

Market Rules & Information for Stall Holders

**18th Picton Maritime Festival - Saturday 20th January 2024**

Please take the time to read the rules and information set out below carefully. With a growing number of stallholders, not to mention the other important aspects of the festival, we have a lot of people to coordinate, and these rules are in place for good reason. They will be strictly enforced so IF YOU ARE UNABLE TO ADHERE TO THE GUIDELINES, PLEASE CONTACT US.

By signing your application form, you have agreed to the terms and conditions set out below:

**Site Structure**

* Food Stalls are located on the western end of the Foreshore.
* Craft/Market Stalls are on London Quay adjacent to Le Café and Sisu.
* Sites are 3m x 3m, unless otherwise arranged (e.g., if your trailer is 4-6m in length you can book extra space).
* This space is not negotiable and if you take up more space on the day, you will be asked to move your goods and/or marquee. No cars to be stored on your stall site.
* All sites are bare and un-powered. Power is available on request for Food Stalls only at an additional cost (see application form for details)
* No generators are allowed onsite.
* Stall holders will need to provide protection from the elements, gas powered cooking equipment, food storage and presentation areas.
* It is recommended that on-site food preparation be kept to a minimum.

**Set Up/Take Down**

* The festival site will be open for setting up on Saturday 20th January, 7am - 9am. There will be no access outside of these times. Sites must be set up BY 9am on Saturday and ready to open at 11.00am.
* All Craft/Market Stall sites must remain set up until the finish of entertainment at 5.00pm. Stallholders may close their stalls earlier (if they run out of product) and may carry equipment off site, but tents/marquees etc. cannot be removed before the end of the afternoon entertainment at 5.00pm.
* All vehicles and trailers within the site must be removed from the area by 8am and will not be allowed back on site until after the finish of the entertainment at 5.00pm. You should contact a person from the Committee to let them know of your intention to leave so they can ensure a safe exit.
* You are welcome to stay longer and there will be no problem leaving the site after 5.00pm. At this time only, vehicles may be allowed on and off the Foreshore with a Picton Maritime Festival escort, no exceptions.
* Stallholder access to the Foreshore sites will be from the Corner Auckland St & London Quay entrance only.
* Stallholders must arrange their own parking outside the festival boundaries.
* All Stallholders on the foreshore; no tent pegs or spikes longer than 200mm in length are to be driven into the ground as underground services may be damaged. Marlborough District Council is to be contacted in advance of the event if the exact location of underground services is required to be known.

**Food and Drink Stalls**

* It is necessary for the smooth running of the festival that stallholders selling food or drinks have supplied a brief description on the application form of all they plan to sell. Please contact us if this changes, prior to the festival.
* All sites selling food must have completed a Council Food Licence application form to operate a food stall and be issued with the required permit to display on the day of the festival – this is your responsibility.
* Forms can be downloaded from the Council website [www.marlborough.govt.nz](http://www.marlborough.govt.nz) or phone 03 520 7400 for more information. Please allow plenty of time to submit your form to the council (forms are to be submitted to council not to the festival)
* These permits will need to be displayed on your site and will be inspected for compliance on the day of the festival.
* All food packaging or drink vessels must be disposable, not breakable items. No glass or hard breakable plastic will be allowed on the foreshore. As we are striving to become environmentally friendly you may look at using environmental containers for your food and drinks.
* No water is to be sold from any stall, as Picton Maritime Festival Committee will be the only stall selling water at the festival.
* On the advice of Marlborough Fire Safety All food sites must have a fire extinguisher on site; Please ensure all your staff know where it is and how to use it. Food stalls will be inspected for these. Small extinguishers are available to hire through Fire Safety Systems ph. 0508 352 637. In the event of an emergency, ambulance services will be on site.

**Rubbish**

* Stallholders are responsible for removing their own rubbish from their site throughout the day and during pack up. The festival provides wheelie bins & skips for public use, please do not fill these up with stallholder rubbish! It is your responsibility to take your rubbish away with you.

**Best setup stall competition - Judging**

* Please take pride in setting up your stall, as a judge will be looking at your stall for the following award; Best Commercial Stall (1st & 2nd place) & Best Community Stall (1st & 2nd place).

**Security**

* Onsite security will be provided by the Festival Committee.

**Currency**

* Please remember to bring plenty of change for your own stall and that you are responsible for the security of your cash takings at all times during the festival.

*Stallholders will be liable for costs and/or repair of any damage incurred to the festival site in any way that requires maintenance to be carried out i.e., burnt grass etc.*

We look forward to seeing you at the festival for a great day!

If you have any queries, please contact pictonmf2005@gmail.com

<https://www.maritimefestivalpicton.com/>