



WAIUKU STEEL 'N' WHEELS 2019 STALL-HOLDER REGISTRATION FORM Sunday 12th May 2019, 10am- 2pm

Contact Name:	
Business Name:	
Email Address:	
Phone/Mobile:	
Details of Stall: List ALL Products Food items, Size of stall or trailer.	
FOOD VENDORS 'Zero waste' Auckland Council sponsored event	Food Trade LICENSE # (Required if a business) My food packaging is all fully: COMPOSTABLE <input type="checkbox"/> RE-CYCLABLE (cans/bottles) <input type="checkbox"/>
Stall Fees: Per 3x3 metre site	FOOD Stalls \$75.00 <input type="checkbox"/> NON-FOOD Stalls \$60.00 <input type="checkbox"/> Not for Profits / Charities \$25.00 <input type="checkbox"/>
Power:	Powered sites are limited and have an extra charge of \$15.00 We prefer vendors to provide their own generator. I would like to <u>request</u> a Powered Site <input type="checkbox"/>
<u>IMPORTANT</u> I AGREE:	By registering for this event I agree to the guidelines attached and to remove <u>all</u> my stall rubbish/waste from the venue and NOT dispose of it in town rubbish bins. I will ensure my area is clean before I leave the venue. I understand that failure to adhere to this could result in my not being invited to attend future Waiuku events.

Register Online at www.waiukutown.co.nz or return completed registration form by email to waiukuatcm@gmail.com or post to Waiuku Business & Development Association, 2 Queen St, Waiuku 2123, to arrive no later than 15th March. Enquiries to waiukuatcm@gmail.com



2019 WAIUKU STEEL 'N' WHEELS FESTIVAL STALLHOLDER RULES & REGULATIONS

- The Waiuku Business & Development Association reserves the right to place stalls in locations to suit the event and all parties participating on the day, including businesses, displays, attractions & vehicles.
- The organisers are not liable for any damage or loss of stall property or personal property at any time.

Zero Waste Event

- This is an Auckland Council sponsored, 'zero waste' event and all food vendors must use fully compostable food packaging to be able to trade. All stalls will be checked for compliance. For further information contact us at waiukuatcm@gmail.com

Booking a Stall

- Once your stall application is received by Waiuku Business & Development Association, you will receive an email from event organisers confirming whether your stall is able to attend this event.
- There are limited stall sites available and WB&DA do their best to accommodate all applications provided it benefits the event.
- Bookings are to be secured with a \$20.00 non-refundable deposit per site.
- **PLEASE DO NOT PAY THE NON-REFUNDABLE DEPOSIT UNTIL YOU HAVE RECEIVED CONFIRMATION FROM WB&DA THAT YOU CAN ATTEND.**
- Once you have been notified that you are accepted to attend, please make payment to Waiuku Business & Development Association: BNZ 02-0476-0167965-00. **Please include a reference** using the same business or stall name as that on this registration form so we know you have paid. Alternatively, please send a cheque to us at 2 Queen Street, Waiuku 2123
- Your Stall booking will only be confirmed once your deposit is received.
- **Failure to pay your deposit means you will not have a site at the event.**
- Any outstanding stall fees will be collected by an event organiser on the day, cash or by eftpos. These fees are used to pay for traffic management and other event costs.

Market Set Up / Health & Safety

- You will receive an email prior to the event with your entry point and time, street, site number and map.
- The roads will be closed from 7.30am and stalls will be placed in each area at set times.
- **PLEASE DO NOT arrive before your allotted time as this causes more congestion at entrance points.**
- Stalls need to be ready for trading at 10am.
- On arrival at your notified entrance point, you will be directed to your street and stall position.
- An event marshal wearing a high visibility jacket in your designated area will direct you to your site.
- **Vehicles operating inside the event zone must have hazard lights on at all times.**
- Stall holders have parking facilities near their stall site. To assist with congestion please unload quickly and park your vehicle. The event marshal will advise where parking is located.
- The event operates from 10am to 2pm. Stallholders must pack down and vacate the street by 3.30pm so the road can be re-opened.
- Please leave your site in the same condition it was found, and be mindful to take **ALL** your rubbish and food waste away with you and DO NOT dispose of it in town rubbish bins.
- Please note you cannot leave the event area until after 2.00pm as permitted by traffic marshals.
- **NO OPERATING A VEHICLE INSIDE EVENT AREA FROM 10AM—2PM, UNLESS AUTHORISED BY AN EVENT OFFICIAL OR TRAFFIC MANAGEMENT STAFF AS THIS IS A HEALTH & SAFETY VIOLATION.**

NO DOGS, BIKES, SCOOTERS OR ALCOHOL PERMITTED INSIDE EVENT AREA.

Thank You from the Steel 'n' 'Wheels event committee
Thank you to our Sponsors

