

## STALLHOLDER TERMS AND CONDITIONS 2024

Our stallholder's work can encompass all mediums including jewellery, painting, illustration, felting, knitting, embroidery, mosaic, bone and wood carving, glass, stone, flax work, photography, sculpture, sewing, pottery, woodworking, etc.

### Bookings

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 are allocated by staff.

Stallholder applications dates

### 2024 TE PŌ KITAKITA MARKET - SAT JULY 6TH

- Applications close: Tuesday 25th June 2024

- Market day: Saturday 6th July 2024

**Please note that this is a curated market and submission of this form does not automatically secure your stall.** 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. All site locations will be allocated by staff. Successful applicants will be notified of their site allocation 2 days prior to the event.

### Payment

Payment must be made with your application

Non refundable Koha

### Cancellation / Refund Policy

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.

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

### Stallholder cancellations

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.**

### **Set up/ Pack down Logistics**

- Stalls may be set up from 10am on the day and stallholders must be on site by 5pm. Stalls must be ready to sell from 5.30pm.
- Stalls may **not** be packed down any earlier than the market closing time of 8.30pm, 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.*

### **Parking**

- Parking is not permitted on the market site. This includes cars, trucks and trailers.
- No vehicles are to be moved on or off the market site during market operating hours.

### **Site Information**

- Koha (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.

### **HEALTH AND SAFETY**

- Please ensure your gazebo is fully secured at all times, as well as weights if necessary.
- Stallholders must keep all displays, signs, etc inside their dedicated stall area and keep all pathways clear to avoid tripping hazards.
- Stallholders must not dismantle their stalls or begin packing up until the close of the market
- No vehicles can be moved on or off the market site until after the market closes at 3pm

### **Smoke-free & Pets**

Our market is vape/smoke-free, and no pets are allowed on site (except registered service dogs).

### **Sustainability**

As per The Waste Minimisation (Plastic Shopping Bags) Regulations 2018 which took effect 1 July 2019. From this date, retailers can no longer sell or distribute single-use plastic shopping bags to customers for the purpose of carrying or distributing their sold goods.

*In accordance with the Waste Minimisation Regulation, we suggest you distribute your goods in paper bags.*

### **Power**

Food Stalls will need to be able to provide their own power using a generator. No power is supplied by The Arts Village for food or artist stallholders unless it has been discussed with The Arts Village prior to.

## **Marketing**

Our marketing includes market signage, posters, social media posts and weekly newsletters to our database. Market information can also be found online via our website, event listings and social media.

We encourage all stallholders to advertise, and let your customers know you are attending our market on their own social media. Stallholders can tag us on Instagram @theartsvillage in their posts so we can reshare.

By applying to become a stallholder with The Arts Village, this gives The Arts Village permission to use any imagery or blurbs from the stallholders business website and/or social media pages, to use for advertising purposes.

## **Products**

**This is an artisan market, therefore the following applies:**

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

Artist stalls **cannot** sell:

1. Imported goods and or resold goods
2. Weapons
3. Live animals
4. Culturally inappropriate items
5. Offensive, counterfeit or unauthorised products
6. Items that The Arts Village may consider unsuitable for the market

**Inappropriate items will be assessed on a case by case basis.**

Please note: No variations to this without prior arrangement from The Arts Village management.

## **Tips for new stallholders:**

- A simple floor length tablecloth, and a well thought out display will look great!
- Keep your prices clear.
- Ensure that you have enough float for the day.
- Once set up, step outside of your stall and take a look from a different point of view. Are your products easily visible and accessible?
- Bring enough food and water to last the day.
- Bring business cards, or even try a QR code that links to your social media.
- Bring clothing that suits the weather, such as a warm jacket on a cold day or a cool hat on a hot day. There is nothing worse than being uncomfortable at a market!