

**RATHKEALE CHRISTMAS FÊTE 2024**  
**STALLHOLDER INFORMATION AND RULES**

For the purpose of this event the following definitions apply to this Agreement:-

**Stallholder** means the Stallholder, the Stallholder's assistants, site-sharers, and the site-sharer's assistants.

**Organiser** means the event organiser – The Friends of Rathkeale College.

**Agreement** means all terms and conditions set out in the online application form completed by Stallholders and these Rules.

The Rathkeale Christmas Fête is open to the public on Saturday 2 November 2024 from 9.00am to 3.00pm.

**Stallholders agree not to close before 3.00pm on Saturday, unless agreed with the Organiser.**

**SITE INFORMATION**

**SITE DETAILS AND A SITE MAP WILL BE SENT TO STALLHOLDERS At LEAST TWO DAYS PRIOR TO THE FÊTE ONCE SITES ARE ALLOCATED**

**STALLHOLDERS SITES**

- \* The site plan will be designed in a way that encourages visitors to pass every site.
- \* Sites are allocated by the Organiser according to what product/services are being offered by each site. This gives a good mix of sites and makes it more interesting for your audience. The positioning of the Stallholder's site will be entirely at the discretion of the Organiser. The Organiser will endeavour to meet reasonable requests made by the Stallholder and in particular by previous Stallholders.
- \* The Organiser reserves the right to re-position the Stallholder at any time prior to the event.
- \* You are encouraged to decorate/arrange your site so that it is attractive and appealing to the eye, bearing in mind that this is a fundraising event to support Rathkeale College with a predominantly Christmas theme. Please endeavour to decorate your stall with Christmas in mind to encourage Christmas shopping opportunities. You are responsible for the clean-up and removal of all rubbish and materials from your site.

**PAYMENT TERMS**

- \* There is a \$10 discount on site fees for applications that are received and accepted before 31 July 2024 (early bird rate).
- \* Your site is secured only once you have paid your site fee. Full payment must be received within 7 days of your application being accepted to secure your site.
- \* You will be emailed a receipt and your site number/site allocation at least 2 days prior to the Fête.
- \* Any applications received after 20 October 2024 will be accepted at the discretion of the Organiser.

**ACCESS TO RATHKEALE COLLEGE**

- \* **INDOOR GYM SITES:** Setting up may be done on Friday 1 November 2024 from 3.30pm – 5.00pm.
- \* **All other sites are to be set up by 8.45am on Saturday 2 November 2024.**

## SECURITY

- \* There will be on site security Friday night.
- \* Rathkeale College reserves the right to remove anyone on the premises after dark, without the Organiser's permission.

## STALLHOLDER RULES

- \* All Stallholders must have their own Health and Safety Systems in place as required under the Health & Safety at Work Act 2015.  
<https://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html>
- \* All constructions in your display must be of sturdy design and materials.
- \* You must ensure you eliminate the risk of harm to yourself and others during the setup.
- \* Pegs and nails:- No pegs are to be driven into any hard surface such as road, pavement, or concrete. If you are on the grass, pegs may be up to 200mm long. Remember, there are power and water sprinkler systems underground – any damage to these systems is your responsibility. No nails are to be driven into trees, or other damage to trees.
- \* **Take Down – You must not begin taking down your site/display before 3.00pm on Saturday 2 November 2024 unless advised by the Organiser.**
- \* Rubbish bins are provided within the Fête area in the school grounds, however you are responsible for the clean-up and removal of all rubbish and materials from your site.
- \* **Parking:** All Stallholders must move their vehicles to the designated Stallholder Parking area by **8.30am** – no vehicles to be within the Fête area between 8.30am –3.00pm on the day of the Fête.
- \* The Organiser assumes no responsibility or liability for the care, safety and/or security of the Stallholder's space, contents, merchandise or personnel. Insurance shall be the sole responsibility of the Stallholder at his/her own cost.
- \* The cost of reparation for any damage to other exhibits, or Rathkeale College, incurred during set-up, the operation of the Fête and take-down, will be made good at the Stallholder's expense.
- \* The Stallholder agrees to keep and maintain their site and surrounding area free and clear of all debris, obstructions and other hazards that might violate health, safety, and fire and/or like codes, ordinances, standards or regulations which result in injury to the public. The Stallholder will immediately correct any such conditions upon notification. The Stallholder may hold public liability insurance, but it is not compulsory for involvement with the Fête.
- \* Should any eventuality cause cancellation or disruption of the Fête, the Organiser shall not be liable for any expenses incurred by the Stallholder.
- \* The Organiser has the right to cancel this Agreement and or to remove any product, advertising, or site(s) from the Fête, without notice, and to retain any money in relation thereto, and shall not be liable for any resulting losses to the Stallholder if the following conditions exist:
  - a) if the Stallholder infringes any of the terms and conditions of this Agreement; or
  - b) if, in the Organiser's opinion any product, advertising or site display is not in the best interests of the Fête or may be a cause of offence or harm to the public; or
  - c) if the Organiser fails to perform or fulfil any of their contractual obligations caused by any circumstances, including but not limited to, acts of God, fire, flood, war, public/natural disaster, industrial dispute, receivership, liquidation, or Government enactment.
- \* In the event this Agreement is terminated, the Stallholder must not either during or after termination of this Agreement, communicate to any person any confidential information of the Organiser except so far as may be necessary to enable the Stallholder to fulfil its

obligations under this Agreement. This rule will not apply to information which has entered the public domain otherwise than as a result of a breach of this clause by the Stallholder.

### **GENERAL INFORMATION**

- \* A wide range of accommodation options are available in the Wairarapa district including camping and motor home sites. Phone the Masterton Information Centre for full details on (06) 370 0900.
- \* There will be EFTPOS facilities at the Fête however cash out will be \$20 notes only, so please make sure you have sufficient change. Alternatively, you may bring your own EFTPOS machine.
- \* No alcohol is to be sold from any site unless approved by the Organiser.
- \* If you have requested power you will need to bring your own lead and it must be connected to a Residual Current Device (RCD). Portable generators are not to be used.
- \* **The Friends of Rathkeale will have food stalls – selling coffee, tea, drinks, home baking and hot food so we hope you will get a chance to come and say “hello” and support us. Breakfast and lunch pre-orders will be available as well. The Organiser will be in contact with stallholders to take pre-orders which we can deliver to you if you are unable to get away from your stall.**

#### **Directions:**

Rathkeale College, 217 Willow Park Drive, Masterton

For those of you who are unfamiliar with where Rathkeale College is we are located about 5km north of Masterton on State Highway 2 – turn right down Willow Park Drive (there is a sign on the corner) – Rathkeale is at the end of this road.

For those traveling from the north travel down State Highway 2 – **do not turn off at the Masterton By-pass** – continue along State Highway 2 until you get to the Rathkeale turnoff at Willow Park Drive – approx. 1 hour from Woodville.

We look forward to seeing you and hope you have a successful day. Thank you for your support.