



2017 KAPITI COAST FESTIVAL TERMS + CONDITIONS

VENUE

Kāpiti Primary School
Cnr Rimu and Kāpiti Roads (opposite Coastlands and adjacent to Council).
Access via Iver Trask Place, off Rimu Road.

OPENING HOURS

The Festival will be open to the public on Saturday 18 November from 9am to 3pm.

EVENT PURPOSE

Eleven years ago a small group of volunteers began running the Mary Potter Hospice Strawberry Festival at MacLean Park at Paraparaumu Beach. The purpose was to raise money for the Mary Potter Hospice Kapiti and from small beginnings the festival rapidly grew to become a popular annual event. The primary focus was the sale of Strawberries and Ice-cream donated by Kapiti Pak'n Save, with other charitable stalls run by the volunteers selling plants, linen, BBQ'd food, and offering face painting, a bouncy castle, and a massage service. The event was linked together with 6 hours of continuous music and entertainment based around the central stage. Having made the decision to move to a new location, Festival Management realised there was an opportunity to create an iconic event that the Kapiti Coast currently lacks. We made the call to incorporate the Mary Potter Hospice Strawberry Festival into a new and much larger event, the Kapiti Coast Festival.

BENEFITS OF EXHIBITING AT THE KĀPITI COAST FESTIVAL

Audience of over 8,000 visitors.
Gives you the opportunity to look at alliances with other exhibitors for future benefit.
Raises your Business Profile in a very economical way.
Gives you the opportunity to showcase your product.
Can be used in future marketing and your website that you supported this event.
Effective tool to talk to your customers by inviting them to visit your Show display.

HOW DO WE PROMOTE THE KĀPITI COAST FESTIVAL?

The Kapiti Coast Festival is promoted as a premier Festival, with a targeted audience within the lower North Island, with advertising via:
Radio and Print Advertising
Billboards
Press releases
Email and Social Media Channels
Two page Feature Lift-out in community newspapers delivered to 20,000 homes throughout the Kāpiti Coast.

FESTIVAL TERMS AND CONDITIONS FOR STALL HOLDERS

When you book a stall site you accept that these terms and conditions apply.

SUPPLY OF POWER

All sites are unpowered unless power is requested with registration.
POWER WILL NOT BE ABLE TO BE PROVIDED IF NOT REQUESTED PRIOR TO PACK IN, WITH NO EXCEPTIONS. IF YOU REQUIRE POWER FOR YOUR SITE, PLEASE INCLUDE THIS IN YOUR REGISTRATION.

If you have arranged a powered site please bring at least a 6m extension cord (without joins) that has a current Portable Appliance Test (PAT) tag. All electrical equipment used onsite needs to have current PAT tags. Please provide your own surge protection if you are plugging in sensitive electronic equipment [e.g. microwave, ipad, laptop, till, eftpos terminal, sound system, etc]. Please ask your local electrician to 'test and tag' any electrical equipment you wish to use on site. Festival management reserves the right to disallow the use of any equipment without a certificate of compliance tag or does not comply with Health and Safety requirements.

SITE RULES

While all efforts will be made to accommodate vendor requests, final allocation of vendor sites remains at the discretion of the Festival Management.

Vendor's displays must fit within their allocated site. If a vendor is providing their own marquee/cover, please note that all guy-ropes must stay within their allocated space, free of public walkways to prevent tripping hazards.

Vendors who exceed their allocated site will be required to move or remove items as required. If you anticipate exceeding your allocated site, please contact Festival Management to discuss.

Vendors are responsible for keeping their own site tidy, including the disposal of any rubbish created by or found at your stall.

Vendors must not leave their site unattended and are required to have adequate staffing for the safe operation of your site at all times during Festival operating hours.

You must ensure that the ground is not disturbed or dug into without the express authority of the Festival Management, and you will assume all responsibility for any damage to it.

Areas behind and beside vendor sites must remain free of debris, furnishings, storage boxes, etc, during the Festival operating hours.

No vehicles are allowed on site during Festival operating hours. Vehicles must be removed from the site immediately after unpacking/packing.

All vehicles must move slowly when within the Festival grounds and follow the site marshals' instructions at all times.

All vendors are asked to park their vehicles in the designated Vendor Parking Area.

The Festival Management is able to grant exceptions where vehicles are an integral part of your display (i.e. Food Trucks or Vehicle based displays.) Please note this requirement in your site registration.

No open flames are allowed, except for pre-approved BBQs in the Food Vendor Area.

Kapiti Coast District Council (KCDC) requires all stallholders to have prescribed safe food handling requirements. Note: This may mean asking the stallholder to leave the event if they are unable to meet these requirements on the day.

PACK IN AND SET UP

Upon arrival on site to pack in, all Vendors/Stallholders and their staff are required to check in with Site Management before entering the event site.

When you check in, please ensure you have the following items:

- Exhibitor Pass/Vehicle Pass – to be displayed on the dashboard of your vehicle at all times.
- Health and Safety information.

Vendors and Stallholders are responsible for the set-up of their own displays, including the provision of any tools required.

Only authorised vehicles will be allowed to access the event site for pack-in purposes. Vendors will be issued with 1 (one) vehicle pass to access your site for pack in/out – if you require additional vehicle access, you may apply for an additional vehicle pass by contacting Festival Management.

The Festival site will be open for vendors to pack in on Saturday 18 November, 7:00am – 8:30am.

Please note, if your site includes a vehicle, trailer, caravan or any non -standard requirements – you may be requested to set up your stand (or elements of your stand) at a specific time to ensure health and safety requirements are met and to ensure ease of access to your site, surrounding sites or event infrastructure is maintained. You will be contacted directly by the Festival Management if this is required. All Sites must be set up and all vehicles removed before 8.30am to ensure the site is ready prior to opening to the public. Cars are NOT permitted to remain on site during the show, unless agreed beforehand by Festival Management.

PACK DOWN

The Festival closes at 3pm on Saturday 18 November. Vendors must NOT begin pack down or bring vehicles to the site until after 3.30pm, and the Festival Management has advised the show has closed.

All vendors are required to complete pack out, including the removal of any rubbish from their site before departing the event site.

SIGNAGE AND SITE DECORATION

It is expected that Vendors have their own signage, with company logos or branding. Banners may be displayed within the confines of the allocated space only. Posters and Banners must be secured to ensure they are not removed by wind.

SECURITY

Overnight Security will be onsite to guard the event site on Friday 19 and a guard will also be on site during the event on Saturday 18 November.

Vendors and exhibitors are responsible for the security of their display space and its contents.

The Festival Management assumes no responsibility for any loss or damaged whatsoever or howsoever caused or for the care, safety and/or security of Vendors' space, contents, merchandise or personnel. Insurance and associated costs shall be the sole responsibility of the vendor and we recommend that Vendors carry public liability insurance themselves.

WEATHER

It is the intention of Festival Management to continue, within reason, regardless of weather. Vendors should be prepared for any contingency.

DAMAGE, FIRE SAFETY AND HEALTH REGULATIONS

Should any vendor cause damage to other exhibits or event grounds during set up, show time or pack down, reasonable measures to repair or make good the damage will be made, at cost to the vendor.

Vendors are required to keep and maintain their site and surrounding area free and clear of all debris, obstructions and other hazards which might violate health, safety and fire and/or like codes, ordinances, standards or regulations that result in injury to the public.

Any such conditions must be immediately remedied by the Vendor upon notification by the Site Manager or delegated agent.

CANCELLATION

The Festival Management reserves the right to cancel the Kapiti Coast Festival for reasons beyond its control.

In the unlikely event of cancellation of the Festival, the Festival Management will determine what portion, if any, of the Vendor's site fee to refund and/or credit.

The Festival Management will not accept responsibility for expenses incurred by the vendor or any potential lost revenue as a result of cancellation.

Kapiti Coast Festival may make amendments to these Terms and Conditions which we will notify you of in writing.

info@kapiticoastfestival.nz