hope to pave the way for positive change and together make this event a successful one. To help achieve our goals here is some ideas to help us plan.

Plates/Cutlery: We will ask all attendees to bring their own plates, cutlery etc. so all food can be served onto these. For those that forget we will provide these. There will be a Station set up with volunteers to help rinse plates if needed, and to provide support.

Serviettes: If you use serviettes, can these be unbleached as we will collect these and compost them. A container will be available for these at the Station.

Wrap: Please avoid using tin foil, glad wrap and polystyrene. Think reusable. eg. baking paper.

Cups: If your stall wants to sell tea or coffee we ask that you use reusable cups and we can assist with this.

Food Waste: We will provide all stalls with a bucket for food waste which we will collect later to send to the pigs at Lochmara.

Cooking Oil: If you use cooking oil we will provide you with a container for this also. Arrow Taxis will take this for fuel.

Water Bottles: There will be reusable cups at the Station if needed and we will ask everyone to BYO water bottles. We will provide drinking water.

Biodegradable: Compostable and biodegradable containers for food and beverages cannot be used as unfortunately MDC does not have facilities to deal with these at this time.

Recycling: There will be containers on site to recycle glass, cans and clean cardboard.

We will meet with you all beforehand to talk about the event and together come up with solutions we are all happy with. If this doesn't suit we will set up another time to chat individually.

Thankyou.
Reduce...Reuse...Recycle...Rethink
An event for the community and for the environment

