

TIMARU FESTIVAL OF ROSES 2019 SITE APPLICATION FORM

Timaru's Night Market Saturday 30 November 2019

Christmas Themed Market Day 1 December 2019

TERMS & CONDITIONS

- The organisers will assign sites as they see fit.
- You are responsible for the delivery, setting up and removal of all your own displays and materials.
- Keep your site clean and tidy, Remove all rubbish.
- Return your site to its original condition.
- Maintain your supply of stock throughout the show. Use 'sold' signs if your display is in danger of becoming depleted to the show's detriment. Excess stock to be out of view on your site or stored in your vehicle.
- Sites to be set and ready for trading by 5pm for Saturday Night Market or 10 am for Sunday Market.
- Sites must be staffed during all market day hours.
- Dismantling **may not begin** until after 9 pm for Saturday Night Market or 4pm for Sunday Market. Sites must be completely dismantled by 12am and 8pm.
- You must contain your entire display, guy ropes, serving areas and advertising within the bounds of your own site(s) with no encroachment into walkways or neighbouring sites.
- Any products or advertising on your site(s) that are not directly your own or do not belong to an approved site-sharer, will be removed from the market day.
- All signs to be professionally painted. Signs advertising "rejects" or "seconds" etc. are prohibited.
- No dogs are permitted at the Festival or on any part of Caroline Bay at any time.
- Open fire or charcoal cooking is not permitted. Gas BBQ's are permitted. You must have a fire extinguisher on site. To limit nuisance to your neighbouring exhibitors you

- must not create excessive dust, smoke, noise or odours.
- You must ensure that you eliminate the risk of harm to yourself and any other person during the set-up, market day and breakdown times and are bound by the Health and Safety requirements. Festival Health & Safety documentation will be sent to you with final site information instructions
 - If you intend selling food or alcoholic beverages please contact the Timaru District Council for information about the appropriate licenses required.

TERMS OF TRADE

- Your payment in full must be received before any sites are reserved. Post-dated cheques will not be accepted.

CONDITIONS OF TRADE

- For the purposes of these conditions, the exhibitor, the exhibitor's assistants, site-sharers and the site sharer's assistants are all referred to as "the exhibitor". The staff of Special Events Aoraki Ltd or the staff of the Timaru Festival of Roses are referred to as "the organisers".
- The organisers shall not be liable for any injury to the exhibitor, or for any loss or damage to the exhibitor's wares or personal property. Insurance against these is the sole responsibility of the exhibitor at his/her cost.
 - Any damage to the market day site, marquees or grounds caused by an exhibitor is to be repaired at the exhibitor's expense. Any exhibitor's faulty electrical equipment repaired by the organisers' electrician is at the exhibitor's expense.
 - The organisers have the right to cancel this contract and or to remove any product, advertising or site(s) from the show, without notice, and to retain any money in relation

thereto and shall not be liable for any resulting losses to the exhibitor:

- If the exhibitor infringes any of the Conditions
 - If in the organisers' opinion, any product, advertising or site display is not in the best interests of the Timaru Festival of Roses or may cause offence or harm to the public
 - If the organisers' fails to perform or fulfil any of their contractual obligations caused by but not limited to acts of God, fire, flood, war, public/natural disaster, industrial dispute or Government enactment.
- In the event of any dispute about the interpretation of the Requirements or the Conditions, the organisers' interpretation shall be final and binding.

CANCELLATION POLICY

In the event of your withdrawal from the Timaru Festival or Roses Market Day after you have already been accepted, any refund of site or hire fees will be made only if your written application for such refund is received by 5.00pm on 31 October 2019. Any refunds of fees will be subject to the deduction of a \$50 administration fee. If you withdraw after the 31 October 2019, you are liable for the full payment of your site fees and no refunds will be given. This cancellation and refund policy will be applied in every case without regard to the reason for the withdrawal.

MARKET HOURS - DATES & TIMES

Saturday 30 November 5pm – 10pm
Set up from: 2pm/Pack out by 12am

Sunday 1 December 10am – 4pm
Set up from: 7am/Pack out by 8pm

SITE APPLICATION FORM

Email Contact First Name Contact Last Name

Cellphone Site Name for Market Day Programme

Postal address (so we can send you information) Post Code

Description of your Products/services

Do you want the same site as last year My site number last year was

I, the applicant, have read, understand and agree to abide by all the Requirements, Terms of Trade, Conditions and Cancellation Policy as set out in the Timaru Festival of Roses Stall Holder Information Pack. I permit the Timaru Festival of Roses to pass my contact information to enquirers.

Signed: Date:

Select you site category and Size	Saturday 30 Nov	Sunday 1 Dec	Includes GST	Number Required	Fee payable
Food/Coffee/Drink Vending Site			\$120.00		
Non-Profit Organisation/Charity			\$50.00		
Commercial Non-Food Site 3m x 3m			\$80.00		
Commercial Non-Food Site 6m x 3m			\$100.00		
Commercial Non-Food Site 4m x 4m			\$90.00		
Commercial Non-Food Site 6m x 4m			\$135.00		
Commercial Non-Food Site 8m x 4m			\$180.00		
Hire Marquee -we supply & erect (Includes site fee) 6mx6m \$600, 5mx5m \$520, 4mx4m \$450			Please specify		
Electricity Charge for 1 connection (please specify) <input type="checkbox"/> Standard <input type="checkbox"/> Caravan <input type="checkbox"/> 32 Amp <input type="checkbox"/> 3 Phase			\$30.00		

PAYMENT OF FEES

Bank Ac/C: 03 - 1714 - 0047729 - 00

Put your site name in reference field

SEND TO:

PO Box 598, Timaru 7940

Cheques payable to: Timaru Festival of Roses

Total Fee Payable

You can email the completed form to:

chris@specialevents.co.nz