



4 April 2020 | 11:00 AM – 7:00 PM
Aotea Square | Auckland
Free Entry | Food, Music, Dance, Kids Friendly



Nepal Festival 2020

Retail Stall Application Form

Nepal Festival is scheduled Saturday, 4 April 2020 from 11 am to 7 pm at Aotea Square, Auckland.

Please complete this form for each food stall. If you have any questions, please contact **Murali Kumar on 021 685 804.**

Please **complete, sign and email this form to** admin@nznepalsociety.co.nz or enquiries@catnz.org.nz by **Monday, 9 March 2020**

Successful vendors will be notified by email on **Friday, 20 March 2020**

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- 1. Power:** There will be power available. Please refer to the attached Aotea Square stall holder information document. There may be a cost depending on the number of equipment used. This will be confirmed at stall approval. All appliances you intend to use at the festival must have been tested and tagged by a qualified electrician in the past 12 months. Appliances will be checked before they are plugged in to ensure power continuity at the event.
 - 2. Payment:** Payments for the stalls will be required when the stall has been approved to operate at the festival. Payment details will be included in your confirmation letter /email.
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☐ **Nepal Festival 2020** (Please check/tick)

☐ 1 x retail stall

\$500 + GST

☐ 2 x retail stalls

\$800 + GST



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Stall information

Name of person operating the stall:

Name of stall or community group:

Phone:

Mobile:



Email address:

Address:

What are you selling:

(List your crafts, goods. services)

For more information

 <https://www.facebook.com/nznepalsociety/>
 <https://www.instagram.com/nznepalsociety/>

AOTEA SQUARE

STALL HOLDER INFORMATION DOCUMENT

1. Facilities

Every food stall must supply themselves with the following:

- a. One (1) rubbish bin or container for general rubbish;
- b. One (1) rubbish bin or container for liquid waste;
- c. One (1) rubbish bin or container for food/compost waste;
- d. Tables for displaying, storing and preparing food;
- e. A hand-wash including a basin, water supply, soap, paper towels and a bucket to collect wastewater;
- f. Extra floor covering to avoid any oil spillage onto pavements (cardboard and tarpaulin are not acceptable floor coverings);

2. Food Safety

- a. Any stallholder who holds a current Food Stall Trading Licence from Auckland Council may continue to operate from a stall until that licence expires.
- b. Any stallholder who is associated with a restaurant/commercial food premises with a registered Food Control Plan ("FCP") may operate from a stall under that plan.
- c. Any stallholder who is not associated with a restaurant/commercial food premises with a registered FCP will need to have a registered FCP or follow a National Programme to operate from a stall, unless that stallholder comes under one of the following exemptions:
- d. The stallholder is making money for itself with a once-a-year food stall at a one-off event; or
- e. The stallholder is fundraising for cultural or philanthropic/charitable reasons, which the stallholder may undertake up to 20 times in one year under this exemption.
- f. On-site cooking must be off the ground (waist height or at least 75cm high).
- g. All food stalls will be monitored by the Organisers during trading to ensure that health and safety standards are met. The Stallholder must follow all directions of the event Organiser and Venue Representative

3. Health & Safety

- a. The maximum number of people permitted in the Stall at any one time is six (6) in a 3m x 3m.
- b. No children under the age of 14 are permitted within the food stall at any time.
- c. Any children under the age of 14 within a non-food stall must be under adult supervision at any time;
- d. The Stall must be maintained in a clean and tidy manner, all goods and equipment must be within the delineated area of the Stall.

4. Use of Stall & Operations

- a. The Stallholder (including any goods and/or equipment) must not encroach onto areas outside of the delineated area of the Stall
- b. The Stallholder must not promote or operate the Stall or its business from outside of the delineated area of the Stall without the prior written consent of the Organiser
- c. The Organiser will not be providing any equipment. The Stallholder is required to provide its own 3x3m Ezy-up, tables and chairs, and any other equipment as necessary
- d. The Stallholder is responsible for all cash handled at the Stall, including ensuring that there is adequate float on each trading day
- e. The Stallholder is only permitted to sell products as approved by The Organiser. To this end, the Organiser reserves the right to restrict and/or prohibit the sale or promotion of any item(s) where there are inconsistencies
- f. Parking is not provided. All vehicles onsite during pack-in and pack-out can drive on site but will be marshalled on by Auckland Live Event Supervisor at 5kmph, once unloaded the Vehicle will be marshalled offsite. See Page 5 for site map and directions.
- g. The Stallholder must adequately supervise and control all persons attending the Stall and procure its agents, contractors and/or employees to comply with these event rules
- h. The Stallholder must immediately report any incident or accident which takes place in or around the Stall to the Organiser and the Auckland Live Event Supervisor
- i. The Stallholder must keep the Stall clean and tidy
- j. The Stallholder is responsible for the proper management of the Stall and must be present at the Stall during pack-in, trading and pack-out. Pack-in and pack-out times will be advised by the Organiser

5. Gas (LPG Bottles)

- a. source LPG bottles approved by the Organiser in terms of condition and certification
- b. not place BBQs and/or cooking appliances (e.g. boiling pots, open flames, vessels with hot oil etc.) at the front of the Stall or where it is accessible by the public;
- c. not use charcoal or wood BBQs;
- d. ensure that its LPG bottles are not stored directly under any open flame, gas cooker or BBQ;
- e. only operate its gas cooker or BBQ in the allocated cooking zone within the Stall (at the end/back);
- f. ensure that its equipment is safe and place a protective cover between the table and cooker;
- g. have a fire blanket and is easily accessible.

6. Electricity & Power

- a. 63Amp power supply is available upon request to the Auckland Live Event Supervisor
- b. The Stallholder must bring its own multibox and power leads for its own equipment.
- c. All appliances, leads and multiboxes must be tested and tagged by a registered electrician (to the Organiser's reasonable satisfaction) prior to being connected and used.
- d. The use of generators and power plug adaptors in the Stall is prohibited.

7. Waste Management

- a. take offsite and responsibly dispose ALL waste liquids (fat, dirty water, oil, etc.). Do not tip waste liquids into Aotea Square drains or onto grass;
- b. sort and separate their rubbish into their own rubbish bins or containers;

8. Water

- a. Shared non-potable water (which must not be used for cooking) is available upon request. The Stallholder bring in an initial supply of water, top ups during the day can be organised through the Auckland Live Event Supervisor

9. Restrictions

- a. **Immoral Use:** all indecent, harmful, immoral, offensive, illegal or dangerous act is prohibited (determined at the Organiser's sole and absolute discretion);
- b. **Dangerous Goods:** any dangerous goods (determined at the Organiser's sole and absolute discretion) are not permitted at any Stall;
- c. **Animals:** any animals without the prior written consent of the Organiser are not permitted to be brought into the Stall or Aotea Square;
- d. **Alcohol:** any alcoholic beverage or food otherwise than in accordance with the Agreement with the Organiser are not permitted to be brought into the Stall;

10. Security

- a. It is the responsibility of the stall holder to keep the stall safe and secure, and to protect it from damage, theft or loss during operating hours. The Organiser and Venue accepts no liability for any damage, theft or loss of any property at the Stall.

11. Behaviour

- a. The Stallholder and its staff must deal with members of the public and the Event staff in a polite and respectful manner and must not use offensive language or become involved in any incidents that will bring the Event and the Organisers into disrepute.
- b. The Stallholder will be responsible and liable for the actions of its staff, workers and volunteers.
- c. The Event is a smoke and alcohol free event. Smoking and/or consuming alcohol on the Event Site (including the Stall) at any time during the Term is strictly prohibited.

12. Commercial Rules

- a. The Stallholder must not carry out any unauthorised activity considered as guerrilla marketing (determined at the Organiser's sole and absolute discretion).
- b. The Organiser may have arrangements in place with sponsors of the Event which provide category exclusivity. This may also include exclusive distribution rights at the Event. Where such arrangements are in place, the Stallholder may be prohibited from selling goods or providing services that compete with those of the sponsors.
- c. The Stallholder must not advertise, display or promote in any way, any signage, goods or services that are in competition with the goods or services of the sponsors and supporters of the Event (determined at the Organiser's sole and absolute discretion).

- d. No third party branding or promotional material is allowed in or on the Stall without the prior written permission of the Organiser.
- e. The Stall must have individual signage and/or branding.
- f. The stallholder must not share, on-sell, transfer or sublet their allocated stall site.

13. Prohibited Activities in the Square

The following items are NOT allowed on the Square:

- Attaching any item to tree trunks, branches, tree guards, or seating (with the exception of approved fairy lighting attached with electrical tape only).
- Disposing of cooking fluids, grey water or rubbish in the tree pits, drains or anywhere on the Square. All waste fluids or rubbish is to be contained, removed from the site and appropriately disposed of
- Pruning or tying back of tree branches.
- Any type of metal/wood/plastic rod that penetrates the grass.
- Any type of metal structure resting directly onto the concrete tiles (e.g. Ezy-up legs must have corflute protection)
- Any structures within 4 metres of the Waharoa
- Driving any type of vehicle through the Waharoa
- Floors or Stages laid directly in contact with the grasses areas or over a sprinkler. These must have a support system designed for use over grass, and should this result in grasses areas dying off then the user shall be responsible for the cost of replacement and reestablishment of the turf by the contractor. It should be noted that any such cover over grasses areas lasting more than 3 days is likely to cause the grass to die off.
- Petrol and diesel powered equipment, such as generators (apart from motor vehicles)
- Activities causing abrading of landscape surfaces.
- Any event infrastructure placed in emergency egress areas and or lanes
- Dragging of loads across the surface.
- Fixing to paved surfaces
- Wax candles without the written permission of Auckland Live
- Abnormal loading of square fixtures, pavers and fittings.
- Stacking ice on pavers.
- Public nudity
- Firearm use (if a fake firearm/s is/are to be used, a formal request will be sent to Auckland Central Police on the hirer's behalf)
- Glass bottles
- Structures placed within 10 metres of the Auckland Town Hall

AOTEA SQUARE

VEHICLE ACCESS

Entry & Exit

- Vehicle access is via Lower Greys Avenue
- Auckland Live staff will meet the crew at the entry point, they will be wearing High Vis
- All vehicle movement must be monitored by an identifiable marshal
- If you require early access or need to move a vehicle, call Security Ops on 09 307 5441
- Auckland Live does not provide parking
- All vehicles must be parked offsite unless approved by Auckland Live staff

Speed Limit

- Vehicle speed limit on Aotea Square is 5km/hr
- Aotea Square is a public space at all time, drivers must be aware of pedestrians at all times

