



Thank you for your interest in having a stall at Te Ra O Te Raukura.  
It will be held on **Sunday 5th February 2012** at Te Whiti Park, Waiwhetu, Lower Hutt.

*All proceeds from stall fees will go to Te Omanga Hospice.*

## COST

### Before 20th December 2011

Non-Profit Organisation:	\$ 20 per stall space (incl. GST)
Profit Making Organisation:	\$ 80 per stall space (incl. GST)

### After 20th December 2011

Non-Profit Organisation:	\$ 50 per stall space (incl. GST)
Profit Making Organisation:	\$100 per stall space (incl. GST)

Please note: There is an additional fee of **\$40** per site for Food Stalls Requiring a Temporary Food Licence from Hutt City Council. Food licence holders from outside the Wellington region still need to apply for a Hutt City Council Food Licence for this event.

PLEASE COMPLETE THE FORM AND SEND IT (ALONG WITH YOUR PAYMENT) TO:

Hutt City Council  
Private Bag 31912,  
Lower Hutt                      Attention: David Tu

## IMPORTANT INFORMATION

Location:                      Te Whiti Park, Whites Line East, Waiwhetu, Lower Hutt.

Time:                              9am-5pm Sunday 5th February 2012.  
(Numbers attending Te Ra O Te Raukura are estimated to be 20,000 approx.)

Site:                                Each stall space is approximately 6m x 6m. Each site will be numbered and you will receive your site number and site map when you receive confirmation of your food stall application.

Management of Te Ra O Te Raukura reserve the right to relocate stalls to fit within the site plan.

Please Note: Registering for a site does not ensure automatic entry.

Registration:

**The closing date for applications is Friday 29th January 2012.**  
*Note: Late applications will be considered, depending on available space.*

Payment:

Please send your Application Form and payment to:  
Atiawa Toa FM.  
PO Box 36 111  
Te Puni Mail Centre  
Lower Hutt  
*(Please make cheques payable to Atiawa Toa FM)*

Waste Management & Recycling:

Stallholders are to remove all their own site rubbish. Some rubbish skips will be provided.

You are encouraged to use recyclable and biodegradable products wherever possible.

Recycling stations will also be provided around Te Whiti Park. Please use these for the following materials:

- Aluminium cans (clean foil plates and pans are ok too, but not foil wrap).
- Steel/tins cans.
- Glass bottles and jars.
- PET plastic containers (plastic with no. 1 recycling symbol).
- HDPE plastic containers (plastic with no. 2 recycling symbol).
- Paper.
- Cardboard.
- Egg cartons and trays.
- Cardboard milk containers.

Clean-Up:

All sites are to be left in their original state.

Alcohol:

Food stall holders under no circumstances are allowed to sell alcohol.

Power:

Stall holders are responsible for all their own power requirements.

Production:

You must bring everything you need for food production including all cooking equipment, utensils, tables etc. and whatever the food is to be served on. It is recommended that on-site preparation be kept to a minimum.

Fire Risk:

All food stallholders must have a fire extinguisher (minimum 2kg dry power) and those stalls deep frying food must have a fire blanket present.

Car Parking:

All-day car parking for stall holder's vehicles is available at \$5 per vehicle. Please note that due to space limitations only one vehicle per stall holder is permitted.

Additional public car-parking is available on Te Whiti Park at \$5 per vehicle on a first-come, first-served basis.

Set-up & Pack-Down Times:

Set-up for stall holders is available from **5am - 8am** on **Sunday 5 Feb** only.  
Pack-down is from 5pm.

**No vehicles are to be driven on Te Whiti Park between 8am and 4pm.**

MAF Regulations:

No person (other than a person who, at the relevant time, is acting in the person's capacity as a commercial fisher, licenced fish receiver, fish farmer or spat catching permit holder) shall purchase, otherwise acquire, or be in possession of, any fish or seaweed for the purchase of sale unless the fish, aquatic life or seaweed was purchased or acquired from:

- A commercial operator on a transaction referred to in section 1992 of the Fisheries Act 1996, or
- a licensed fish receiver, or
- a fish farmer.

You must be able to produce the correct purchase records when asked by Fishery Officers. These records will indicate that you have made the purchase from a legitimate source.

If you have any further questions then please feel free to contact the Ministry of Fisheries office in Petone on (04) 576 8051.

HCC Licences:

The operator is to hold all current licenses required. Hutt City Council Inspectors will be on site during the event and they have the power to close down your site if you do not hold the required licences.

All food stalls must be compliant with the Food Hygiene Regulations 1974 and Council Bylaws.

Please fill out the following **Stall Application Form** and send it along with your payment to:

Atiawa Toa FM  
PO BOX 36 111  
Te Puni Mail Centre  
LOWER HUTT

OR you can pay directly into Bank Account:

National Bank:  
Atiawa FM Limited  
Te Ra O Te Raukura Event  
Account Number: 06-0545-0212812-02

**PLEASE QUOTE YOUR STALL NAME!**

We look forward to a great event in 2012, and we hope to see you there.  
If you have any queries regarding Te Ra O Te Raukura - please don't hesitate to contact us on:  
(04) 569 7993 or email: [tera@atiawa.co.nz](mailto:tera@atiawa.co.nz)

**TE RA O TE RAUKURA  
STALL APPLICATION FORM**

(PLEASE PRINT CLEARLY)

**Contact Details:**

Organisation: .....

Contact Name: .....

Postal Address: .....

Phone: ..... Mobile: .....

Fax: ..... Email: .....

Contact Person on the Day: .....

***Please tick the option you are interested in (all prices are inclusive of GST). For prices please refer to the information sheet.***

Tick one

- |                          |  |    |
|--------------------------|--|----|
| <input type="checkbox"/> | <b>Non Profit Community Group</b> - Site ONLY (6 x 6m)<br>No equipment power provided - must bring or hire your own shade, tables, chairs    | \$ |
| <input type="checkbox"/> | <b>Profit making Group/ Business</b> - Site ONLY (6 x 6m)<br>No equipment/power provided - must bring or hire your own shade, tables, chairs | \$ |
| <input type="checkbox"/> | <b>Stall Holder Car Park.</b> \$5.00 (ONE vehicle only)<br>Allocated on Te Whiti Park  | \$ |

**TOTAL : \$**

**Please circle your type of stall:**

Arts/Craft

Food Caravan

Display/Promotion

Ride

**IF CARAVAN**, mobile stall or ride - please give dimensions (meters): .....

Will you be using a generator?      Yes      No

**IF FOOD or ARTS/CRAFT** - please state what you will be selling: .....

.....

***I agree to the terms and conditions as outlined on the Stall Holder Information Sheet.***

Signed: .....

Name: ..... Date:    /    /

Please complete this form and return with your payment to:

**Atiawa FM Limited  
PO Box 36 111  
Wellington Mail Centre  
LOWER HUTT**

OR you can pay directly into Bank Account:  
**National Bank - Lower Hutt Branch  
06-0545-0212812-02  
(Please quote your stall name)**

If you have any queries regarding Te Ra o Te Raukura, please don't hesitate to contact us on (04) 569 7993 or email: [tera@atiawa.co.nz](mailto:tera@atiawa.co.nz).