

SCALLOP FESTIVAL

Stall Holder Application - 2019



Background Information

In the fifteen years since its inception, the Whitianga Scallop Festival has grown into one of New Zealand's iconic seafood celebrations.

The festival has been designed to showcase the region's seafood cuisine and marine culture. It is timed to coincide with the opening of the Scallop season and provides a boost to local businesses at a quiet time of the year.

2019 dates

Festival Date 10am – 5pm **Saturday 21st September 2019**
Registration due in 5pm **30th June 2019**
Payment due in 5pm **31st July 2019 – full payment**
Festival Site Set up for Stalls 12noon **Friday 20th September 2019**

Location

Please note we have a new site set up for 2019 -

Marina Reserve and Taylors Mistake, The Esplanade, Whitianga and Soldiers Park for the Craft Market Stalls

Expected Numbers

The event is capped at 5000 and is a sell-out event every year

Exhibitor Applications

Applications are invited from:

- * Local restaurants and cafes
- * Wineries from around the region
- * Local community groups
- * Local producers looking to showcase their produce in a special way
- * Local Arts and Crafts (Outdoor Craft Market)
- * Other cuisine related businesses from around NZ (by application)

Benefits

This is a fantastic opportunity to:

- * Showcase your business
- * Network with other businesses
- * Stimulate sales at a quiet time of the year
- * Expand your client base
- * Fundraise for your community group
- * Introduce new brands/products to the market

Marketing & Promotional Yields

- * Stand Name & Cuisine dishes listed in official programme – distributed upon entry and to sponsors and media
- * Listing on Scallop Festival Website Stallholders page – with link to your own website
- * Specialty dishes will feature in media articles, press and magazine – local, national and international distribution
- * Potential to gain exposure through the Scallop festival Facebook page

Maximise your Participation in the Festival

- * **Be creative – with your stand and what you intend to sell on the day – ensure you have enough food to offer festival goers – we are finding more and more people are arriving later in the day and are unable to purchase anything as stall holders have sold out.. This has been an issue over the past 3 festivals and we have received negative feedback on our facebook page regarding this.**
- * **Keep prices reasonable.** This allows patrons a chance to sample a variety of stalls. **Base it from \$5-\$12 per dish**
- * **Make sure you attach a Press Release to your application form** - the festival manager may use this in promoting your presence at the festival
- * Let people know you're at the festival (e.g. place the festival banner on your website, Facebook page, in store promo, advertising)
- * Offer incentives for future purchases
- * Provide a competition to capture information for customer databases (with their permission of course)

EXHIBITOR APPLICATION

Terms and Conditions:

- **This is an application only, not a guarantee.** The festival reserves the right to refuse entry/ restrict what an exhibitor sells at the festival.
- The exhibitor stocks for the event at their own risk. The festival or its organizers will not be held liable for any loss made by the exhibitor, through cancellation or other factors.
- All food safety and sale of liquor guidelines must be abided by. These will be provided upon acceptance of your application.
- The exhibitor fee is non-refundable and non-transferable
- The exhibitor agrees only to sell the product described in this application
- Exhibitors have access to the site from 12pm – 6pm on Friday 15th September for stall set up. Any large equipment must be set up Friday.
- Stall holders **must attend** one briefing Friday 20th at either 12.00pm or 5.00pm .
- All vehicles must be off site and parked by 8.30am on the day – access open from 6.30am.
- Exhibitors must be completely set up ready to trade 1 hour prior to the festival (9am).
- Local exhibitors will be given priority over out of town.
- Food vendors will be encouraged to use biodegradable plates and cutlery.

Alcohol Guidelines

- Exhibitors approved for selling alcohol must apply for their own special liquor license, which will be at your cost.
- Exhibitors selling alcohol must have someone on site that holds an alcohol managers licence.
- Alcohol sales will be restricted to areas, general stallholders will not be permitted to sell alcohol unless through application.
- Sponsors wine and beer is the only alcohol to be sold by exhibitors unless the exhibitor is a winery, whereby they may sell their own product.
- No community groups will be allowed to sell alcohol.
- A limited number of stalls will be permitted to sell liquor in the designated drinking areas– this is at the organisers discretion.
- Serving to minors or intoxicated persons will not be tolerated.
- Alcohol sales will not be permitted after 4.00pm.
- The Alcohol guidelines must be on display throughout the event. (These will be supplied to you in your packs)
- Exhibitors selling alcohol must sign a copy of the alcohol disclaimer which states they will abide by the Alcohol Management Plan and Alcohol Guidelines of the festival.

Pricing Structure **NEW FOR 2019**

- The Festival encourages stall holders to keep their pricing reasonable, and portions to tasting size rather than a meal to allow patrons a chance to sample a variety of stalls. Base food prices at between \$5 & \$12 per dish *and glasses of wine at between \$6.50 & \$8.50 a glass.*
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Discount Guidelines

- The following discount is applicable:
 - * **Community discount – must be a non-profit society/organisation/community group 20% (off site only)**

STALL HOLDER APPLICATION – 2019 (Exhibitor Details – please fill in every field)



Business/Community Group Name: _____

EXACTLY what will you be selling: (In order to prevent double ups, please be very specific)

EXHIBITOR OPTIONS

TICK

- | | | |
|---|----------------|-------------------------------|
| <input type="checkbox"/> Food Stall – Inside | \$520.00 +gst | 3x3 site 2x Trestle Tables |
| <input type="checkbox"/> Winery – Inside | \$1020.00 +gst | 3 x3 site 2x Trestle Tables |
| <input type="checkbox"/> Outdoor Food site | \$280.00 +gst | 5x5 site No Tables |
| <input type="checkbox"/> Craft Site – Soldiers Park | \$50.00 +gst | 3x5 site No Tables |
| <input type="checkbox"/> Power option | \$30.00 +gst | |

Less Community discount if applicable- 20% (Community groups are not entitled to add the alcohol options)

Please note the above prices are + GST, and include waste removal for all stall holders.

Total Amount Payable _____ (PLEASE ENCLOSE CHEQUE FOR TOTAL)

Or you can make payment to: Scallop Festival Inc: 03 – 1578- 0081235-00

Ref: (stall name)

All Alcohol Stalls must apply to TCDC for Special Licence and provide copy to Festival organisers– must apply by July 1st and provide approved licence by 1st August 2019

PREFERRED SITE LOCATION – REFER TO SITE PLAN ATTACHED

Festival organisers will do their best to accommodate your requests; however there is no guarantee that requested sites will be allocated. Festival organisers have final say on allocation of sites.

Preferred site number 1st Site number _____ 2nd Site number _____ 3rd Site number _____

EXHIBITOR CONTACT DETAILS

Contact name: _____

Postal address: _____

Website address: _____

Contact Email: _____

Mobile Phone: _____

Do you require power?: Yes No

What powered equipment are you bringing

_____ Dimensions _____ K Watts _____ Plug type

_____ Dimensions _____ K Watts _____ Plug type

_____ Dimensions _____ K Watts _____ Plug type

Exhibitor passes required per site: _____ Max of 6 for Business –

_____ Max of 8 for Community Group

If you require extra passes these can be purchased for \$10.00 Adults or \$5.00 child (under 16)

I agree to the terms and conditions, incl set up conditions and alcohol guidelines outlines on page two of this application form.

Signed: _____ Date _____ 2016

PLEASE RETURN BY 30 June 2019 TO SCALLOP FESTIVAL, 21 Campbell street, Whitianga 3510

CHEQUES MADE PAYABLE TO “WHITIANGA SCALLOP FESTIVAL”

Queries to Fiona Kettlewell – 021 2995506 Email info@scallopfestival.co.nz

Site Plan 2019

