



# STALL REGISTRATION FORM

NAME OF ORGANISATION/GROUP

WILL YOU BE ASSOCIATED/CLUSTERED WITH ANOTHER ORGANISATION/GROUP?

- YES  
 NO

PLEASE NAME:

PROMOTING/SELLING: (PLEASE TICK WHICH BOX APPLIES TO YOUR GROUP)

- FOOD STALL  
 FOOD STALL / INFORMATION  
 HEALTH SERVICES INFORMATION  
 CAREERS INFORMATION  
 EDUCATION INFORMATION  
 OTHER (PLEASE STATE)

**NOTE FOR FOOD STALL HOLDERS:**  
ALL FOOD STALL HOLDERS MUST ATTEND A COMPULSORY WORKSHOP AS THERE ARE NEW INFORMATION THAT YOU NEED TO KNOW. A DATE WILL BE EMAILED TO YOU.

TYPE OF COVER USED FOR THE DAY: (PLEASE TICK)

- TENT/GAZEBO  
 BASIC TENT/GAZEBO  
 CARAVAN  
 PURPOSE BUILT  
 TABLE  
 NO COVER

WILL YOU BE USING A GENERATOR?

- YES  
 NO

NUMBER OF SITES REQUIRED:

## CONTACT DETAILS.

CONTACT PERSON	
PHONE:	
MOBILE:	
POSTAL ADDRESS:	
EMAIL	

## PRICING OPTIONS:

<u>STALL TYPE</u>	<u>MEASUREMENTS (METERS)</u>	<u>FEE</u>	
FOOD (GAZEBO/STALL)	3 x 3	\$115.00	\$132.25 INC GST
TRUCK, CARAVAN & TRAILERS	4 x 4 INCL TOWBAR	\$230.00	\$264.50 INC GST
GOVERNMENT/CORPORATE (INFO)	3 x 3 INCL TOWBAR	\$150.00	\$172.50 INC GST
NON GOVERNMENT	3 x 3	\$150.00	\$172.50 INC GST
ARTISAN CRAFT (NON-FOOD)	3 x 3	\$100.00	\$115.00 INC GST
SPORTS CLUB (BY ARRANGEMENT)	3 x 3	\$43.48	\$50.00 INC GST

## PAYMENT OPTIONS:

### REGISTRATION AND PAYMENT CLOSES

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- PAY DIRECT ANZ 06-0254-0404312-01 – USE YOUR ORGANIZATION/BUSINESS AS REFERENCE
- CHEQUE MADE OUT TO: PORIRUA WHANAU CENTRE  
POST TO: PO BOX 53 009 PORIRUA
- DROP IN PORIRUA WHANAU CENTRE [EFTPOS NOT AVAILABLE]  
16 BEDFORD COURT  
CANNONS CREEK

## Creekfest – Food Stalls – Additional Important Information

1. Have met PCC safe food handling requirements. Failure to comply on the day will mean asking stall holders to leave the event.
2. Attend one food stall workshop is compulsory. New information for Creekfest 2020.
3. Food stalls must comply with Creekfest drink policy – WATER ONLY EVENT.
4. Food stalls must have ZERO WASTE approval. NO POLYSTYRENE. All information you will receive at the Food stall workshops.
5. Cars off site by 8am.
6. Healthy food options are encouraged at the event and will be given preference.
7. Food stall holders are responsible for cleaning their complete site and removing any waste and debris from the site. Failure to do so will result in not being able to hold a stall at future Creekfests.
8. We have the right to close down stalls that do not comply with the event terms and conditions.
9. Stalls are secured on FULL PAYMENT only.
10. Porirua Whanau Centre have the right to accept or decline any application.
11. Porirua Whanau Centre have the right to change stall sites if we need to.
12. Smoke Free Event
13. Food Stall Registrations close on Wednesday the 12<sup>th</sup> of February 2020

## Creekfest – Stalls – General

1. Creekfest 2020 will be located at Cannons Creek Park, Castor Crescent, Porirua.
2. Stall holders who attended the event before must apply again.
3. Stalls are secured on FULL PAYMENT only.
4. Placement of stalls will be at the discretion of the Porirua Whanau Centre. Any special requests must be noted on your application form, we will try our best to accommodate all preferences but in some cases we will not be able to guarantee you will be in your preferred place.
5. No alcohol is to be sold or supplied from any stall.
6. All stall holders must keep the front of their stalls free from rubbish and products at all times.
7. Stall holders are to supply their own equipment to set up their stalls i.e tables, tents, gazebos.
8. Smoke Free Event
9. Stall Registrations close on Friday 31<sup>st</sup> January 2020

## Creekfest – Cancellations/Refunds

1. The event will go ahead rain or shine.
2. No refunds will be made for stalls who cancel after the Registration closing date.
3. No refunds will be made for weather-related issues on the day.