

## Waitangi Day 2024

### Stall holders application information sheet

1. **Stall sites.** A series of stall sites measuring 6m x 6m on the Sportsfield and 5 x 5 on the Waka site will be available.

**Food stalls:**

Going forward Waitangi Day will be celebrating and giving premium locations to stall holders who have healthy and dietary-friendly options within their menu. Applicants will be categorized based on this to a gold, silver, or bronze grade criteria

Food stall guide:

Grade	Criteria	Stall
Gold	Healthy <b>and</b> dietary-friendly options	Gold site choice and location reference on map
Silver	Healthy <b>or</b> Dietary friendly options	Silver site choice
Bronze	<b>No</b> healthy <b>or</b> dietary friend options	Bronze site

2. **Cost.** Waitangi Limited continues its support for Registered Charitable Community Groups and asks for koha of \$100.00 from community groups not selling products.

For all other groups/retailers there is a non-refundable charge of \$200 (incl. GST) for a site.

3. **Payment.** Upon application, a reference number will be allocated to you. Payment using this reference number can be made by internet, credit card over the phone or EFTPOS through our Visitor Centre at Waitangi. Bank details for an internet payment are: Westpac Account **03 0498 0022185 00 Waitangi Limited.**
4. **Food safety regulations.** Food vendors are responsible for compliance with food safety regulations as administered by the Far North District Council. A "blanket" license will be obtained from the FNDC and a list of their requirements will be included in food stallholder packs. Food stalls will be away from craft, information and product stalls.
5. **Waitangi Limited Zero Waste Policy.** All food sold must be in compostable or recyclable containers and no plastic bags will be permitted for "giveaways" or customer purchases, guidelines of what is acceptable will be included in the stallholder pack.
6. **Waitangi Limited Fizz-Free Policy.** We promote healthy beverage options which means the sale of fizzy/carbonated drinks is prohibited at the Waitangi Day Celebrations. Waitangi Limited also encourages food and drink stallholders to offer healthier alternatives where possible in an effort to educate and improve our healthy eating choices. **Please note, that if you do sell fizzy/carbonated drinks, your stall will be shut down and removed from the festival, and you will not be permitted to have a stall at our Waitangi Day celebrations in the future.**
7. **Application process.** Registration and payment must be received no later than **Wednesday 4<sup>th</sup> January 2024.** Applications received after 4<sup>th</sup> January may not be accepted.

## Waitangi Day 2024 Stall holders application

<b>BUSINESS/COMMUNITY GROUP NAME:</b>			
<b>NAME (Contact):</b> <i>At least two if a community group</i>			
<b>POSTAL ADDRESS:</b> <i>Please ensure this is a complete address with postcode</i>			
<b>PHONE:</b>			
<b>EMAIL:</b>			
<b>MOBILE:</b>			
<b>PLEASE INDICATE YOUR PREFERENCE FOR SITE LOCATION:</b> <i>Site allocation will be at the discretion of Waitangi Limited, we will endeavor to allocate you to the most suitable site.</i>	<b>SPORTS FIELD</b>	<b>WAKA SITE</b>	
<b>STALL CATEGORY:</b>	FOOD*	ARTS/CRAFTS	
	CLOTHING	TOYS/GAMES	
	HEALTH PROVIDER	OTHER**	
<b>*PLEASE DETAIL KIND OF FOOD BEING SOLD:</b>			
<b>WAITANGI GRADED FOOD STALL AS PER FOOD STALL GUIDE:</b> <i>Please see guide for criteria for Gold, Silver, and Bronze stalls</i>	GOLD	SILVER	BRONZE
<b>MENU ATTACHED:</b>	YES		
<b>** IF OTHER – PLEASE EXPLAIN:</b>			
<b>HOW MANY STALL SPACES DO YOU REQUIRE:</b>	ONE	TWO	MORE
<b>WILL YOU BE RUNNING A GENERATOR:</b>	YES	NO	
<b>PURPOSE OF GENERATOR – MUST BE “SILENT”:</b> <i>The necessary use of a generator by a stallholder will be taken into consideration when stall sites are being allocated)</i>			



# WAITANGI TREATY GROUNDS

Te Pitowhenua | Our Nation's Birthplace

<b>DO YOU REQUIRE A VEHICLE TO BE LEFT ON-SITE?</b>	YES	NO	
<b>REASON FOR VEHICLE LEFT ON-SITE:</b>			
<b>PLEASE INDICATE THE METHOD OF PAYMENT:</b> No application will be completed until payment is received	PHONE	INTERNET	IN-PERSON
<b>REFERENCE</b> Waitangi will allocate your reference when application is received.	Please ensure reference number issued is stated in payment.		

## Waitangi Day 2024

### Stallholder Terms and Conditions

1. Stall sites will be allocated at either the Sports Field or next to the Waka Shelter
2. Stall set up will be from **6.00am** on Waitangi Day and are unable to pack down until **4.00pm. No exceptions will be made.**
3. All stallholders will enter the Treaty Grounds by designated gates.
4. All stallholders agree to adhere to the Waitangi National Trust Board Bylaws 1981 (copy enclosed in pack)
5. As you arrive at the northern end of the one-way bridge, you will be asked to show your **STALLHOLDER SITE CARD. You will need to have available for possible inspection, the following items from your pack:**
  - a. Stallholder site card (stating on it if vehicle staying on site)
  - b. Site map showing location of your stall and stallholder car parking
  - c. Signed Permit letter
  - d. Copy of signed Contractors' Health and Safety Management Plan.**Stallholders arriving without any or all of these items may not be permitted to access their stall site.**
6. Stallholders **must** only use the site/s assigned to them.
7. Only one vehicle per stall will be permitted on the stall site for **unloading and setting up**. After set-up, the vehicle **must** then be moved to the designated stallholder vehicle car park. Exceptions may be made in the case of a dedicated vehicle e.g. coffee vendor, refrigerated trailer. This will need to be noted on application form for a separate parking permit will be issued. The permitted vehicle must fit inside the stall site.  
**No exceptions will be made on the day. Waitangi Limited reserves the right to have unauthorized vehicles towed away.**
8. Only items listed on permits may be sold.
9. Stallholders agree they have introduced the use of recyclable or compostable food containers.
10. Stallholders agree that the sale of carbonated/fizzy drinks is **prohibited**. The sale of carbonated/fizzy will result in your stall being shut down and removed, and you will not be permitted to have a stall at Waitangi Day celebrations in the future.
11. Political groups and gang related groups are strictly prohibited.
12. Waitangi Limited accepts no responsibility for any theft, loss or damage to property.
13. To keep our foot traffic safe from moving vehicles, a **no vehicle movement policy** has been implemented between **9.00am – 4.00pm**.

**I/We fully understand and agree to be bound by the above terms and conditions.**

**Stallholder(s) Name:** .....

**Signed:** .....

**Date:** .....

## **Waitangi Day 2024**

### **Safety Requirements for Stallholders**

#### **Confirmation of Stallholder's Health & Safety Management Plan**

We confirm that we have a health & safety management plan in force and we undertake that this plan will remain in force and not be amended or cancelled during the period of this contract.

The following is confirmed (please tick in the box as appropriate):

Hazards are regularly reviewed and monitored including consideration at (where held) employee team meetings.

A system is in place for dealing with accidents.

An emergency plan is in place for dealing with accidents.

The workplace is regularly inspected to ensure compliance with current safety procedures.

All staff have been issued with information on health & safety.

We accept our responsibility to ensure the health & safety of our staff, subcontractors, Waitangi Limited staff, visitors and others while on the estate.

**We agree to follow applicable Waitangi Limited health & safety procedures.**

**Signed:** .....  
STALLHOLDER

**Signed:** .....  
WAITANGI LIMITED

**Please return this form to: Waitangi Limited, Attention: Stall Holder Coordinator,  
PO Box 48, PAIHIA 0247 or scan and email to: [stalls@waitangi.org.nz](mailto:stalls@waitangi.org.nz)  
Administration hours of the Stallholder Coordinator is 8.30am – 11am Monday – Friday. Please  
communicate via email outside of these hours or call our office if you need to process payment.**

#### **Office Use Only:**

Registration received on \_\_\_\_\_ Approved by \_\_\_\_\_

Terms and Conditions signed YES ☐ NO ☐

Health and Safety Management Plan signed YES ☐ NO ☐

Payment received YES ☐ N/A ☐ Registration Pack sent on \_\_\_\_\_