STALLHOLDER INFORMATION
Gain excellent visibility in the community while supporting a great local cause

Feb 26 2016 4.00 pm to 8.00 pm

Maungaraki Primary School Dowse Drive, Maungaraki
Maungaraki School Twilight Gala

Maungaraki School’s Home & School committee are coming together with the local community to host a twilight gala in February 2016. We are providing a fun family event for the Western Hills and wider Hutt area and in doing so, supporting our children to access the best possible educational resources, experiences & facilities.

Join us in providing a wonderful evening of fun, laughter, good food and bargains for the hundreds of families attending. Highlights include the Side-Show Alley, with carnival games and booths, the Recycled Retro Chic Shopping Precinct including clothing, books & music, white elephant, toys & games, an Artisan Market, a Garden Centre for the green-fingered, Raffles and auctions including the ever popular Chocolate Wheel and, of course, Friday night takeaways from the delicious Food Court!

General Stall Information

Venue:
Maungaraki School, Dowse Dr, Maungaraki

Date:
Friday February 26th 2016 – wet or fine

Time:
4pm to 8pm
Stallholders may be on site from 1.45pm onwards.

Application Deadline:
January 31st 2016 to ensure your application is received and processed in time. Late applications may be accepted at the committee’s discretion.

Stalls:
3m wide (frontage) x 5m deep. Please keep within the boundaries. All sites are bare and unpowered. If power is required, please contact us to discuss this. A limited number of premium sites (prime position, larger or corner sites) may be available for an additional fee.

<table>
<thead>
<tr>
<th>Stall Category</th>
<th>Site Fee</th>
<th>Number of Places</th>
</tr>
</thead>
<tbody>
<tr>
<td>Premium Food</td>
<td>$65 + 10%</td>
<td>First 2 confirmed</td>
</tr>
<tr>
<td>Premium Market</td>
<td>$50 + raffle donation</td>
<td>First 2 confirmed</td>
</tr>
<tr>
<td>Standard Food</td>
<td>$50 + 10%</td>
<td>TBC</td>
</tr>
<tr>
<td>Standard Market</td>
<td>$35 + raffle donation</td>
<td>TBC</td>
</tr>
<tr>
<td>Local Not-For-Profit</td>
<td>POA</td>
<td></td>
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Payment:
Payment must be complete for the stall booking to be confirmed.

The stallholder must pay the fee at the time of application in accordance with the following payment options:
- Direct bank transfer to:
  Maungaraki Home & School Committee
  12-31420281104-01
  Reference must clearly state “stallholders surname, first initial” “phone number” and “gala stall”
- Cheque enclosed (“Maungaraki Home and School”)
- Cash, donated goods or vouchers for service must have been delivered or acceptable arrangements made for this (email: maungarakischoolgala@gmail.com)

Set-up:
Stall site will be available for setup from 1.45pm onwards. Set up must be complete no later than 3.45pm. At all times during set-up, public safety must be ensured. Vehicular access may be limited for some sites, and this should be requested in the stall application. Any vehicles must be parked for operation or removed from site by 2.45pm, to ensure children’s safety at the end of school day.

Gazebos / Tents / Umbrellas:
Use of these are encouraged within your stall area, providing secure tie down methods are used. At all times, public safety must be ensured. Gazebos/tables etc may be available to hire (by prior arrangement only).

Products:
A brief description of products being sold including pricing range must be provided on application, and should not be deviated from without prior notification.
No raffles, auctions or sausage sizzles
No pamphlets are to be distributed around the Gala area or car parks.

Float/Monies:
Please remember to bring plenty of change for your own stall float.

Clean-up:
All sites must remain set-up and functional until the gala closes at 8pm. At all times during take-down, public safety must be ensured. Vehicle access to site will be delayed until 8.15 pm to allow for safe dispersal of members of public. Please leave your site clean and tidy before you leave, we appreciate your co-operation.

Rubbish:
Stallholders are responsible for disposal of their own rubbish. Before leaving, please pick up all litter on or around your site. Small amounts of rubbish may be placed in provided waste bins, but large amounts or cardboard for recycling must be removed.
**Safety:**
Security and event volunteers will be provided. If you have any safety or security concerns on the day, please look for these identified volunteers.

**Damages:**
As stall holder, you may be liable for any costs that result from improper, negligent or faulty functioning of your stall, including but not limited to damage to the stall site or wider surroundings, other stallholders’ property or wares or injury to any members of the public or event volunteers.

**Refund Policy:**
Cancellation of any stall booking must be made before 12th Feb 2016 to be eligible for a refund, and this will be dependent on whether a replacement can be found. Cancellations after this date will be deemed to have donated their site fee in support of Maungaraki School.

**Specific Food Stall Information**
Food items being sold at the Market should be prepared in commercial food premises subject to a licence or food handling certificate issued by the City Council, and stored and displayed according to good food handling practices and regulations.

A brief description of food being sold including pricing must be provided on application, and should not be deviated from without prior notification.

All food packaging, eating utensils and drinking vessels must be disposable. We encourage stallholders to provide a container for recycling.

All food stalls should have an accessible fire extinguisher; staff must be trained in its use.

**Contact Us**
If you have any further queries about:
Food Stalls - please contact Emma on 022 0307996
Market Stalls - please contact Kelli on 021 332 115

or email: maungarakischoolgala@gmail.com

We look forward to seeing you at the Gala and hope you have a great evening!

We are also interested in any feedback about the Market, as we intend to hold this event annually. If you have any comments, suggestions or criticisms and/or would like to be approached in the future, please contact us.
STALLHOLDER AGREEMENT

Date:
Full Name:
Trading Name:
Phone:
Mobile:
Postal Address:

Email address:
Web Site:

Full and accurate description of product(s) to be sold:

Price range:
Short Index description:

Please consider my application for:

- Premium Food stall $65 + 10%
- Food Stall $50 + 10%
- Not-for-Profit site POA
- Premium Market Stall $50 + donation
- Market Stall $35 + donation

Paid by:
- Direct credit
- Cash
- Cheque
(Maungaraki Home & School Committee, 12-31420281104-01, Reference must clearly state “stall holders surname and first intial” “phone number” and “gala stall”)

Description (incl value) of goods/service to be donated:

Site Access
- I require vehicular access for loading/unloading
- My vehicle must remain parked within my stall site
My reason for requiring a vehicle is:

By signing below,
- I acknowledge I have read the stallholder information attached to this form and agree to abide by the rules & criteria outlined therein.

Signature:

Please email this form to maungarakischoolgala@gmail.com or post to Maungaraki Home & School Gala Committee, Maungaraki School, 137 Dowse Drive, Maungaraki 5010.

COMMITTEE USE ONLY:
ALLOCATED STALL #:
DATE REC’D:
PAYMENT REC’D:
DONATION REC’D: