



Office use only:

Payment: \$ _____

Payment type: _____

Receipt Number: _____

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 2023 Kōanga Markets.

The market will run from **9am to 3pm on Saturday 28th October** 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. 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 if we have approved your application within 7 working days. Successful applicants will be notified of their site allocation by October 24th.

IMPORTANT DATES:

- Applications Open: Friday 1st September 2023
- Applications Close: Saturday 14th October 2023, 3pm
- Site Allocation: Tuesday 24th October 2023
- Market Date: 9am to 3pm on Saturday 28th October.

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 **cannot** sell:

- Imported goods and or resold goods
- Hot or 'Takeaway' food
- Weapons
- Live animals
- Culturally inappropriate items
- Offensive, counterfeit or unauthorised products
- Items that The Arts Village may consider unsuitable for the market

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

SITE INFORMATION

- \$40.00 each (Site only)
- All stall sites are outside, the size fits a standard 3 x 3 metre gazebo.
- Stallholders must provide their own tables, chairs, gazebos, tablecloths, display, etc, and anything else they need for their stall.
- All sites are allocated by The Arts Village team.

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 14th October 2023. Your application will not be considered without full payment. Once application and payment are received, we will let you know if we have approved your application within 7 working days.

CANCELLATIONS

We are weather dependent as this is an outdoor market. Our team will do their best to ensure the market can go ahead on the date we advertise. In the case of wet weather, the market will still go ahead but there are no inside stalls available, stallholders will need to make their own wet weather preparations and decision on attending.

In the event of very bad weather (heavy rain/storm/high winds/flooding/fire/earthquake) 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, Instagram, and our website. We will email all stallholders, and a sign notifying the cancellation will be put up at The Arts Village front door.

If for any unfortunate reason **you** decide to cancel, we will require 14 days notice.

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

KŌANGA MARKETS ARTIST STALLHOLDER APPLICATION

Stall/Artist 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*)

DEMOGRAPHICS: *This part is optional. Collected data will be used for our funding providers.*

Age Group:

☐ 7 and Under ☐ 8 to 12 ☐ 13 to 18 ☐ 19 to 29 ☐ 30 to 45 ☐ 46 to 65 ☐ 66 & up

Gender Identity:

☐ Male ☐ Female Other: _____

Ethnicity:

☐ NZ European ☐ NZ Maori ☐ Samoan ☐ Cook Is. Maori ☐ Tongan

☐ Niuean ☐ Chinese ☐ Indian Other (Please specify): _____

Contact person in case of an emergency:

Name: _____

Phone: _____

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

Information about your artist background, community affiliations etc:

Are all the items you intend to sell original creations made in NZ? ☐ YES ☐ NO
If you have selected no, please explain:

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 Kōanga Market at The Arts Village.

*Please note: Your application is not complete and will not be considered until
payment (\$40 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 to:
The Rotorua Arts Village Trust, 1240 Hinemaru St, Rotorua, 3010
Or email to office@artsvillage.org.nz