



WEEKENDEVENTS

MARKET GUIDE

APPLICATION

Applications for stall space should be made on the website - weekendevents.co.nz

All Stallholders must consent to the Terms and Conditions of the Market and provide a Health & Safety plan.

1. Stallholders must apply on the website
2. An Approval is sent via email
3. Once the Approval is made the stallholder may book markets

Quality, handmade, NZ made and local products are given preference. Approval may be for some or all WeekendEvents markets.

TRADING HOURS

Waihi Beach Sunday Market - 9am -1pm.
Set up from 7.30am.

Whangamata Markets – 9am - 1pm.
Set up from 7.30am.

Waihi Beach Summer Fair – 10am-4pm.
Set up time allocated to each stall to reduce congestion. This information will be emailed to the Stallholder in the Event Info Pack prior to the event.

STALL FEES (per market event, GST inclusive)

Waihi Beach Sunday Market

- 3x3 Stall - \$25 (Permanent)
- 3x3 Stall - \$30 (Casual)
- 6x3 Stall - \$50 (Permanent)
- 6x3 Stall - \$50 (Casual)
- Food Truck or Coffee Cart - \$35 (food consumed on site)

Whangamata Weekend Markets

- Fresh Produce Stall 3x3 - \$40
- Craft/Clothing/Other Stall -3x3 \$50
- Food Stall 3x3 - \$50 (food consumed off site)
- Food Truck or Coffee Cart (food consumed on site - supplying own power) - \$70

Waihi Beach Summer Fair

- 3x3 Stall - \$110
- 3x3 Stall - \$145 (Corner)
- 6x3 Stall - \$190
- Food or Coffee Cart - \$215 (food consumed on site)

PAYMENT OF STALL FEES

- An invoice will be created once the booking has been made.
- Stall fees must be paid prior to the booked market.
- Cash payments on the day will not be accepted.
- Bookings are not confirmed until your payment is received.

STALLHOLDER CANCELLATIONS - REFUNDS & CREDITS

Waihi Beach Sunday Market & Whangamata Markets

In the case that a Stallholder cancels their place in an upcoming market and gives more than 48 hours' notice, their stall fee minus a \$10 admin fee will be transferred to their next market. WeekendEvents must be notified via email.

In the case that a Stallholder gives less than 48 hours' notice of non-attendance, no refund or transfer is applicable.

In the instance that a market is cancelled due to weather, a \$10 admin fee applies. The balance of the stallholder fee is then transferred to the stallholders next event. No refunds will be provided at any stage.

If a Stallholder cancels three markets in a row their future stall position is cancelled and they will need to reapply.

Waihi Beach Summer Fair

The Summer Fair will operate rain or shine, as long as it is safe to do so.

No refunds if the stallholder cancels or if the event is unable to run due to weather, an act of god and pandemic or an otherwise unforeseen situation.

If the stallholder cancels before 1st December a \$25 administration fee will be retained with the remainder returned to the stallholders. Cancellations after that date will mean all fees are forfeited.

MARKET NO-SHOWS

If a Stallholder does not show up to a market without an explanation,

- No refunds will be given
- Their site may be reallocated to another Stallholder (Whangamata & Sunday Markets – Close off time 8.45am, Summer Fair close off by 9am).
- Their future stall position is automatically void and they will need to reapply.

MARKET CANCELLATIONS

Our markets are all-weather markets and will operate in varying weather conditions.

No refunds are issued to any Stallholder if the weather deteriorates during the day.

You should not apply for a stall unless you are prepared to take the risk on weather, this includes ensuring you're prepared to trade in wet and windy conditions.

WeekendEvents does not take responsibility for any damaged goods, nor will WeekendEvents allow Stallholders to vacate the premises prior to the official closing time, unless management deems the market cancelled.

The market will only be cancelled if there is torrential weather the morning of the event or there are external factors restricting the market from going ahead. If the weather on the day poses a Health & Safety risk the event will be cancelled.

MARKET CANCELLATIONS ...continued

You will be informed via email at least 6 hours prior to trading if the Market has been cancelled if the weather forecast makes this possible. If the weather is undetermined, please check the market Facebook page on the day for updates.

STALL SIZES & EQUIPMENT

- The standard site size for is 3m x 3m (single) or 6m x 3m (double).
- Food stalls are 6m x 3m (or 6m at the Summer Fair).

Stallholders must bring all of their own equipment with them, including gazebos and tables.

If a stallholder exceeds the standard stall size, they will incur a further full stall fee of \$10 per metre unless authorised in advanced. Stallholders must ensure that all stall items (display, stock, signage, gazebo and tent pegs) are kept within the perimeter of their own site boundary and not impede the public walking area in anyway.

Food trucks requiring power must bring their own power leads and adapters. All electrical devices must be tagged & tested.

The organisers reserve the right to allocate sites and alter the site plan. No discussion will be entered into regarding the site allocation.

If you set up in the site not allocated to you, you will have to move or leave.

PACKING UP AND PACKING DOWN

WeekendEvents will allocate sites and provide Stallholders with a map prior to the market day via email.

Waihi Beach Sunday Market & Whangamata Markets

Stallholders will have access to their site to begin setup from 7.30am and must be ready to trade at 9am. Vehicle access to the reserve will be closed at 8.30am in the interest of public safety.

Sales begin at 9am and close at 1pm. Even if you sell out of product, we require you to stay at the market until closing. Please don't begin packing up until after the market closes.

Do not bring or move vehicles on the reserve until after the market closes to public at 1pm.

Waihi Beach Summer Fair

Stallholders will have access to their site to begin setup from 6.30/7/7.30/8 or 8.30am and must be ready to trade at 10am.

Vehicle access to the reserve will be closed at 8.30am in the interest of public safety.

Sales begin at 10am and close at 4pm. Even if you sell out of product, all Stallholders are required to stay at the market until closing. Please don't begin packing up until after the market closes.

Do not bring or move vehicles on the reserve until after the market closes to public at 4pm and the onsite staff have opened the reserve

to stallholder vehicles. In the interests of safety, we will actively remove the public from site at the end of the Summer Fair. Once it is safe to do so, vehicle movements may commence.

VEHICLES

Vehicles are to drive at 5kph within Market grounds at all times. Vehicles are not allowed to drive on the reserve during the market trading hours of 9am-1pm (Waihi Beach Sunday Market & Whangamata Markets) and 10am-4pm (Waihi Beach Summer Fair) or when it is safe for vehicles to access the site.

ELIGIBLE PRODUCTS

WeekendEvents prides itself on having a diverse selection of stalls and food vendors. From time to time we may not be able to accommodate a new vendor who sells products similar to an existing vendor. If a stallholder wishes to sell products labelled as Organic, they must provide documentation from an accredited certification authority for each product and label accordingly.

We want to maintain a high quality and unique craft section. We want well-presented stalls and we encourage our vendors to be creative with their space. We will choose quality over quantity and we like our stalls to specialise in their chosen item so we can offer a good variety to our customers. Stalls selling second hand/flea market type goods will not be accepted. Low ticket/\$2 Shop goods will not be accepted. We reserve the right not to enter into correspondence or

otherwise explain the reasons for our decisions.

If you plan to sell any products that differ to the category initially identified in your Application you will need to email Market Management for approval. Selling products not listed on your application form will result in termination of your future stall position.

UNACCEPTABLE PRODUCTS

Items that the market management may consider unsuitable for the market include: - live birds or animals, fake or copies of designer brand named goods, weapons , items associated with the illegal use of drugs, offensive, counterfeit or unauthorised products.

PUBLIC LIABILITY INSURANCE

All stallholders are advised they should consider public liability insurance but is not compulsory for involvement with WeekendEvents.

POWER REQUIREMENTS

Stalls using generators must note this in the application process so they can be sited accordingly.

All appliances, leads etc need to have current tested & tagged equipment.

Please note that all stallholders requiring power must supply their own power leads and adaptors.

PARKING

Please do not park in the closest or best car parks as these are needed by our customers.

All Stallholders to park onsite where directed.

WASTE MANAGEMENT

Planet earth is a beautiful place. All life is precious. Please do not use plastic bags unnecessarily, WeekendEvents encourages you to use reusable bags or none at all.

Stallholders must take all their stall/trade waste away with them. Stallholders must leave their stall site free of rubbish. Failure to clean up adequately will incur an immediate cleaning fee of \$35 and may affect your future applications.

FOOD SAFETY

Food vendors must ensure that they have appropriate, and current, food safety certificates and registrations and comply with Food Act. These must accompany the stallholder at every market.

HEALTH & SAFETY

Due to the changes to the Health & Safety laws in April 2016, anyone conducting business is now expected to have a Health & Safety plan. All stallholders must provide a copy of their Health & Safety plan with their application form. A sample template will be provided on the website.

FIRE/EMERGENCY EVACUATION

Waihi Beach: In the event of a fire or other type of emergency, head to the top of the hill at the back of the Wilson Park reserve.

Whangamata: In the event of a fire, head across the road and wait on the berm on Rangji Road.

Do not re-enter the event until you are told it is safe to do so.

Follow instructions from WeekendEvents staff or the emergency services.

INCIDENTS & ACCIDENTS

Report to Info tent and file incident report immediately - no matter how minor the incident or accident may be.

We have a First Aid Kit at the Info Tent for minor injuries.

In the case of a serious or unknown injury/medical event or other type of emergency, call 111 in the first instance then alert the WeekendEvents staff at the Info Tent.

STALLHOLDER CODE OF CONDUCT

Stallholders are bound by this code. Failure to adhere will result in the issuing of a letter of breach.

- Be considerate towards neighbouring businesses and residents adjoining the Market.
- Are present at all time of operating hours;
- Do not conduct themselves in a violent, abusive or offensive manner; or

- Do not occupy a Stall whilst under the influence of alcohol or illegal drugs.
- Act at all times, professional and courteous to both other stall holders, management and customers;
- Arrive at the designated time of set up and commence pack up
- Packing up earlier will result in termination of stall and late arrivals will forfeit their stall position
- Adhere to WeekendEvents & council reserve no smoking policy;
- Do not drive on the reserve within market trading hours.
- Shall not conduct themselves in a violent, abusive or offensive manner or use violent, abusive or offensive behaviour; or harass Market staff, other Stallholders or the public;
- The stallholder shall not use any part of their area for any other use other than the stated business use as set out in the application form.
- Shall not tout or aggressively solicit sales;
- Shall do all things reasonably necessary to promote the best interests, image and welfare of the Markets;
- Shall not comment adversely on, or with respect to, WeekendEvents, staff or management, traders and business- es, and other market Stallholders, on the Internet or on a public occasion;
- Shall not engage in any behaviour that brings the WeekendEvents into disrepute.

ADHERING TO RULES

Stallholders must adhere to WeekendEvents Rules at all times. WeekendEvents has a strict

three strikes policy. Should you be warned three times for breaching our rules, your stall position will be terminated.

WeekendEvents will assess all applications and advise applicants as to whether they have been approved via email.

We reserve the right not to enter into correspondence or otherwise explain the reasons for our decision.

In completing the online Application process, the applicant confirms that they have read and understood and agree to WeekendEvents Rules, should their application be accepted, occupying a stall at WeekendEvents markets conditional upon compliance with these Rules.

MARKETING & SOCIAL MEDIA

We encourage all Stallholders to advertise their involvement with the WeekendEvents. If you think you have a good story and/or images that we could include in the WeekendEvents social media feeds then please email us at hello@weekendevents.co.nz and we'll be in touch.

We ask that you please use the correct logos when advertising the WeekendEvents - please email: hello@weekendevents.co.nz for logos, images of the market, flyers etc. Use of the WeekendEvents, Whangamata Markets, Waihi Beach Sunday Market & Waihi Beach Summer Fair logo is subject to copy-right laws.

If you're sharing content please tag us in using @weekendmarkets or #WeekendMarkets for Whangamata, or @waihibeachsummerfair, @waihibeachsundaymarket.

WeekendEvents management reserves the right to choose which content is shared on our social media platforms.

COMMUNICATION AND IMAGE USE POLICY

WeekendEvents will communicate with you regularly via email. Your details will be kept in our booking system whilst you're an active Stallholder.

In agreeing to this application you permit WeekendEvents to place your details on our database and send to emails with further information regarding our activities.

In agreeing to this application you permit WeekendEvents to pass on your details to any customer of WeekendEvents markets for sale and service enquiries. This may include email and phone numbers.

You also provide WeekendEvents with permission to use images and copy supplied to us within this application for promotional material, such as on our website or elsewhere.

Please note that WeekendEvents will always act in accordance with The Privacy Act.

COMPLAINTS

Any complaints are to be directed in writing to hello@weekendevents.co.nz.

WeekendEvents is not liable for any claims made by customers against Stallholders regarding faulty, inedible or misrepresented products sold by Stallholders at the WeekendEvents markets.

All complaints made by customers regarding any product, food, or service sold at any specific market by any stall will be referred back to the Stallholder to deal with. If satisfaction on the matter is not gained then the customer can take their complaint to the Commerce Commission of New Zealand.

THE FINE PRINT

INDEMNITY BY THE STALLHOLDER

The stallholder shall keep the WeekendEvents indemnified against all claims, actions, losses, and expenses of any nature, which WeekendEvents may suffer or incur or for which WeekendEvents may become liable in respect of or arising out of;

1. The neglect or careless use or misuse by the stallholder and persons under the control of the stallholder of the area or the property or other services to the area or the property.
2. Any accident or damage to property or any person arising from any occurrence in or near the area wholly or in part by reason of any act or omission by the stallholder and persons under the control of the stall.

3. Any claims made by customers against stallholders regarding faulty, inedible or misrepresented products sold by stallholders at any of the WeekendEvents markets.

MARKET REQUIREMENTS

The stallholder shall comply with the provisions of all statutes, ordinances, regulations and bylaws relating to the use of the area by the WeekendEvents management or other occupant and will also comply with the provisions of all licences, requisitions and notices issued by any competent authority in respect of the area or their use by the stallholder.

THE LICENSE OF THE AREA

The use of the WeekendEvents area by the stallholder will relate to their provided site only, and the WeekendEvents management is entitled to use, occupy and deal with the remainder of the property without reference to the stallholder.

INSURANCE

The stallholder shall not do anything in the area or the property which would result in any insurance affected by the WeekendEvents or by the policy being rendered void or voidable or whereby the premium payable shall be liable to increase. The Stallholder shall pay upon demand all extra premiums payable as a result of any breach of this clause.