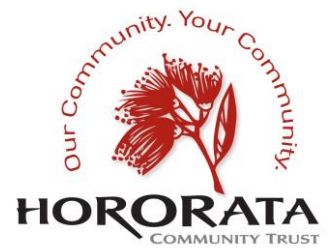




HORORATA NIGHT GLOW 2019 STALL INFORMATION



The Hororata Community Trust is excited to announce that the Hororata Night Glow will be held again, Saturday 18th May 2019. The event had a strong start in 2018, the numbers speak for themselves:

Facebook Reach 500,000	Facebook Following 23,000	Visitors 10,000
Selwyn Tourism Award	Customer Experience 4.5 star	Media Coverage \$25,000
Profitable event for Stall Holders	Facebook Reviews 5 out of 5	Pre-Sales 6,208 tickets sold

[Click here to experience the 2018 Hororata Highland Glow](#)

Event Aims

- To develop an event which will become a major contributor to the fundraising for the new Hororata Community Centre and/or other major community projects
- To create a fun-filled autumn festival which draws a large crowd and the ballooning community to Hororata.
- To establish another large-scale professional event in the Hororata Domain, capitalising on the infrastructure investments made through the Hororata Highland Games

Venue Hororata Domain, Hororata Road, Hororata

Date Saturday 18 May 2019

Postponement Sunday 19 May 2019, **if the event is postponed to this date it will run regardless of the weather.**

A call will be made at 9am on the Saturday, at the latest, if the event is to be postponed.

Time 3pm – 8.30pm (gates may open at 2.30pm if people arrive early).

Pack in Between 11am – 2.30pm event day. All stallholder vehicles must be removed from the site by 2.30pm.

There will be reserved parking for stall holders – no parking within the venue.

Pack out 8.30pm – 10.30pm event day or 8am – 12pm the following day. Security will be on site overnight following the event.

Entry Stall holders will receive two complimentary tickets. Additional tickets can be purchased at time of application for a discounted rate of \$15 per person. Note 16 years and under are free.

Prices on the day: \$20 per person, 16 years and under free, cash only at the gate.

Stall Types

The Hororata Night Glow committee is looking for stalls including; produce, preserve's, relishes, winter warmers, blankets, winter clothing, homewares, children's products or toys etc.

The committee is seeking providers of **children's activities** to be part of the family entertainment. These activities will be placed in a designated area and promoted pre-event.

Food/Coffee Vendors - This is an afternoon/evening event with an autumn theme which requires warming food with a good mix of options at varying price ranges. The food on offer will be an attraction of the event. The committee is looking for a great mix of vendors who can offer a wide range of interesting and tasty meals.

Please Note

There will only be a limited number of sites available for this event, the event will be held on the western side of the racetrack at the Domain with the balloons in the centre field. It is a smaller, more intimate, layout than that of the Hororata Highland Games.

This event is held in winter hours where it will become dark from approximately 6pm onwards. While some lighting will be placed at strategic points around the venue it is recommend stallholders consider lighting for their stall and also for their pack down.

Stallholders must commit to attending the event on either the 18th or 19th, there will be no refunds if the event is postponed and the stallholder cannot attend.

Registrations and Licences

Although the Hororata Community Trust has a food registration and liquor licence for the Hororata Night Glow, all Stallholders must ensure they have their own food registrations and liquor licences. You will be required to provide a copy of your Food Control Plan Registration or Health Certificate of Registration if you are selected to attend the event. Volunteer stalls that are selling food for fundraising purposes are not required to provide this, however they are expected to abide by all food regulations and laws.

Sponsors

The support of sponsors, together with the co-operation of our stallholders, is essential to the continued operation and success of the Hororata Night Glow. The arrangements with our sponsors often include exclusivity rights. Please note that applications by stallholders promoting or selling products or services which conflict or compete with our sponsors' products or services won't be accepted. Likewise these products or services cannot be promoted or sold at the Hororata Night Glow.

Stall Site Options

The number of stalls will be limited. Options include:

- a) Uncovered sites (3 x 3m) - need own cover to protect against the weather (rain or shine) - \$60.00
- b) Covered stalls (3 x 3m) - \$80.00
- c) Premium Sites in Barn - \$90.00 (includes pre event promotion)
- d) Commercial Food vendor sites:
 - 3m x 4.5m - \$180.00
 - 3m x 8m - \$230.00
- e) Community (Voluntary) Food Vendor - \$80.00

Power is an additional \$25.00.

Stall Applications

Applications for stalls must be made on the online application form www.hororatanightglow.org.nz (please note this form must be submitted online). All stallholders must read and accept the terms and conditions as outlined below. Please ensure you complete the form in full and give a good description of what you are selling, what you put in the description will be used in pre-event promotions.

Deadline

The deadline for all applications is the Monday 25th March 2019. All applications will be considered after this date and stallholders will be advised if they have been accepted by the Friday 12th April.

Payment

Successful applications will be invoiced; payment will be required within 7 days of the invoice date.

Please do not pay when you send your application. Pay only upon receiving an invoice.

Please direct any stall enquires to:

Tania Jordan 021 366 751 info@hororata.org.nz

Hororata Night Glow Stallholder Application Terms and Conditions

The Hororata Night Glow (HNG) is being held at the Venue during the Time on the Date set out in the Stall Information. The HNG is promoted and run by the Hororata Community Trust (HCT) (New Zealand Charities Commission number CC46824) (together with its officers, agents and contractors HCT).

1. Stall Applications and payment

- 1.1. Applications to be a stallholder at the HNG should be made by completing the Application Form and submitting it to the address and by the closing date specified in the Application Form.
- 1.2. Applications to be a Stallholder at the HNG are subject to acceptance by the HCT. The HCT's decision as to the acceptance of each application will be final and no correspondence will be entered into. Acceptance will be fully processed upon the issue of an invoice and payment.
- 1.3. The Application Form must be completed in full with accurate information provided on goods to be sold from the Stall and details of the brand(s) which will be represented on the Stall.
- 1.4. The Stallholder may not assign or transfer their Stall or their rights under Agreement without the prior written consent of the HCT.
- 1.5. Stallholders selling food of any description must send a copy of their Food Control Plan Registration or Health Certificate of Registration with their Application; with the exception of volunteer fundraisers.
- 1.6. These Terms and Conditions and the Information Sheet form part of the Application and Agreement.

2. Site

- 2.1. The Stallholders must efficiently and adequately manage its Stall and deliver services and products that are of high quality and standard and meet or exceed the accepted standards of service, quality, and competence for the relevant industry or area and ensure that no offensive, noxious, illegal, or dangerous goods are brought onto the Venue.
- 2.2. The Stallholders cannot sell goods from a vehicle, unless by prior permission from the HCT.
- 2.3. The number of Stalls available at the HNG is limited. The HCT has the sole discretion to determine the size, shape, and location of each stall at the HNG. The HCT's decision as to the size, shape, and location of the stalls is final.
- 2.4. The Stallholders must only use the Stall allocated to it by the HCT for its intended purpose and for the sale of products and services described in the Application.
- 2.5. The Stallholder will not have any exclusive rights to sell its products and services.
- 2.6. No promotional or marketing material for products or services, other than those being sold from the Stall, are to be distributed at the HNG, unless by prior permission from the HCT.
- 2.7. The Stallholders cannot distribute any printed material or sell products or carry out any marketing and promotion activities from any other location at the Venue except from within the boundaries of their own Stall, unless by prior permission from the HCT.
- 2.8. No alcoholic beverages, are to be sold by the Stallholder or consumed at the Stall, unless by prior permission from the HCT.
- 2.9. Food (whether for consumption on or off the Venue) may only be sold by the Stallholder if it is described in the Application, unless by prior permission from the HCT.
- 2.10. No raffles can be sold from the Stall, unless by prior permission from the HCT.

- 2.11. The HCT reserves the right to restrict stallholders from selling or promoting any products which conflict with the interests of any sponsor of the HCT or the provisions of any sponsorship agreement to which the HCT is party.
- 2.12. The Stallholder must ensure that no act or thing is permitted to be done at the Venue in connection with the provision of the Stallholder's products or services which may be of a nuisance, disturbance, or annoyance to any other person or the general public present at the HNG.
- 2.13. The Event Manager of the HNG has the power to enter any Stall site at any time and remove any article, picture or printed matter which in his/her opinion may cause offence to the public, or which is in breach of these terms and conditions or is not in keeping with the requirements of the HNG.
- 2.14. Stalls must be set up and packed down within the Pack in and Pack out times set out in the Stall Information.
- 2.15. Stallholders are responsible for the removal of all their own site rubbish. The HNG has adopted standard recycling practices. Stallholders are required to comply with recycling instructions at the event.
- 2.16. The site must be left in the same condition as hired, any damage to buildings or marquees will be the responsibility of the Stallholder.

3. Health and Safety

- 3.1. Stallholders must comply with the health and safety policies and plans of the HCT in relation to the HNG, as stated in the letter of acceptance and are required to follow the instructions of HNG officials at all times.
- 3.2. Stallholders must comply with all statutes and regulations, local body bylaws and consents.
- 3.3. Stallholders are responsible for preparing and monitoring Health and Safety audit of their site by identifying, isolating or managing any potential hazards for staff, volunteers, contractors and the public.
- 3.4. Stallholders are responsible for briefing all staff and volunteers on their site regarding the Health and Safety planning and monitoring of their site.
- 3.5. Stallholders are required to have a suitable, approved fire extinguisher on their Stall at all times, if flammable materials are present.
- 3.6. Stallholders must keep all products, display equipment and signs within the allocated Stall, unless by prior permission from the HCT.
- 3.7. All tent and marquee pegs must be covered with sand bags, as must other dangerous spikes, and protruding objects.
- 3.8. Stallholders must ensure they keep walkways clear.
- 3.9. Stallholders must have their Stall completely set up prior to 2.30pm on the Date of the HNG and must not commence packing down their Stall until after 8.30pm on the Date of the HNG. Vehicles must not be driven inside the HNG area between 2.30pm and 8.30pm on the Date of the HNG. When vehicles are allowed the speed limit is walking speed, not to exceed 5km per hour. Vehicles must give way to pedestrians.
- 3.10. St Johns are on site to offer first aid assistance on HNG day. During set up and pack down first aid is available from the Admin Building.
- 3.11. Accidents and hazards must be reported to the Event Management of the HNG.

4. Liability

- 4.1. Stallholders agree to bear all costs and expenses relating to their Stall including responsibility for their own insurance, consents and/or licenses required to sell their products. In no event shall the HNG organisers be liable for any damages or loss of revenue, profits or stock.
- 4.2. The Stallholder and its personnel present at the HNG must behave in a lawful and appropriate manner at all times, and the right of admittance of the Stallholder and its personnel to the HNG is reserved. Any personnel attending the Stall aged 16 years and under must be accompanied by an adult.
- 4.3. The Stallholder will indemnify HCT against any and all losses, costs, claims, damages, expenses, actions and proceedings which the HCT may incur or suffer directly or indirectly by reason of or in any way arising out of or in connection with a breach of these terms and conditions by the Stallholder.

5. Cancellation of HNG

- 5.1. Only in extreme circumstances will the HNG be cancelled. The HCT reserves the right to postpone, cancel, or terminate the HNG at any time.
- 5.2. The HCT shall not be liable to the Stallholder for any compensation whatsoever as a result of postponement, cancellation, or termination of the HNG.

6. Termination of Agreement

- 6.1. The HCT has the right to terminate this Agreement in the event that the HNG is postponed, cancelled, or terminated, or in the event that the Stallholder is in breach of this Agreement either by written notice or (on the Date of the HNG) verbally.
- 6.2. The Stallholder does not have any right to terminate this Agreement once the Application has been accepted by HCT.
- 6.3. Where this Agreement is terminated by the HCT or where the Stallholder cancels its application or fails to attend at the HNG, the Stallholder will remain liable for full payment of the fee for the Stall in accordance with the Application, except at the discretion of the HCT.

7. General

- 7.1. The information collected in this form will be securely held by the HCT and will be used for the purpose of the administration and promotion of the HNG. The HCT may use the names and photographs of the Stallholder and the Stall for administrative and promotional purposes.
- 7.2. In these terms and conditions, unless the context otherwise requires:

Agreement means the agreement between the HCT and Stallholder comprised of the Application, Stall Information, and these terms and conditions, once the Application has been accepted by the HCT.

Application means the application form completed by the Stallholder to which these terms and conditions relate.

Site means the Stall and surrounding area within the Venue.

Stall means the stall allocated to the Stallholder upon acceptance of that Stallholder's application.

Stall Information means the HNG Information Sheet accompanying these terms and conditions.

Stallholder means the person or organisation named in the Application.

HCT and HNG have the meanings ascribed above.

Venue, Date, Time, Pack in, and "Pack Out" have the meanings set out in the Stall Information.