

# ARTS VILLAGE SUMMER FESTIVAL 14 DEC 2019

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## **ARTIST STALLHOLDER INFORMATION & APPLICATION :**

Please complete and return this form with payment to The Arts Village to submit your application to be a stallholder at the Arts Village 2019 Summer Festival.

The market will run from 10am to 3pm on Saturday 14th December onsite at The Arts Village on the green outside.

Please note that this is a curated market and submission of this form does not automatically secure your stall. You will receive an email or phone call to update you on the status of your application. All site locations will be allocated by staff.

Stallholder applications open on 23rd August and close on November 30th, and applicants are advised to put their form in early to avoid missing out as a limited number of sites are available.

Once a completed form is submitted you can expect to hear back from our team within 7 working days. Successful applicants will be notified of their site allocation by December 4th.

## **IMPORTANT DATES:**

- Applications Open: 23rd August to 30th November
- Site Allocation: 4th December
- Market Date: 10am to 3pm on Saturday 14th December

## **GOODS INFORMATION:**

This is an artisan market, therefore the following applies:

- Handmade artisan products only (made in NZ)
- Original creations/and or crafted by hand

Artist stalls may not sell:

- Imported goods and or resold goods
- Hot or 'Takeaway' food
- Weapons

- Live animals

Note: No variations to this without prior arrangement from the Arts Village management.

## **SITE INFORMATION**

- \$30.00 each (Site only – we do not provide tables, chairs, or gazebos).
- All stall sites are outside, the size fits a standard 3 x 3 metre gazebo.
- All sites are allocated by The Arts Village team.
- You are not permitted to park your car, trailer, or any other vehicles on site.
- Stalls may be set up from 8am on the day and stallholders must be on site by 9.30am. Stalls must be ready to sell from 10am.
- Stalls may not be packed down any earlier than the market closing time of 3pm.

Please note: The market is smoke-free and no pets are allowed on site (except registered service dogs).

## **PAYMENT**

Payment must be made with your application and must be received no later than 30th November.

Your application will not be considered without full payment. Once application and payment are received you can expect to hear back from our team within 7 working days.

## **CANCELLATIONS**

Unfortunately due to the costs already associated with this event, a no-refund policy will apply for all cancellations.

In the case of wet weather, the market will still go ahead but there are no inside stalls available so stallholders will need to make their own wet weather preparations and decision on attending.

In the event of very bad weather the market will be cancelled by decision made by the Arts Village team. In this case the decision will be made no later than 3pm the day before and will be posted on our Facebook page, our voicemail, and our website. We will email all stallholders, and a sign will be put up at The Arts Village front door.

**Stall Name:** \_\_\_\_\_

Full Name: \_\_\_\_\_

Physical Address (incl. Postcode): \_\_\_\_\_

\_\_\_\_\_

Mobile Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website/Social Media Links: \_\_\_\_\_

\_\_\_\_\_

Do you have any special access needs? (*does not affect your application*)

\_\_\_\_\_

**Contact person in case of an emergency:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Information about your stall, artist background, community affiliations etc:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please tell us what you intend to sell? (Please provide details on types of items and attach photos showing clear examples of your work):

\_\_\_\_\_

\_\_\_\_\_

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Are all of the items you intend to sell original creations made in NZ?

YES  NO

If you have selected no, please explain:

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### STALLHOLDER AGREEMENT

By signing this application, I/we \_\_\_\_\_(Name) acknowledge that I have carefully read through the stallholder information and agree to all terms and conditions, including Goods Information, Site Information, Payment, and Cancellations.

I/we also agree to take responsibility for my/our own health & safety while attending Summer Festival at The Arts Village.

Please note: Your application is not complete and will not be considered until payment (\$30 per stall) has been made. If you are not accepted as a stallholder, your fee will be returned to you.

Signed: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Please return this application form by November 30th to:  
The Rotorua Arts Village Trust, 1240 Hinemaru St, Rotorua, 3010  
Or email to [office@artsvillage.org.nz](mailto:office@artsvillage.org.nz)

Office use only:  
Payment: \$ \_\_\_\_\_  
Payment type: \_\_\_\_\_  
Receipt Number: \_\_\_\_\_