

## Te Pō Kitakita 2024

### Artist/Kai stall holders Application form

Being held on **Saturday July 6th**, 5.30pm - 8.30pm in The Arts Village Green.

Please complete and return by Tuesday 25th June 2024, 5pm

#### Contact Details:

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

Contact Number: \_\_\_\_\_

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

Your Postal Address: \_\_\_\_\_

#### Social Links (if applicable)

Facebook: \_\_\_\_\_

Instagram: @ \_\_\_\_\_

Website: www. \_\_\_\_\_

Other: \_\_\_\_\_

#### 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
- Weapons
- Live animals
- Culturally inappropriate items
- Offensive, counterfeit or unauthorised products
- Items that The Arts Village may consider unsuitable for the market

Ready-to-eat artisan foods (high quality, distinctive product in small quantities, usually made by hand and using traditional methods) and locally grown/made artisan goods such as jams and sweets (operating under applicable health laws) will be permitted on a case-by case basis and will be allocated sites together in one area.

Takeaway/coffee/hot food stalls are charged at a different rate to account for provision of bins etc.

You will need to be registered with your local authority (eg. Council) and you will need to have a mobile/market stall licence with Rotorua Lakes Council. Proof of registration and licence will need to be provided to The Arts Village prior to the event. For more information please see:

<https://www.rotorualakescouncil.nz/our-services/permitsfoodliquorlicensing/food/food-at-events>

Food/Drink stalls will need to be completely self-contained; there are **no** power or water connections available on site.

Tell us about what you intend to sell at Te Pō Kitakita: *(Please provide details of types of Items or description of food eg. Burgers, chips )*

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**Will you be using a power generator?**

YES  NO

**Do you have any special access needs**

YES  NO

**Emergency Contact Details**

Contact Name \_\_\_\_\_

Contact Number \_\_\_\_\_

## **Setting Up and Packing Down**

- Stalls may be set up from 9am 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, if you have sold out of your product, please put up a 'sold out' sign.

*If you have trouble locating your space on market day, look for one of our Arts Village team (wearing high-vis) who can assist you.*

## **Koha/Payment**

Unlike our other markets we DO NOT require a stall fee but instead we are asking for a Koha.

In Te Ao Maori, Koha is a form of payment, contribution or donation. Your koha is greatly appreciated and helps to bring such events to our community.

We ask that this be deposited to the arts village via account.

Rotorua Arts Village

38-9016-0140025-00

Ref TPK and your name.

## **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.

To book your site, please return this form to:

**The Arts Village**

1240 Hinemaru St, Rotorua, 3010

[office@artsvillage.org.nz](mailto:office@artsvillage.org.nz)

Come in during our office opening hours, **Tuesday to Friday 9am to 4.30pm, or Saturday 10am-2pm.**

By signing, you declare that all of the information you have given is accurate, and you have read and understood the terms of participating in this event.

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.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

**Any Questions?**

07 348 9008

[office@artsvillage.org.nz](mailto:office@artsvillage.org.nz)

1240 Hinemaru Street, Rotorua

[www.artsvillage.org.nz](http://www.artsvillage.org.nz)