



# OFFICIAL MARKET FORM

## Tuia 250 ki Tōtaranui

### 3-8pm, 23<sup>rd</sup> November 2019



## THE KAI KETE STREET MARKET

The Kete Kai Street Market is for Tuia 250 Ki Tōtaranui, an event that marks 250 years since the first meetings between Māori and Pākehā during James Cook's voyage to Aotearoa on the Endeavour in 1769. The event is to commemorate this pivotal moment in Aotearoa's history as well as the extraordinary feats of the Pacific voyagers who reached and settled in Aotearoa many years earlier.

The Kete Kai Street Market will include a range of Food, Craft & Merchandise Stalls as well as Community Group Stalls and local entertainment.

The Kete Kai Street Market is Māori themed but includes food from the cultures who have joined us in this beautiful area. If you have decorations or clothing that go with our theme then please feel free to use or wear these.

This market will be focussing on being environmentally friendly, sustainable and alcohol free.

To ensure we are all on the same page and have a consistent theme we have written some stall requirements below.

### Stall requirements:

- Sugar Free** - Due to a council initiative regarding sweetened beverages, we encourage and request all food and beverage stall holders to sell sugar free drinks at the festival such as water, fruit drinks with no added sugar, unsweetened milk and sugar free soft drinks.
- Water** - All sites selling water, must be packaged and sealed due to licencing, no tap water is to be supplied other than by the organisers.
- Signage:** Please have clear signage that is visible to people walking past. E.g. think about height/bold font/clearly written for menu and serving/waiting areas.
- Rubbish:** We will have the following system in place, it would be great if you could remind people also when they come to your stall. Pig scraps bins, recycle bins, compost bins & general rubbish. Stall holders are required to please take your rubbish with you.
- Serve ware:** Please use unbleached serviettes and or cardboard trays/plates for serving kai, we have 2 providers who have a good deal for Kete Kai Stall holders. (more information when confirmed).
- Protection to ground** - As per council regulations trays or protections are to be laid down by food stalls to prevent grease, fat or harmful materials damaging the grounds. When you have finished please ensure your area is tidy (any fats/food/waste left on the ground to be cleaned up and taken away).



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## Stall Requirements Continued

- Stall entry fee:** Site Fee +GST to be paid to Admin Help 4 U Ltd to secure your position.
- Council Regulations:** Your stall must abide by the Marlborough District Council Food Stall regulations. Please attach a copy of your permits with this form. These must be displayed on your stall as council will come and check. Further information provided in final info packs or checking with council.
- Mobile Eftpos is recommended, however a back-up system is required in case of WIFI/4G overload.** Please ensure cash is stored away somewhere secure.
- Fire extinguishers** are also a requirement with Marlborough Fire & safety. Small extinguishers are available to hire through Fire Safety Systems Tel 0508 352 637.
- Gas operated** - If you are operating by Gas, please have a bottle of soapy water available to check for gas leaks, this is a request of the fire safety officer.
- Serving/Waiting Areas:** You may experience high traffic at times, please ensure you have a good system in place for people ordering and waiting for their food. Please see Deedee if you need help in this area.

### A Stall site at the Market will include:

- **Free electricity:** Although site holders must provide own electrical equipment that is tagged as safe by a registered person. Please attach Electrical WOF to this application.
- **Free marketing:** Via Facebook and our web site with links to your home page if you wish. There will also be large features published closer towards the date so all sites will have the opportunity to advertise their brands prior to the event if they choose although this will not be included in the free advertising we will provide. **Please provide logos, photos, links to videos, websites we can use to help promote you.**
- **Hire stall option:** A set up covered 3x3 site with table and tablecloth can be provided for an additional \$100 to be paid to Admin Help 4 U Ltd.
- **An invoice will be sent to you when we receive this form**
- **A further Information Pack will be sent out once payment is received**



# OFFICIAL STALL APPLICATION FORM

Please return completed form to [events@adminhelp4u.co.nz](mailto:events@adminhelp4u.co.nz)  
by 5pm 7<sup>th</sup> October 2019.

Stalls are limited and will be filled as applications are received.  
Contact Deedee for more information 027 470 5073



Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Postal Address \_\_\_\_\_  
\_\_\_\_\_

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

Telephone

Business \_\_\_\_\_ Fax \_\_\_\_\_

Mobile \_\_\_\_\_

Site Manager \_\_\_\_\_

*(The Site Manager is the person legally responsible for running the site on the day).*

Contact Telephone No: \_\_\_\_\_

Power Required

Yes \_\_\_\_\_ No \_\_\_\_\_  
*(Circle One)* Single Phase / 3 Phase / Load in kW

Size required

*(Circle one)* 3x3m 3x6m Please state measurements: \_\_\_\_\_

**Our map will have a guide for dietary specific menus such as Gluten Free, Dairy Free, Keto, Paleo, RAW. Please ensure you list these clearly on your menu and let us know in advance to have it included on our maps and social media.**

Products/Menu to be sold

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Stall Site Fee

Prices are all negotiable and GST Exclusive  
Self-Contained: \$250  
Gazebo with power: \$150  
Gazebo without power: \$125  
Community Stall \$100  
Craft/merchandise/other Stall \$100

Payments made to *Admin Help 4 U Ltd*  
77 Weld St, Redwoodtown, Blenheim

**I have read and accept the Conditions of Participation for the Kete Kai Street Market. I further understand that no refund is available.**

(Print full name in capitals): \_\_\_\_\_ Signed: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_ Date: \_\_\_\_\_

**A copy will be returned as acknowledgement of acceptance when your invoice payment has been received.**