



Non-Food Stall Application

Sites are available in the town centre from 10am till 4pm (road closures will be in place at 8am). This is an excellent opportunity with around 10,000 people enjoying the day!

Site spaces will be allocated before the day on a best mix site basis.

Full details will be sent the week before the Carnival Day.

- Please look at decorating your site to attract visitors – we are promoting a full Christmas feel and your help would be greatly appreciated to achieve this.
- Once all applications are received there will be an approval process and you will be informed if your application is successful. You will be notified if you are to be allocated a stall site by **15th November**, then payment for that stall will be required to be paid in full by **29th November 2019**.
- No power is available, and no generators are permitted for stalls. These are too noisy and annoy other stallholders.

IMPORTANT VENDOR INFORMATION - *please read carefully*

1. The event will still go-ahead rain, hail or shine!! Bring your wet weather gear.
2. It is the responsibility of each Vendor to provide the necessary equipment for their site. Shelter, tables, chairs etc. are your own responsibility. Gazebos will need heavy weights and ropes, for each corner of your gazebo in the event of high winds and/or rain.
3. Sites must be set-up between **8am to 9.30am** on the morning of the event and removed from 4pm that day.
4. Each Site is a generous 3x3 metre spaces, please state total number of sites required at the end of the application.
5. Vendors **MUST** remove rubbish from their site and take it away with you at the conclusion of the event. Vendors failing to do so may be charged a fee to assist with rubbish removal costs. The event organiser will provide wheelie bins for public rubbish.
6. All Vendors are responsible for all cash handled at their site during the event.
7. Vendors will take all reasonable steps to provide a safe environment and to ensure their own and safety of others. The event organiser will not be responsible for any injury incurred to Vendors or any other person as a consequence of Vendor activities. All hazards identified by any Vendor at the Parade must be reported to the event organiser so that appropriate action can be taken. Any acts or omissions by the Vendor, which endanger the health and safety of any person/s, may result in removal from the Parade.
8. All Vendors selling food at the Parade must take all necessary precautions to keep food safe, especially to reduce food contamination and help prevent food poisoning. This involves wearing hats, washing hands, storing food at right temperature, covering food once cooked etc. All food stalls at the event may be subject to inspection by MDC Environmental Health staff. The event organiser has liaised with MDC to confirm a full list of Vendors at the Parade.
9. Manawatu District Council (MDC) will randomly check vendor sites to ensure they are operating within the Food and Safety Act 2014.
10. Local Police & the New Zealand Fire Service have been advised of the Parade.
11. There is no refund to any Vendor withdrawing from the event.

CARNIVAL STALL APPLICATION

Please email to info@feildingpromotion.co.nz

Business Name:

Name:

Address.....

Phone..... Email:

What will you be selling? (Please tick and add a brief description)

☐ Charity / Community

☐ Treats/Lollies

☐ Crafts

☐ Clothing

☐ Children's entertainment / toys

Description: (please also supply an image of your stall or products as part of the approval process)

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Type of site? (Please tick)

☐ Trestle

☐ Gazebo

☐ Gazebo with sides

☐ Trailer

☐ Caravan

Other (please specify)

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No of sites (3mx3m) required?

Cost: *Feilding & District Residents* \$70.00 (per 3mx3m space)
 Out of Town (includes PN) \$80.00 (per 3mx3m space)

No refunds will be made for cancelled sites after 1 December 2019 or 'no shows' on the day.

We agree with all the rules as set.

Signed _____