

**SATURDAY 11TH**  
**JANUARY 2025**  
12noon - 6pm. URETARA DOMAIN , KATIKATI



## **VENDOR INFORMATION / TERMS AND CONDITIONS**

### **KATIKATI AVOCADO FOOD AND WINE FESTIVAL**

**DATE: Saturday, 11th January 2025 , 12noon -6pm**

**VENUE: Uretara Domain, Katikati**

### **COUNCIL REGULATIONS**

- All vendors must comply with Food Safety Handling Regulations as per Council by-laws and possess relevant food licenses, which must be submitted with this application. These licenses must also be displayed on the day of trading.
- Alcohol vendors must undergo additional Council licensing procedures to trade.
- If utilizing a naked flame on-site, a fire extinguisher must be present at your stall or vending space.

### **POWER VENDOR RESPONSIBILITY**

- Vendors are responsible for providing their own heavy-duty extension leads, RCD breaker, and a certificate verifying PAT testing if required.
- We endeavor to supply the requested power outlet and amperage as specified in your application. Overloading the provided power outlet beyond reasonable limits may result in tripping.

### **RUBBISH BINS**

- Wine and beer vendors are requested to leave used bottles in cartons at the back of their site for collection and recycling throughout the day. Please avoid overloading rubbish bins with used bottles.
- Vendors must supply environmentally friendly disposable cutlery, serviettes, and plates. Glassware is not to be distributed to the public; reusable cups will be provided to attendees on arrival.

### **EFTPOS**

- An EFTPOS machine will be available for cash-out at the wristband/reusable cup collection area. Vendors are encouraged to bring their own portable EFTPOS if possible.

### **SITE COSTS**

- SITE: \$60 (incl GST) per square meterage (3m x 3m – minimum), includes two staff.
- POWER: \$60 (incl GST) per 10amp household power supply.
- ADDITIONAL STAFF: Additional tickets beyond the two staff included in the site fee are \$35 each (pre-purchased with your site fee) or \$75 at the gate on the day.
- ONLINE PAYMENT FEE: Additional transaction fees apply to vendor fee payments.

### **NSURANCE**

- Vendors must carry their own trade insurance or Public Liability Insurance to participate in this event.

### **CANCELLATIONS**

- Cancellations must be made by 1st November 2024 for a full refund. A 50% refund is available for cancellations between 1st November 2024 and 15th December 2024. No refunds are provided for cancellations after 15th December 2024.

## VENDOR INFORMATION / TERMS AND CONDITIONS CONTINUED.....

### PROVIDED ON THE DAY

- Packaged ice will be available for purchase on the day. Details to follow.
- The cooler trailer will be located behind the Kitchen tent area and will be secured during the event. Assistance will be provided for placing or retrieving products for those who have booked space.

### VENDOR MANAGEMENT

- We strive to avoid duplicate vendors; however, unforeseen circumstances may occur. We apologize for any inconvenience in advance.
- Repair or damage to any supplied equipment will be at the vendor's expense.

### SET UP AND ON-DAY ARRIVAL EXPECTATIONS

- Access for early setup on Friday, 10th January requires prior approval from the organizing committee. Security will be on-site Friday night, but no valuables should be left. Only structural setup is permitted.
- Gates open for vendors at 8:00am and close at 11:00am. Set up must be completed and ready to trade by 11:30am.
- Upon arrival vendors will be issued with pre-purchased staff tickets. Any extra staff tickets required will be charged at the standard gate entry fee of \$75.
- Each site is permitted one vehicle, which must not exceed a 5kph speed limit and should have hazard lights on while in motion. Vehicles should be parked directly behind designated sites. No vehicle movement is permitted until after 6pm, subject to public safety.

### VENUE RULES

- No dogs are allowed at the venue except for working dogs (blind/deaf/disabled).
- Smoking or vaping is prohibited on the grounds/venue.
- Vendor access passes or staff wristbands must be worn at all times. Additional wristbands for alcohol purchase can be obtained at the wristband/reusable cup collection area with proof of ID if requested.

### NEXT STEPS AFTER REGISTRATION

- A member of the organising committee will reach out within two weeks of receiving your application. If your application is successful, we will send you a payment link to confirm your site booking.
- While we strive to accommodate all stallholders, please note that due to various factors such as the power supply requirements, we may not be able to assign you the same site as in previous years.
- Kindly refrain from registering on behalf of another vendor, as it's essential for us to maintain direct communication with all vendors present at the festival.
- Only vendors who have registered and paid through the correct portal will be allowed on-site. No payment, no access.

### EVENT CONDITIONS

- The Katikati Fun Fest Charitable Trust does not accept responsibility for adverse weather, low attendance, cancellations, or any other unforeseen circumstances affecting financial outcomes at the Katikati Avocado Food and Wine Festival. There is no rain date for this event; in the event of cancellation by the Katikati Fun Fest Charitable Trust, a 75% refund of fees will be provided.

**For any enquiries contact: [info@katikatiavofest.co.nz](mailto:info@katikatiavofest.co.nz) or phone 07 549 5250.**