



DARGAVILLE HIGH SCHOOL

Registration to trade a stall at Te Tai Tokerau Secondary Schools' Cultural Festival Tuesday 7th & Wednesday 8th April 2020

COMPANY NAME

NAME OF APPLICANT

POSITION

ADDRESS

EMAIL

PHONE & MOBILE

CONTACT PERSON ON DAY (IF DIFFERENT FROM ABOVE) _____

CONTACT PERSON'S MOBILE ON DAY (IF DIFFERENT FROM ABOVE) _____

STALL CATEGORIES

CATEGORY	FOOD/STALL COSTS & CONDITIONS
<i>Commercial Vendors</i>	<i>\$150 – non-refundable payment is required to secure a site when approval is granted.</i>
<i>Marae Vendors</i>	<i>\$50 – non-refundable payment is required to secure a site when approval is granted. Not for profit</i>
<i>Health Promotion Vendors</i>	<i>As negotiated with event organisers</i>
<i>Dargaville High School Vendors only</i>	<i>Free</i>
<i>Other School Vendors</i>	<i>A koha</i>

PRODUCTS BEING SOLD & INFORMATION

In the box provided below please communicate the following:-

- *Food vendors - provide a menu of ALL products that will be sold on the day.*
- *Other stall vendors - provide products that will be sold on the day.*
- *If a product is not stated in the box below and it is being sold on the stall, the co-ordinator may ask for the product to be removed.*

Prohibited list for what CANNOT be sold at the event.

- *Hangi will be sold by Dargaville High School kapahaka roopu only.*
- *Please note **NO soft drinks** are to be sold on the day.*
- *There will be a **ZERO WASTE** policy. All food sold must be in compostable or recyclable containers.*
- ***NO** plastic bags or containers **ARE** permitted for "giveaways" or customer purchases.*

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NOTE:

We have limited stall space available and will ensure that there are differing products between stalls. Therefore, it is vital that what is being sold is clearly indicated e.g. Gourmet burgers, wraps etc. We will make our decisions based on this information provided. We recommend that there is at least one menu choice for our students around \$5.

LOCATION

This festival is at Dargaville High School, Plunket Street, Dargaville.

SITE REQUIREMENTS

Please advise details of your site and set up:

Please indicate your site dimensions (eg: 5m x 5m)	
Please indicate whether your stall is a gazebo or mobile truck etc.	
Please indicate if you will be running a generator.	
Do you need power? (if yes, have you discussed with Stall coordinator?)	
Please indicate number of days of participation	

SITE ACCESS

On the approval of the application, vendors will be issued with a site map. Positioning is at the discretion of the festival and stall coordinators and will take into account maximizing the flow of patrons for ALL stallholders.

Please Note:

- Set up / Site Access will be from **6.30 am**.
- Vehicles must be removed from site to our reserved vendor car parks by **8.00 am** latest.
- Clear down of site is from **3.00 pm**.
- There must be no vehicle movements prior to the public being cleared from the site.

StallHolder Declaration, and Health and Safety Guidelines

All exhibitors/stallholders are required to comply with all New Zealand laws relating to Health and Safety, Food Handling and Safety Requirements and electrical standards/regulations, including but not limited to the Food Act 2014, Health and Safety at Work Act 2015, Hazardous Substances and New Organisms Act 1996, and any amendments or changes to any Act or Regulation.

Exhibitors/stallholders must take all reasonable steps to provide a safe environment and to ensure their own and others' safety. Specifically, exhibitors/stallholders must adhere to the following guidelines:

- All electrical appliances, including extension leads, must be 'tested and tagged', and the tag must be current.
- Commercial multi-boxes suitable for outdoor use only should be used – domestic multi-boxes are not permitted.
- All power supplies must be via an RCD (Residual Current Device)
- All cable extension joins must be covered.
- All trip hazards must be identified, removed or covered.
- All gas cylinders must have the onsite testing equipment to check for leakages; this includes soapy water in a spray bottle. Large gas cylinders over 100Kg require a certificate.
- Food Stalls must have a fire extinguisher or fire blanket.
- A check of all equipment brought on to site and the list provided by you will be conducted by the Event Health and Safety Officer.

Please note that the Department of Labour may also conduct random spot checks at their discretion. Those who are not complying with the Health and Safety guidelines may be shut down until further notice

Please refer to <http://www.nzsafty.co.nz> for the supply of equipment. For further safety information, please refer to www.osh.govt.nz

Exhibitors/stallholders are persons conducting a business or undertaking (PCBUs) for the purposes of the Health and Safety at Work Act 2015 (the Act), and their stalls are workplaces. Exhibitors/stallholders and their workers are expected to be familiar with their obligations under the Act (and in particular their duties under Part 2 of the Act) and to comply with those obligations.

By signing this Application Form and Declaration, exhibitors/stallholders acknowledge and agree to this, and agree to indemnify Dargaville High School in respect of any liability arising out of any enforcement action that may be taken due to any breach or alleged breach of the requirements of the Act, which includes an indemnity for any costs that may be incurred in relation to such enforcement action.

We ask that exhibitors/stallholders and their staff/helpers remain vigilant and alert and advise Dargaville High School kaimahi of any event or behaviour that may compromise the safety or enjoyment of the event i.e. hazards that have been created, lack or insufficient control of a hazard, unsociable and/or unsafe behaviour of any persons.

Dargaville High School will not be responsible for any accident, loss or damage that may be caused to or suffered by a stall or exhibit, or which may be caused directly or indirectly by any other stall or exhibit, notwithstanding any alleged negligence on the part of any officer or volunteer of Dargaville High School. It shall be a condition of entry that each exhibitor/stallholder shall hold Dargaville High School and its officers/volunteers indemnified against any claim in respect of any such accident, loss or damage.

By registering an application to be an exhibitor/stallholder at the Te Tai Tokerau Secondary Schools' Cultural Festival you agree to and accept the above conditions of entry.

Key Contacts

Please keep this list on hand for the duration of the event:

Wini Frood	Stall Coordinator	021433113	email - wini.frood@darghigh.school.nz
Denise Gosnell	Stall Coordinator	0210637540	email - dgosnell@darghigh.school.nz
Winnie Clarke	Festival Coordinator	0274392327	email - wclarke@darghigh.school.nz

DECLARATION

I declare that I have completed all items and that the information I have provided is full and correct. I understand that I will comply with all terms of this invitation on the day of the event. Should I need to amend any information provided previously, I will gain permission from the coordinator prior to the day of the event.

Name:

Signature:

Date:

Email completed registration form to:

Dargaville High School

wini.frood@gmail.com or dgosnell@darghigh.school.nz

APPLICATION CLOSING DATE

Applications for food stalls close on **Wednesday 18 March 2020**

Any questions please don't hesitate to contact us at wini.frood@gmail.com

FOOD STALL VENDOR CHECKLIST:

- Return signed StallHolder Application Form
- Email copies of food licences
- Complete Kaipara District Council Forms and return to Coordinator