



Market Rules & Information

**The 13th Annual Picton Maritime Festival will be held on,
Saturday 20th January 2018**

Please take the time to read the rules and information set out below carefully. With a growing number of stallholders, not to mention the other important aspects of the Festival, we have a lot of people to coordinate and these rules are in place for good reason. They will be strictly enforced so **IF YOU ARE UNABLE TO ADHERE TO THE GUIDELINES FOR ANY REASON, PLEASE CONTACT US IMMEDIATELY.**

By signing your application form, you have agreed to the terms and conditions set out below.

SITE STRUCTURE

Food Stalls & Craft/Market Stalls are located on the western end of the Foreshore.

Sites are 3m x 3m, unless otherwise arranged (e.g. if your trailer is 4-6m in length you can book two spaces). **This space is not negotiable** and if you take up more space on the day, you will be asked to move your goods and/or marquee. NO cars can be stored on your stall site.

All sites are bare and un-powered. Power is available on request for Food Stalls only at an additional cost (see application form for details) No generators are allowed onsite. Stall holders will need to provide protection from the elements, gas powered cooking equipment, food storage and presentation areas. It is recommended that on-site food preparation be kept to a minimum.

SET UP/TAKE DOWN

Arrival/departure times

The Festival site will be open for setting up on Saturday 20th January, **from 7am – 9am** on the day of the Festival. Please take note of this time as **there will be no access outside of these times.**

Sites must be set up by 9am on the Saturday and ready for opening at 11.00am. All vehicles and trailers within the site must be removed from the area by 8am, and will not be allowed back on site until after the finish of the afternoon entertainment at 4.30pm for the Craft/Market Stalls & 8pm for all Food Stalls. At this time only, vehicles may be allowed on and off the Foreshore with an escort, **ABSOLUTLY NO EXCEPTIONS.**

Food Stalls – you must have enough stock to last until 8pm. You will not be able to pack up and leave the grounds until this time, so please do your best to have enough stock available for sale throughout the duration.

Stallholder access to the Foreshore sites will be from the Cnr Auckland St & London Quay entrance only.

Stallholders must arrange their own parking outside the festival boundaries.

All Craft/Market Stall sites must remain set up until the finish of the afternoon entertainment at 4.30pm.

Stallholders may close their stalls earlier (if they run out of product) and may carry equipment off site, but tents/marquees etc. cannot be removed before the end of the afternoon entertainment at 4.30pm.

For all Stallholders on the foreshore, no tent pegs or spikes longer than 200mm in length are to be driven into the ground within the reserve as underground services may be damaged. Council is to be contacted in advance of the event if the exact location of underground services is required to be known.

FOOD AND DRINK STALLS

It is necessary for the smooth running of the festival, that stallholders selling food or drinks have supplied a brief description on the application form of all they plan to sell. Please contact us if this changes for any reason, prior to the Festival. **Any stall selling products on the day without the approval of the organisers, risk being closed down.**

All sites selling food must have completed a council Food Licence application form to operate a food stall and be issued with the required permit to display on the day of the festival – **this is your responsibility**. These permits will need to be displayed on your site as stalls will be inspected for compliance on the day of the Festival and **those without the required permit on display will be closed down**. Any stalls not complying with the conditions of their permit may also be closed down.

Forms can be downloaded from the Council website www.marlborough.govt.nz or phone 03 520 7400 for more information. Please allow plenty of time to submit your form.

Please ensure the forms are submitted to the Marlborough District Council at the address on the form, not to the festival committee.

All food packaging or drink vessels must be disposable, not breakable items. No glass or hard breakable plastic will be allowed on the foreshore.

All food sites must have a fire extinguisher on site; this is on the advice of Marlborough Fire Safety, and to help protect you from not only your own potential fire, but that of a neighbouring site. Please ensure all of your staff knows where it is and how to use it. **Please note food stalls will be inspected for these.**

Small extinguishers are available to hire through Fire Safety Systems ph. 0508 352 637. In the event of an emergency, ambulance services will be on site.

No water is to be sold from any stall, as Picton Maritime Festival Committee will be the only stall selling water at the festival.

RUBBISH

Stallholders are responsible for removing their own rubbish from their site throughout the day and during pack up. The Festival provides wheelie bins & skips for public use – please do not fill these up with stallholder rubbish!! It is your responsibility to take your rubbish away with you.

BEST SETUP STALL COMPETITION - JUDGING

Please take pride in setting up your stall, as the Celebrity Judge will take the time at the start of the Festival to inspect & judge your stall for the following awards – Best Commercial Stall, (1st & 2nd place) & Best Community Stall (1st & 2nd place).

SITE SECURITY

Onsite security will be provided by the festival committee.

CURRENCY

Please remember to bring plenty of change for your own stall and that you are responsible for the security of your cash takings at all times during the festival.

ADDITIONAL INFORMATION

As a stall holder you will be liable for costs and/or repair of any damages incurred to the festival site in any way that requires maintenance to be carried out i.e. burnt grass etc.

If you have any queries, please contact **Sheriee** on 027 432 3775 or email pmf2005@gmail.com

We look forward to seeing you at the festival and hope you have a great day!