

# STALLHOLDERS REGISTRATION FORM

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We invite you to participate in the **Glenorchy Village Fair** by booking a food / beverage / craft site at the **Glenorchy Village Green** for **Sunday 28<sup>th</sup> November 2021**.

Please complete this registration form and **return by 10th November 2021**.

**Please provide the following contact information:**

*Name*

\_\_\_\_\_

*Title*

\_\_\_\_\_

*Business Name/*

*Organisation*

\_\_\_\_\_

*Postal Address*

\_\_\_\_\_

\_\_\_\_\_

*Phone*

\_\_\_\_\_

*E-mail*

\_\_\_\_\_

**1.** Please tick the appropriate box.

Food/Drink Stall @ \$25.00

\$

\_\_\_\_\_

Craft Stall @ \$25.00

\$

\_\_\_\_\_

PAYMENT to be collected on the day of Fair

Please supply a list of products you intend to sell at the event. (In order to prevent double ups, please be very specific!)

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## TERMS AND CONDITIONS:

- \* This is an application only, not a guarantee. The committee reserves the right to refuse entry/ restrict what a stallholder sells at the Village Fair.
- \* The fair organizers will not be held liable for any loss made by the stallholder, through cancellation or other factors.
- \* All food safety and sale of liquor guidelines must be abided by, with appropriate applications completed with Lakes Environmental, ie food stall application, liquor license.
- \* The stallholders fee is non-refundable and non-transferable
- \* The stallholders agree only to sell the product described in this application
- \* Stallholders have access to the site from 9.00am – 10.00am for stall setup. Any large equipment may be set up Friday at the stallholder's risk.
- \* All vehicles must be off the green and parked in the designated parking area by 10.00am on the day – access open from 9.00am.
- \* Stallholders must be completely set up ready to trade by 11.00am.
- \* Food vendors will be encouraged to use biodegradable plates and cutlery.
- \* Stallholders will be responsible for supplying their own gazebo or tent – a table and chairs will be provided to each site.
- \* Stallholders will be responsible for their own rubbish removal.

## ALCOHOL GUIDELINES

- \* Stallholders approved for selling alcohol must apply for their own special liquor license, which will be at your cost.
- \* Stallholders selling alcohol must have someone on site that holds an alcohol managers license.
- \* A limited number of stalls will be permitted to sell liquor in the designated areas – this is at the organisers' discretion.
- \* Serving to minors or intoxicated persons will not be tolerated.
- \* Alcohol sales will not be permitted after 4.00pm.
- \* The Alcohol guidelines must be on display throughout the event.

## 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 machinery, and securing signs etc.

I agree to the terms and conditions, incl set up conditions and alcohol guidelines outlines on page two of this application form.

Signed: \_\_\_\_\_ Date \_\_\_\_\_ 2021

PLEASE RETURN BY 10<sup>th</sup> November 2021 TO, PO BOX 118, GLENORCHY, or email  
ingrid@eventmanagement.co.nz

Queries to INGRID TEMPLE on 027 537 5047 or email ingrid@eventmanagement.co.nz