



Stallholder Registration Form

Personal Information

Full Name: _____
Last First
Address: _____
Street Address Apartment/Unit #
City Region Post Code
Home Phone: _____ Alternate Phone: _____
Email _____

Stall Information

Business Name: _____ Website: _____
Facebook Page: _____ Business Email: _____
Business Address: _____
Business Phone: _____ Cell Phone: _____
Are you selling food? _____ Are you registered to sell food? _____
Description of goods: _____
Indoors or Outdoors? _____ Powered Site? _____

Emergency Contact Information

Full Name: _____
Last First
Primary Phone: _____ Alternate Phone: _____
Relationship: _____

1. SITE SIZE AND EQUIPMENT

Location is in the St Andrews Presbyterian Church Hall, on Devon Street, Gore.

Each individual indoor site is a 3m x 2m area, however there are a small number of 2m X 2m sites. Outdoor sites will be 3m x 3m. Site Fee is currently set at \$20 per site - payment will be collected as you arrive on the day. Sites must be confirmed by the 1st of each month, particularly if you wish to be included in our advertising.

Stallholders / Vendors using a gazebo, tent or similar outdoor shelter should note that any poles, supports, guy ropes, pegs etc. will not be permitted on paths, walkways or outside the allocated stall area. If your stall exceeds the allocated site size, you will be required to reduce it. The provision of all equipment you need is the responsibility of the Stallholder. **Vehicles may not be driven or parked on the grassed areas.**

2. HOURS OF OPERATION

Set up: Saturday from 8.30am to 9.30am. All vehicles must be removed from the car parks in front of the hall by 9.30am. Please be ready to start trading by 9.30am. This gives us time to get excellent photos of you and your stall to use in future advertising.

Pack down: Saturday from 2.00pm

Stalls must be dismantled after trading on Saturday. Any equipment or goods not removed will be left at the Stallholder's/Vendor's risk.

Parking: All vehicles must be removed from the front of the hall by 9.30am. No vehicles or trailers will be allowed at the stall site, unless express permission has been given by the Market Management Team.

3. STALLHOLDER CONDITIONS

a) The Stallholder / Vendor undertakes to comply with all regulations and bylaws applicable to their site including but not limited to: the Fair Trading Act, the Consumer Guarantees Act, the Building Act 1991 and the Health and Safety in Employment Act, and indemnifies the Hokonui Community Market Committee from all claims, costs and damages arising whatsoever for breach by the Stallholder/Vendor.

b) Stalls must be kept clean and tidy. Waste disposal is the responsibility of the Stallholder at all times. If the Market has to remove litter from your stall site after pack out you may be charged.

c) The location of stalls will be at the discretion of the management.

d) Hokonui Community Market management has overall control of signage, material and products sold or displayed at the event. Please note that any signage, material or products may be refused inclusion entirely at the discretion of the Management.

e) Any damage to the site, venue, or any other property, caused by the actions of the stallholder named above, shall be the responsibility of said stallholder, and all costs incurred will be paid for by them to the appropriate party/ies.

f) The church has requested that no tape or similar adhesive is to be used on the walls of the building.

4. HEALTH & SAFETY

Please note that under the 1992 Accident Compensation Act, you are responsible for the safety of visitors and staff, in and around your site. You should consider such things as fire risk, extinguishers, location of equipment, trip hazards, and securing signs etc.

Declaration

I _____ state that the above information is true and correct, and that in the event of any details changing I will notify the Market Management Team. I accept the terms and conditions and I will in no way hold the Market responsible for damage of any kind, or loss of sales, whilst attending this market. These terms and conditions may be amended at any time but adequate notification will be given to those affected.

Signed: _____

Date: _____