



WAITANGI
TREATY GROUNDS
Te Pitowhenua | Our Nation's Birthplace

Waitangi Day 2019 Application for Stall Site

1. A series of stall sites measuring 5m x 5m will be available.
2. Waitangi Limited continues its support for community groups and asks for koha from community groups not selling products. For all other groups/retailers there is a non-refundable charge of \$175 (incl. GST) per site. Payment can be made by cheque, internet or EFTPOS through our Visitor Centre at Waitangi. Bank details for an internet payment are: Westpac Account **03 0498 0022185 00 Waitangi Limited**. **It is important that you identify your payment with the name on the application form and the reference number issued by Nicole.**
3. Food vendors are responsible for compliance with food safety regulations as administered by the Far North District Council. A "blanket" license will be obtained from the FNDC and a list of their requirements will be included in food stallholder packs. NB - Where possible, stalls will be grouped by content, ie food stalls will be away from craft, information and product stalls.
4. **Waitangi Limited supports zero waste**. All food sold must be in compostable or recyclable containers and no plastic bags will be permitted for "giveaways" or customer purchases.
5. **Waitangi Limited supports a Fizz-Free Policy**. We promote healthy beverage options which means the sale of fizzy/carbonated drinks is prohibited at the Waitangi Day Celebrations. **Please note, that if you do sell fizzy/carbonated drinks, your stall will be shut down and removed from the festival, and you will not be permitted to have a stall at our Waitangi Day celebrations in the future.**
6. Registration and payment must be received no later than Friday, **4 January 2019**. Applications received after 4th January may not be accepted.

BUSINESS/COMMUNITY GROUP NAME:	
NAME (Contact): <i>(At least two if a community group)</i>	
POSTAL ADDRESS: <i>Please ensure this is a complete address with postcode</i>	
PHONE:	
EMAIL:	
MOBILE:	



<p>PLEASE INDICATE YOUR PREFERENCE FOR SITE LOCATION <i>(Note: Site allocation will be at the discretion of Waitangi Limited, we will endeavor to allocate you to the most suitable site.)</i></p>	<p>SPORTS FIELD</p> <p>First choice</p> <p>Second choice</p>		<p>WAKA SITE</p> <p>First choice</p> <p>Second choice</p>	
<p>STALL CATEGORY: <i>Please circle what you will be selling/displaying</i></p>	<p>FOOD*</p>		<p>ARTS/CRAFTS</p>	
	<p>CLOTHING</p>		<p>TOYS/GAMES</p>	
	<p>HEALTH PROVIDER</p>		<p>OTHER**</p>	
<p>*Please detail kind of food being sold</p>				
<p>** If OTHER – please explain:</p>				
<p>HOW MANY STALL SPACES DO YOU REQUIRE:</p>	<p>ONE</p>	<p>TWO</p>	<p>MORE</p>	
<p>PLEASE INDICATE IF YOU WILL BE RUNNING A GENERATOR</p>	<p>YES</p>		<p>NO</p>	
<p>PURPOSE OF GENERATOR – MUST BE “SILENT” <i>(Note: the necessary use of a generator by a stallholder will be taken into consideration when stall sites are being allocated)</i></p>				
<p>DO YOU REQUIRE A VEHICLE TO BE LEFT ON-SITE?</p>	<p>YES</p>		<p>NO</p>	
<p>PLEASE EXPLAIN THE REASON</p>				
<p>Please indicate method of payment: <i>No application will be completed until payment is received</i></p>	<p>CHEQUE</p>	<p>INTERNET</p>	<p>IN PERSON</p>	
<p>Reference</p>	<p><i>Please ensure reference number issued by Nicole is stated in payment.</i></p>			



Waitangi Day 2019 Stallholder Terms and Conditions

1. Stall sites will be allocated at either the Sports Field or next to the Waka Shelter.
2. Stall set up will be from **6.00am** on Waitangi Day. **No exceptions will be made.**
3. All stallholders will enter the Treaty Grounds by designated gates **only**.
4. All stallholders agree to adhere to the Waitangi National Trust Board Bylaws 1981 (copy enclosed in pack)
5. As you arrive at the northern end of the one-way bridge, you will be asked to show your **STALLHOLDER SITE CARD**. **You will need to have available for possible inspection, the following items from your pack:**
 - a. Stallholder site card (stating on it if vehicle staying on site)
 - b. Site map showing location of your stall and stallholder car parking
 - c. Signed Permit letter
 - d. Copy of signed Contractors' Health and Safety Management Plan.**Stallholders arriving without any or all of these items may not be permitted to access their stall site.**
6. Stallholders **must** only use the site/s assigned to them.
7. Only one vehicle per stall will be permitted on the stall site for **unloading and setting up**. After set-up, the vehicle **must** then be moved to the designated stallholder vehicle car park. Exceptions may be made in the case of a dedicated vehicle e.g. coffee vendor, refrigerated trailer. This will need to be arranged in advance and a separate parking permit will be issued. The permitted vehicle must fit inside the stall site.
No exceptions will be made on the day. Waitangi Limited reserves the right to have unauthorized vehicles towed away.
8. Only items listed on permits may be sold.
9. Stallholders agree they have introduced the use of recyclable or compostable food containers.
10. Stallholders agree that the sale of carbonated/fizzy drinks is prohibited. The sale of carbonated/fizzy will result in your stall being shut down and removed, and you will not be permitted to have a stall at Waitangi Day celebrations in the future.
11. Political groups and gang related groups are strictly prohibited.
12. Waitangi Limited accepts no responsibility for any theft, loss or damage to property.

I/We fully understand and agree to be bound by the above terms and conditions.

Stallholder(s) Name:

Signed:

Date:



Waitangi Day 2019 Safety Requirements for Stallholders

Confirmation of Stallholder's Health & Safety Management Plan

We confirm that we have a health & safety management plan in force and we undertake that this plan will remain in force and not be amended or cancelled during the period of this contract.

The following is confirmed (please tick in the box as appropriate):

- Hazards are regularly reviewed and monitored including consideration at (where held) employee team meetings.
- A system is in place for dealing with accidents.
- An emergency plan is in place for dealing with accidents.
- The workplace is regularly inspected to ensure compliance with current safety procedures.
- All staff have been issued with information on health & safety.
- We accept our responsibility to ensure the health & safety of our staff, subcontractors, Waitangi Limited staff, visitors and others while on the estate.

We agree to follow applicable Waitangi Limited health & safety procedures.

Signed:
STALLHOLDER

Signed:
WAITANGI LIMITED

**Please return this form to: Waitangi Limited, Attention: Nicole Wihongi,
PO Box 48, PAIHIA 0247 or scan and email to: info@waitangi.org.nz**

Office Use Only:			
Registration received on _____	Approved by _____		
Terms and Conditions signed	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Health and Safety Management Plan signed	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Payment received	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	Registration Pack sent on _____