



Information for Stall Holders | 5 February 2021 | Seymour Square

We welcome you to Te Pātaka o Wairau Māori Night Market! The logo design above represents Ngāti Rārua, Rangitāne and Ngāti Toa connection to the Wairau River, respecting how important the river is to their wellbeing through the generations.

Te Pātaka o Wairau is a celebration of small to medium sized Māori businesses, providing you with an opportunity to showcase your products and talent to the general public. It's about celebrating Te Ao Māori and it's all about whānau!

Our next Te Pātaka o Wairau is being held at Seymour Square on **Friday 5 February 2020**, open to the public from 4.00 p.m to 8.00 p.m. Johnny Joseph and other members of Te Pātaka o Wairau will be on site from 10.00 a.m to assist stall holders to get set up and answer any questions you may have.

FEES

Early bird – paid before 21 Dec 2020		Late fees – after 21 Dec 2020	
Kai stalls	\$50.00	Kai stalls	\$75.00
Other stalls	\$20.00	Other stalls	\$40.00
Table hire	\$12.50	Table hire	\$12.50
Seat hire	\$ 3.50	Seat hire	\$ 3.50

We acknowledge that for some of our smaller stall holders the \$20.00 fee might be a challenge. Please contact us if this will be a barrier to your participation as we will consider this on a case-by-case basis.

HOURS

All stall holders will be expected to ensure they can service the public and have enough product to accommodate the demand from **4.00 p.m to 8.00 p.m.** Also note that we expect all stall holders to have their stall open (that is please don't pack down if you've sold out) until the 8.00 p.m closure.

Before the February market we sent out an email to all the stall holders identifying who was selling what, so please ensure that we have your correct email address.

HEALTH AND SAFETY

For safety and site planning reasons you **MUST** have your stall set up **by 3.00 p.m.** on event day. We cannot have vehicles coming in trying to set up close to the opening time of Te Pātaka o Wairau. **Gates will close at 3.00 p.m.** A stall holder health and safety briefing will be held at Te Pātaka o Wairau information tent at 3:00 p.m.

FOOD STALLS

Given the popularity of the Night Market, food and food sales are very popular. The uniqueness of our kai (along with the more contemporary) are big winners. Think about having smaller portion sizes

so that members of the public can have a 'little bit of this AND a little bit of that'. Our February 2020 market was even bigger than the 2019 ones so be prepared whānau!

SUSTAINABILITY

We want to focus on looking after Papatuanuku, so are encouraging stall holders to use recyclable products, knives, forks, plates, cups etc. We have a local supplier available for you if needed.

To secure a stall for the February event please send your completed registration form to Te Ra Morris at TeRa.Morris@teputahitanga.org, by **Friday 21 December 2020**.

MDC REQUIREMENTS

Marlborough District Council has kindly given us Seymour Square to use again. We thank you in advance for adhering to the conditions set down by Marlborough District Council (MDC) and know that you will leave your site in as good a condition as you found it.

We need all stall holders to comply with the following conditions-of-use to ensure this is a successful event and that we meet local authority requirements:

1. Te Pātaka o Wairau is an alcohol and smokefree event.
2. Each stall holder must also have their own gazebo. If you don't already have one, these can be purchased from stores such as Bunnings for as little as \$29.90.
3. Each stall is 3 x 3 metres. For stalls that require a larger space please contact us by **Friday 15 January 2021** to see if we can accommodate your request.
4. There are a limited number of access points throughout the venue, so if you require electricity to your site and cannot make your own arrangements, please indicate on your registration form. We ask that you take advantage for the use of power sites in preference to noisy generators. Generators are not permitted without prior consent from Council.

IMPORTANT! PLEASE NOTE REGULATIONS REGARDING THE SUPPLY OF ELECTRICITY IN SEYMOUR SQUARE Before permitting or authorising a connection for the supply of electricity to a connectable installation in a vehicle, e.g., coffee cart, ice cream truck, re-locatable building or pleasure vessel, the person supplying electricity must verify that the connectable installation has a current warrant of electrical fitness.

- Electricity regulations also require electrical cables, such as extension cords, cables and appliances' used for the event should carry a certificate showing they have been tested for safety in the last year.

5. If you need your own water, please bring a hose.
6. Please whānau, no vehicles are to be driven into the park or reserve without specific approval of Marlborough District Council and/or the Site Manager. Our Māori Wardens do a fantastic job, **so please note that there will not be any vehicles entering or exiting Seymour Square between 3.00 p.m and 8.00 p.m.** Once you're in, you're in!
7. Sites may be on grass or hard surfaces so if a tent/marquee is part of your site plan, please consider your options for securing it to the ground. ♦ **No projections, overhangs, towbars or other hindrances to adjacent sites, or walkways. NO Large pegs in the grass allowed – you will be sent an invoice for repair.** For your stall, no tent pegs or spikes longer than 200 mm in length are to be driven into the ground within Seymour Square as underground services may be damaged.
8. Please bring your own rubbish bags and/or rubbish bin for your stall. You must ensure that you leave the reserve the way you found it – clean and pristine! All waste generated by a stall holder has to be removed by the stall holder by 8.30 p.m. Any waste or damage not taken care of will

be on-charged to the stall holder. All food waste must be contained before dumping. Wheelie Bins provided for the convenience of Te Pātaka o Wairau patrons are not to be used for waste generated by stall holders. Please don't walk or place any part of your stall near/in the flower beds.

9. Stall holders will need to comply with all appropriate regulations and licence conditions including all OSH public health and licensing requirements.
10. If you are using water or other liquids, please do not dispose of these on the grass. We want to keep the grass area of Seymour Square pristine for future use.
11. **Please note anyone selling any kind of food must obtain a Food Stall Licence.** Please go to the following link and or call Marlborough District Council for advice on (03) 520 7400 to Karen Winter. **You will need to enclose a copy of your food licence with your Registration Form:** <https://www.marlborough.govt.nz/services/permits-and-licences/forms>
12. No drones can be flown before, during or after the event without prior consent of Council and other regulatory authorities.

KEY DATES FOR STALL HOLDERS

DATE	ITEM	NOTES
Mon 21 Dec 2020	Earlybird registrations close	Registration fee is 100% refundable up to 14 January 2021. Stalls will cost \$75 for a kai stall and \$40 for other stalls after this date.
Fri 15 Jan 2021	Registrations close	Registration forms and fees required by this date. Previously paid fees cannot be refunded after this date.
Thurs 28 Jan 2021	Site plan is confirmed	No late registrations or changes to site plan (including access to power) after this date.

KEY CONTACTS

If you have any questions regarding the stalls please contact Te Ra Morris in the first instance TeRa.Morris@teputahitanga.org, and/or Johnny Joseph at johnny.joseph@ngatittoa.iwi.nz

CHECKLIST

- Complete your registration form and email to TeRa.Morris@teputahitanga.org
- Deposit your registration fee into Te Pātaka bank account (details on the registration form) by the due dates.
- Check we have your most up-to-date email address.
- If requiring power to your vehicle, ensure it has a current electrical warrant of fitness.
- If you are selling kai please ensure you obtain a Food Stall Licence (details above) and attach a copy to your registration form.

ORGANISED UNDER THE KOROWAI OF:

