

# Hutt News Petone Rotary Fair Saturday 17 February 2018

## Terms and Conditions



[www.petonefair.co.nz](http://www.petonefair.co.nz)  
PO Box 33 381 Petone 5046  
talk@petonefair.co.nz

The 27<sup>th</sup> annual Fair will be held in Petone's Jackson Street Historic Retail Precinct – from Cuba Street to Victoria Street - on Saturday 17 February 2018. The stalls form a double row, back to back, down the centre of the street. Stallholder set up commences from 8am with the Fair open to the public from 10am to 4pm.

### **Please read the following Terms & Conditions - by applying for a site you are accepting the terms and conditions**

**When you book a stall site you accept that these terms and conditions apply:**

- **Stall holders complete the application form** (a link is/will be available on [www.petonefair.co.nz](http://www.petonefair.co.nz), home page when applications open.)
- You will receive an email confirming receipt of your application.
- When your application has been processed, you will receive an invoice which should be actioned as soon as practicable.
- Sites will not be allocated until payment is received.
- Receipt of payment will be acknowledged.
- Sites will be allocated and you will be notified of the detail.
- Stall holders will have access to their sites on Fair day.
  
- **Application does not guarantee** your preferred or any site and the organisers have the right to decline any application
- **Stall Cancellations** are accepted (minus \$25 administration fee) to 31st January 2018. **No** refunds after 31st January 2018. Allow four weeks for refund process.
- **There is NO Rain Check clause or refunds because of weather** – the Fair happens rain or shine
- **Health and Safety** terms and conditions may be added to or changed at the organiser's discretion.
- **No stall site** may be on-sold, shared, given away, or used by anyone other than the accepted stall holder without the prior approval of the organisers.

#### **Had a stall before at Petone Rotary Fair?**

- **Past Stallholders** - if you want the same or a similar site as last year, application and confirmed payment is required before November 30th 2017. From 1<sup>st</sup> December 2017, sites are allocated on a first come basis.  
**Note:** Preferred site/s are not guaranteed.
- **Sites are only allocated once payment is confirmed.**

#### **Food:**

- **All food stallholders** please read the information provided at <http://www.petonefair.co.nz/how-to-apply>
- **All food stallholders** have to meet safe food handling requirements. **Note:** Enforcement Officers will do checks and this may mean asking stallholders to leave the event if they are unable to meet these requirements on the day.
- All electrical and gas equipment must conform to Safety regulations.

#### **Power:**

- **DO NOT approach retailers with Power requests directly.** Only the organisers can make a request of any Jackson Street retailer. Power supply to sites is only at the courtesy of Jackson Street retailers and there is no obligation on the retailers to provide power to stallholders. You will be advised if power can be arranged for you or not. Every connection to power must be through an approved RCD device.
- **All electrical equipment used** such as appliances, leads, plugs, multi power boxes etc must be tested and show current Portable Appliance Test (PAT) tags and must meet OSH standards The in-service Safety Inspection and Testing of Electrical Equipment known as Test and Tag is from the standard AS/NZS 3760:2010.
- **Generators** must not exceed 60dB. Noisy generators will be shut down

#### **Gas:**

- **All gas equipment used** such as appliances, gas bottles, regulators, hoses, connectors, cooking rings, bbq's **etc must** be tested and verified in accordance with NZS 5256:2014 – a certificate of verification must be available for inspection by the organisers.
- **Lunch box cookers or canister cookers are not suitable for use and are not to be used.**

#### **On the Day:**

- **All vehicles must move slowly** on Jackson Street and drivers must follow block marshals' instructions at all times
- **Stallholder setup: Vehicles** need to be promptly off-loaded and removed from the site. If a vehicle is necessary for your stall you must book and pay for enough space for it to fit and remember to allow for tow bar length plus the direction of the stall opening
- **Removal of rubbish** from the site is the responsibility of each stallholder at the conclusion of the event. Stallholders failing to do so may be charged a fee to assist with rubbish removal costs in the future

#### **Health and Safety:**

- **In the interests of safety** stallholders will take **all** reasonable steps to provide a safe environment and to ensure their own and the safety of others. All hazards identified by any stallholder at the Fair must be reported to a Rotary Block Marshall or the Rotary office so that appropriate action can be taken. Any acts or omissions by the stallholder, which endanger the health and safety of any person/s may result in removal from the Fair
- The Fair (Rotary Club of Petone/Trust and associated organisations) will not be held responsible for any injury incurred by stallholders or any other person as a consequence of stallholder activities.

#### **What is the process?**

1. Stall holders complete the application form - a link is/will be available on [www.petonefair.co.nz](http://www.petonefair.co.nz), home page when applications open;
2. You will receive an email confirming receipt of your application;
3. When your application has been processed you will receive an invoice;
4. Receipt of payment will be acknowledged;
5. Sites will be allocated and you will be notified of the detail;
6. Stall holders will have access to their sites on Fair day