



STALLHOLDER BOOKLET 2019

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Introduction

"People keep saying that young people are our future, but I believe that they are our present, our now. You give me hope that New Zealand is in good hands'

**Prime Minister
Jacinda Ardern,
addressing
students at ASB
Polyfest 2018**

The ASB Polyfest will celebrate its 44th Anniversary in 2019, where the event will take place at the Manukau Sports Bowl, Te Irirangi Drive, Auckland from Wednesday 13th – Saturday 16th March 2019.

Operating Highlights

This festival celebrates the diverse cultures that make up the Auckland region, with visiting schools and organisations from around New Zealand and the world enjoying the atmosphere. The level of performance through speech, song and dance is of a high standard and it's known as the biggest event of its kind in the world. Through non-competitive and competitive sections Auckland Secondary School students prepare traditional performance items, choreographed to the event theme and composed to fit aspects of their respective culture.

Looking Ahead

In recent times the ASB Polyfest has promoted programs to benefit the wider community. 2019 will see the festival continue with the Healthy Eating Policy and will now function as a Zero Waste Event. Stallholders are asked to contribute to making the ASB Polyfest more environmentally friendly ('green') by using the 3-R principle when planning their operations.

3-R principle: Reduce * Reuse * Recycle

Toa Kivalu-Teisi
Stallholder Manager
October 15, 2018

2019 Stallholder Site Map



Zero Waste Event

The ASB Polyfest is now a Zero Waste Event. A Zero Waste Event is one that generates less waste, and/or the right kind of waste for reuse. This means any marketing material must be compostable/recyclable, and any food and beverage must be supplied in compostable packaging.

\$250 Rubbish/Recycling Bond (Caring for Creation Bond)

To ensure all stallholders and vendors are adhering to this zero-waste policy we are implementing a \$250 bond.

Once your application is submitted, you will be invoiced for a \$250 bond payment which must be paid immediately. Applications that do not include a bond payment will not be reviewed. A receipt will be emailed to you once your payment is received. Your bond will be used as a rubbish/recycling bond (Caring for Creation Bond).

This is a fully refundable bond and will only be withheld if any waste is left on your allocated site or produced by you. Photographic evidence will be supplied and emailed to you. This bond will be fully refunded once the event is completed and it has been noted that your site was completely clear of any additional waste.

This bond will be refunded within 10 working days of the festival close date if your site is left rubbish free. You will need to ensure that your correct bank details are emailed to stalls@asbpolyfest.co.nz before these are processed.

Please note all non-refunded Caring for Creation Bonds are at the discretion of Event Management. You will be informed via email with photographic evidence if this applies to your site.

All packaging and any marketing material must be 100% compostable - failure to comply will result in a loss of your \$250 bond. Please see the 2019 Stallholders Booklet for more details.

Composting and recycling facilities are available at this event and we expect stallholders to use these properly. There will be a cardboard skip, food waste bin & a plastic/glass/cans skip located near your area for your use.

All non-compostable or non-recyclable rubbish that your stall generates will be your responsibility to remove from the event.

We are willing to work with you and help in any way possible to ensure you are adhering to this new zero waste policy to ensure your bond is refunded.

Zero Waste Event Guidelines for Stallholders

REDUCTION

Packing which is not essential to the use, distribution, retail sale, storage or safety of your products should be avoided. Packaging or utensils that are essential for these purposes are required to be compostable and constructed from 100% renewable resources. For example, potato-based plates and cornstarch cutlery.

There are many options available and your Stallholder Manager will be happy to help you with finding the appropriate products for your offering wherever possible.

RECYCLING

The festival will provide traders with facilities for separating their waste into designated bins to avoid contamination of recyclables and unnecessary sorting at our onsite sorting station.

Please ensure you use only recyclable and compostable materials where possible.

Please ensure that you do not sell any items that may have a negative environmental impact on the festival site. For example, chupa chup lollipops, chewing gum.

The festival provides a compost waste disposal system for all caterers. It will be a requirement of all stallholders and vendors that they use this system.

BEING SUSTAINABLE IS EASY

Your sustainability role begins in your planning. Ask your packaging suppliers to supply food packaging that is preferably compostable. It is essential that you:

- Avoid polystyrene and glass.
- Use compostable plates, bowls and cutlery instead of plastic disposable plates.
- Correctly place items into the composting, recycling and garbage bins supplied by the festival.
- Use packaging that is constructed from renewable/recyclable sources.

- Avoid unnecessary packaging. For example, not offering lids for drinks; offering bulk condiments; not offering plastic straws or plastic bags.
- Provide reusable items where possible.
- Help with litter control - stallholders are responsible for litter around their site.
- Traders must take all residual waste with them at the end of the festival including construction materials or they will forfeit their bond.

Compostable Packaging

When using compostable food and beverage packaging, ensure all material goes through the appropriate composting process. If it doesn't, it will be sent to landfill. Compostable material in landfills is particularly bad for the environment.

PRODUCT TYPES:

- Ensure you are using the right types of products. Here are some simple rules;
- Items made from natural materials such as wood and unbleached paper are ok to compost.
- If items are made from plastic, such as cutlery, or have a plastic lining, such as coffee cups, ensure you use 'compostable' products certified to a European Union or Australian standard.
- DO NOT USE uncertified products. Steer clear of any products not certified to these standards.

IMPORTANT:

Sending incorrect products to the composting facility will contaminate their end product. If a truckload has too much non-compostable material it could result in:

- The truckload being directed to landfill
- The event receiving a fine from the service provider
- A load to landfill fee.

The list below provides examples of compostable products. Such products do not always cost more. You can also save money by using less or simpler packaging such as paper napkins, or paper bags instead of boxes. The range of available products is growing and changing frequently. See suppliers for a recently updated list.

- **WOODEN CUTLERY**

Wooden or bamboo knives, forks, spoons, and chopsticks.

Pine cutlery is the easiest cutlery product to break down at a very competitive price.

These products can be disposed of in any composting environment, including home composting.

- **COMPOSTABLE PLASTIC CUTLERY**

Compostable knives, forks, and spoons.

Made from plant based polylactic acid (PLA). Usable for hot and cold foods. Designed to break down in commercial composting processes.

Compostable cups – single or double wall. Ranges from 4oz (perfect for tastings) to 20oz/600ml (replacing milkshake cups).

These cups have a similar look and performance to regular paper cups but are equipped with thin plant-based plastic (PLA) lining instead of regular plastic lining. They break down readily in all commercial composting environments but are not designed for home composting or worm farms.

- **CLEAR PLASTIC CUPS**

Clear plastic cups and lids for cold drinks. Available in a range of sizes.

Made from PLA bioplastic, they look and perform similarly to PET (number 1) plastic.

They are compostable in commercial composting processes.

- **MOULDED PAPER CUPS**

Pulp based hot or cold cups available in a range of sizes.

Ideally made from recycled paper and non-bleached or dyed. Fully compostable in any environment including home composting and worm farms. Widely available from most packaging suppliers.

- **CUP HOLDERS**

Made from a recycled pulp.

Ideally made from recycled paper and non-bleached or dyed. Fully compostable in any environment including home composting and worm farms. Widely available from most packaging suppliers.

- **DRINKING STRAWS**

Paper drinking straws.

Paper straws are made from food grade recycled paper and can be found at most packaging retailers. They are suitable for processing through all composting environments such as home composting and worm farming as they use soy-based inks and are 100% recycled paper. They are suitable as a straw for a thin drink (not smoothie/thick shake), holding their shape well. They ranged in a variety of colours and designs.

- **NAPKINS**

Recycled paper napkins, natural coloured.

These Kraft coloured paper napkins are made from recycled paper. Food grade and free of toxic dyes, they are preferred for composting over coloured napkins. Natural/Kraft coloured napkins are widely available at packaging retailers and wholesalers. They are extremely cost effective.

- **CLAMSHELLS**

Range of compostable pressed fibre clamshells are available.

Made from sugarcane, wheat straw or paper pulp. Unlined and compostable in commercial processes.

- **SHALLOW BOXES**

Noodle or salad shallow box with water-based lining. Hot or cold. Comes in range of sizes.

This shallow cardboard box has a compostable water-based lining. Produced by “Friendly Pak”, it differs to other similar products on the market, which have unrecyclable/un-compostable plastic linings.

- **BOWLS**

Single wall PLA hot or cold bowls for deli goods/ ice cream etc. (preferred without lids).

Like the Hot/cold cups above with a PLA lining. This can readily break down in commercial composting facilities but is not suitable for a home composting unit or worm farm.

- **POTATOPAK**

Range of plates, bowls, and trays.

Potatopak products are made of waste starch from the french-fry manufacturing industry and are 100% biodegradable. Potatopak products are suitable for all fast-food applications (except for boiling water and blood meat products). They break down quickly and are edible.

- **WRAPS/POUCHES**

Sandwich wrap with vegetable wax coated paper. Hot & Crispy pouch. Specially designed compostable pouches to keep burgers/sandwiches hot.

The hot and crispy pouch replaces the usually non-recyclable tin foil used in food servers. This paper-based product can be processed through any composting environment including home compost and worm farms. Sandwich wrap contains a vegetable wax lining and is the only compostable greaseproof paper.

- **PINE BOATS**

Pine servery comes in a range of shapes and sizes such as cones, boats, trays and platters.

Pine servery is a great way of presenting tapas style or finger food. It also comes in a flat tray. fibres are easy to break down in all commercial composting facilities, home composting and worm farming.

- **BIN LINERS**

Compostable bin liners in a range of sizes from 1 litre to 240 litres.

Made from corn-starch and can be processed in all commercial composting facilities. Useful for lining bins that take compostable packaging and food waste. They keep bins clean while making emptying easier.

- **PAPER BAGS**

Kraft paper bags. Flat (e.g. for jerky or similar) or with handle

Bags are ideally made from recycled paper and non-bleached or dyed. They are a cost-effective alternative to carry bags, which are fully compostable in any environment, including home composting and worm farms. Widely available

from most packaging suppliers in the flat version and the carry bag version. Vendors can use water-based ink stamps to brand bags.

Compostable Packaging Suppliers

The following is a partial list of compostable packaging suppliers in Auckland. In providing this list, ASB Polyfest does not endorse or guarantee the suppliers named.

- **Attwoods**

FREE PHONE: 0800 PACK IT (0800 722 548)
FREE FAX: 0800 377 758
www.attwoods.co.nz
[paper bags](#)

- **Ayrapak**

Freephone: 0800 465 666
Email: info@ayrpak.co.nz
www/ayrpak.co.nz/
[Biodegradable bags, cups, clamshells, recycled cardboard shelving](#)

- **BCS Foodpak Ltd**

Showroom: Unit C, 57
McLaughlins Road, Manukau,
Tel: 09 277 0104
Fax: 03 277 0115
email: info@bcsfoodpak.co.nz
website: www.bcsfoodpak.co.nz
[Biodegradable cups](#)

- **Ecoware**

Tel: 0800 GO 4 ECO
email: hello@ecoware.co.nz
web: [http://www.ecoware.co.nz/](http://www.ecoware.co.nz)
[Compostable cups, cutlery, clamshells, plates, bowls, napkins, lids, food boxes](#)

- **Eden Enterprises**

116 Cook Street New Plymouth 4310

Tel (06) 751 3229

www.edengreennz.com

100% Biodegradable corn starch products, plates, cups, bowls, straws, bags, etc.
Products range & prices available online

- **Elldex Packaging Ltd**

Philippa Wang (Auckland)

Tel 09 415 6747

Fax 09 415 6727

sales@elldex.com

www.elldex.com

Range of biodegradable packaging including bags, cups etc

- **Innocent Packaging**

Tel 09 523 3870

info@innocentpackaging.co.nz

www.innocentpackaging.co.nz/

Compostable cups, cutlery, clamshells, plates, soup bowls,

- **Packaging House**

91 Kerrs Road Wiri, Auckland

Tel 263 1150

Fax 263 1151

mailto:online@packaginghouse.co.nz

Range of biodegradable products including clamshells, cups and bags

- **Potatopak NZ Ltd**

P O Box 746 Blenheim 7240

Tel (03) 572 8977

www.potatopak.com

100% Compostable potato starch products, plates, bowls, punnets, trays, cutlery etc.

Products range & prices available online

- **Friendlypak**

Box 83 132, Edmonton, Auckland

Tel 09 834 5340

Fax 09 834 5341

Mob: 027 410 4344

Kevin@friendlypak.co.nz

www.friendlypak.co.nz

Biodegradable corn-starch bags, potatopak plates, bowls etc, PLA lined paper cups

Note: Kevin Graham who owns Friendly Pak has agreed to offer:

- 20% discount off wholesale price to all 'event' customers (need to mention you are catering for ASB Polyfest Event)
- offer sale or return (if weather is bad or you overestimated sales, Kevin has agreed to refund any packs not opened)
- no minimum quantity required. Kevin is happy to break the cartons and sell by 'sleeves' or 'packs'

Stall Type Options

Due to an increased interest in participation by a wider range of stall types we have introduced additional Stall Type options and refined the criteria for eligibility. It is important you are familiar with the criteria of your intended stall type.

2019 Food Stall Types

Food Stall Types	Criteria
School Food Stall	A school who has one or more participating groups performing at the 2019 ASB Polyfest.
Community Food Stall	A family, church, school and/or community initiative group trading with limited site signage and operating with volunteer staff.
Regular Trade Food Stall	A regular trader who operates a stall site at other events and/or markets. Erects visible site signage and/or equivalent branding. Operates with paid staff.
Commercial Food Stall	A stall operating from a caravan, truck and/or trailer will automatically be considered Commercial Food Stallholders. Erects extensive visible site signage and/or equivalent branding. Operates with paid staff. GST registered.

2019 Other (Non-Food) Stall Types

Other (Non-Food) Stall Types	Criteria
Community Craft Stall	A family, church, school and/or community initiative group trading with limited site signage and operating with volunteer staff.
Commercial Craft Stall	A stall with extensive visible site signage and/or equivalent branding. Operates for profitable gain and/or with paid staff. GST registered.
Education Provider	Exhibits within a 3m x 3m or 6m x 6m site with limited site signage and/or branding. Does not conflict with event sponsor(s). POA.
Business Marketing	Exhibits within a 3m x 3m or 6m x 6m site with limited site signage and/or branding. Does not conflict with event sponsor(s). POA.
Government Agency	Exhibits within a 6m x 6m site with limited site signage and/or branding. Does not conflict with event sponsor(s). POA.
Non-profit Organisation/Healthcare Provider	Organisations which offer information about the services they provide in the community not for profit. Not for profit organisations and healthcare providers to generate awareness and/or offer a specific service to the community only.

Stallholder Application Process

Step 1: Read and understand the 2019 Stallholder criteria as set out in this Stallholder booklet.

Step 2: Ensure you have supporting evidence prepared before applying. Such as images of your caravan or shop front, and a photo or copy of caravan electrical WOF if applicable.

Step 3: Apply online! It is preferred that all Stallholders submit their application via www.asbpolyfest.co.nz. If you have limited access to internet you are welcome to request an application form to be sent to you via email or post.

Step 4: You will be sent an invoice by email for your Caring for Creation bond which must be paid immediately.

Step 5: If your application form was administered correctly and all necessary information provided, you will receive an email confirming your application is being reviewed.

Step 6: Your preferred site (or the nearest available) is now tentatively booked.

Step 7: An invoice will be generated outlining your site details, due date and site fee, including GST. Please pay the total amount to 'lock in' your site.

Step 8: Once payment is received, your site will be confirmed by receipt of a confirmation pack via email. Site fees not paid by the invoice due date will result in the site being made available to the next interested applicant.

ASB Polyfest looks to provide the best possible experience for all Stallholders involved. To do this, we require all Stallholders to provide all requested information and supporting images to ensure that placement of your site is beneficial for all and is not imposing on neighboring sites.

Please fill out application forms and provide all details where possible so we can maintain the quality and ease of the service we provide to you.

Important Points to Consider

- The payment deadlines are to be strictly adhered to:
 - Early bird rate is only applicable if paid by the invoice due date and received before 2.00pm Friday, 7th December 2018. Any applications and payments made after this will be subject to pay the Standard Pricing.
 - Any applications or payments received after 2.00pm Friday, 15th February 2019 will incur a \$100 late fee.
 - The late application fee will increase to \$250 per site from Friday, 8th March 2019.
- Payments can be made by direct credit or cash ONLY
- Payment is non-refundable.
- We recommend strong consideration be given to the nature of the festival when developing your stall, i.e. the stall reflects the stage area or site area booked and is “themed” where possible.
- Stallholders who apply online agree to the Stallholders Terms and Conditions and will be bound by the rules and regulations as outlined in this booklet.
- The ASB Polyfest event team reserves the right to decline any application.
- All Stallholder agreements are confidential.
- Application forms must contain two contact person(s). Where only one is provided, your application may not be accepted.
- The Stallholder Manager reserves the right to make changes to the pricing structure and general rules and conditions without notice. Where changes take direct effect, affected parties may be advised.
- There will be a compulsory meeting for all Stallholders. Please choose one of the following dates to attend:
 1. Friday 1st March 2019, 6.00 pm - 8.00 pm, or
 2. Saturday 2nd March 2019, 10.00 am - 12.00 pm.

Stall Types and Criteria

Food Stalls

- Food sites in the Festival are extremely popular. Each food stall comes with 24hr power and access to water.
- All food sites will have 24-hour power available from 6.30am Wednesday, 13th March to 6.30pm Saturday, 16th March.
- There is a limit on the total number of donuts, churro, watermelon, coconut and pineapple stalls available. Application and consideration of this category will be taken on a first in, first served basis. The Stallholder Managers decision is final.
- Food Stallholders must submit a detailed list of the foods they will be selling at the ASB Polyfest. This is to ensure Stallholders are allocated the best site possible.
- Please note: Food lists can be amended closer to date if necessary and final amendments will be accepted until Friday, 8th March 2019. There are to be no changes to food lists made during event.
- It is a requirement of your acceptance as a Stallholder at the festival that you meet the Auckland Council's Hygiene Regulations. These regulations will be discussed further at the Stallholder Meetings. A "Safe Food Handling" guide will be given to all confirmed food Stallholders at the Stallholder Meeting. The 2019 ASB Polyfest will be tightly monitored by Auckland Council officials who have the right to shut down any non-complying food stalls during the Festival.
- Each year several key sponsors support the event financially, enabling the festival to continue entertaining our community year after year. In cases where these sponsors make food and drink products, they are given sole supplier rights to the festival and no competing brands may be sold or brand images displayed on your site. Please do not stockpile before receiving the full list of sponsors.
- In keeping with the nature of the event, ASB Polyfest encourages the sale of traditional cultural food.

Healthy Living Guidelines

In recent years, sponsors have come together in support of a journey towards offering healthier kai and drink sold and consumed at the festival. Communities bond at cultural events to celebrate, participate and network – kai is an important element of these gatherings and it is important that we unite and ensure the provision of a range of attractive, traditional and nutritious kai and drink options to improve rangatahi and whanau wellbeing. Healthy cultural food options to be offered for sale and aligned with the Food and Beverage regulations.

The following items must not be sold at ASB Polyfest:

1. Hot chips (including deep fried potatoes)
2. Fried Chicken
3. Kumara Chips
4. Potato wedges
5. Hot dogs on a stick
6. Candy Floss
7. Meat Pies and Sausage Rolls (excluding traditional)

Other (Non-Food) Stalls

- Non-Food Stalls are prohibited from selling food and/or drink.
- Non-Food Stallholders who wish to conduct surveys at their site must seek authorisation from the Stallholder Manager. Please outline this in detail on your application form. Further detail may be requested.
- As part of the ASB Polyfest Green Project, we encourage sites to look at alternative and dynamic ways of engaging youth and minimising the use of flyers etc.
- ASB Polyfest has a strict ‘no-roaming’ policy. All marketing must be done within the confines of your stall site only. This includes all activity, signage placement and distribution.
- Products exhibited within the craft stalls at ASB Polyfest include jewelry, clothing, carvings, paintings etc. with a cultural theme.
- All education providers, government agencies and businesses intending on promoting their services at ASB Polyfest must complete and submit the online application form, in

the comment section please outline an expression of interest detailing intention around level of involvement.

- Power is provided upon request and is inclusive of the site fee. Any additional power requirements will be charged to the Stallholder.

Stall Site Prices

All sites are considered to have very high foot traffic and the choice comes back to the stallholder and their selection.

Please Note: There will no longer be any 3x3 metre food stall options available at the ASB Polyfest event

***1st number denotes stall frontage, 2nd is stall depth. The reverse is applicable ONLY in M2, M3, M4, M5 and E1 lines - **1st number denotes stall depth, 2nd is stall frontage. In the Maori stage area only the M1 line offers 6x6 metre food stalls.*

Site Size	Cost Including GST	Cost Including GST
	Early Bird Pricing <i>(paid before Friday 7th December 2018)</i>	Standard Pricing <i>(paid before Friday 15th February 2019)</i>
School Food Sites	\$750	\$750
Community Food Sites		
3 x 6 metre	\$853	\$942
6 x 6 metre	\$1076	\$1253
Regular Food Stall Trader		
3 x 6 metre	\$1053	\$1210
6 x 6 metre	\$1276	\$1467
Commercial Food Sites		
3 x 6 metre	\$1639	\$1963
6 x 6 metre	\$1775	\$2118
9 x 3 metre	\$2047	\$2453
Community Craft Sites		
3 x 3 metre	\$424	\$488
6 x 3 metre	\$541	\$647
Commercial Craft Sites		
6 x 3 metre	\$581	\$698
6 x 6 metre	\$814	\$996
Non-Profit Organisation and Healthcare Providers		
3 x 3 metre	\$585	\$702
6 x 3 metre	\$761	\$913
6 x 6 metre	\$1065	\$1278

Government Agency Sites

Please complete and submit the application form, in the comment section please outline an expression of interest detailing intention around level of involvement. POA for a 6m x 6m site including marquee.

Business Marketing Sites

Please complete and submit the application form, in the comment section please outline an expression of interest detailing intention around level of involvement. POA for a 3m x 3m site.

Education Provider Sites

Please complete and submit the application form, in the comment section please outline an expression of interest detailing intention around level of involvement. POA for a 3m x 3m site.

Payment Options

Preferred Payment Option - Direct Credit

Once your application has been received and an agreed site confirmed, an invoice will be generated.

Please pay the full amount including GST to the nominated account number, by the due date noted on the invoice. It is also important you include the reference number so the payment can be allocated to the correct stall site.

No payments are to be made prior to receiving your invoice.

Cash Payments

This can be accepted upon prior arrangement only.

Stallholders Rules and Conditions

General Rules

1. All Stallholders must adhere to the zero waste guidelines to ensure the caring for creation bond is refunded.
2. All Stallholder site fees must be paid in full by the invoice due date. A late fee may apply.
3. Early bird rate is only applicable if paid within the invoice due date and before 2.00pm, 7th December 2018. Any applications and payments made after this will be subject to pay the Standard Pricing.
4. Any applications or payments made after 2.00pm, 15th February 2019 will incur a \$100 late fee. The late application fee will increase to \$250 per site from Friday, 8th March 2019.
5. As organisers we manage applications on a “first in, first served” basis, and the Stallholder Managers decision is final.
6. Stallholders may not sell food and crafts in the same one stall.
7. Stallholders selling food must abide by Auckland Council’s Hygiene Regulations. If Stallholders do not meet requirements, they may be shut down. A “safe food handling” guide will be given at Stallholder Meetings.

Following are 5 important guidelines to safe food handling:

- i. All hot food must be kept above 60 degrees C
 - ii. All cold food must be kept below 4 degrees C
 - iii. Keep food covered
 - iv. Always wash hands before handling food
 - v. Provide shade over the stall to keep food out of the sun
8. No alcohol or tobacco products are to be sold or consumed at the festival.
 9. No glass products are to be sold at the festival.
 10. No toy or replica weapons.
 11. Stallholders may not on-sell their site for any reason.
 12. Stallholders must set up on site Tuesday 12th March 2019.
 13. Stallholders may not bring their vehicle on to the site between 6.45am and 7pm on the Thursday, Friday and Saturday of the Festival.
 14. Stallholders are responsible for supplying their own equipment at the festival e.g. marquees, tables and chairs. Festival organisers take no responsibility for the booking and delivery of hired equipment.

15. External contractors arranged by Stallholders must also abide by the site access times and limitations, it is the responsibility of the Stallholder to inform their external contractor of these rules and regulations. Stallholders must inform the Stallholder Manager if a company has been arranged to deliver hired equipment and/or erect marquees. Event Organisers take no responsibility for damage caused by contractors operating on behalf of a Stallholder.
16. ASB Polyfest has a strict ‘no-roaming’ policy. All marketing must be done within the confines of your stall site only. This includes all activity, signage placement and distribution.
17. All Stallholders must also agree to comply with rules around Electrical Safety. All electrical appliances are to be test tagged by an Electrician and all Caravans must have a current Electrical WOF.
18. No Hawkers. Street sellers, buskers or product giveaways are permitted at ASB Polyfest unless previously arranged with the Event Organiser. Unauthorised people will be removed from the festival.
19. Food stall holders selling drinks will need to ensure all supplies are zero and/or low in sugar content. All energy drinks and non – diet fizzy drinks are prohibited. Drinks must also be added to your food list.
20. Only the official ice cream supplier’s ice cream products are to be sold. Shaved ice, frozen confectionary and/or other competing novelty products in a tub, a cone and on a stick, are a conflicting product and will not be allowed. If you wish to sell ice cream, please contact the Stallholder Manager to discuss.
21. There is to be no gang insignia sold at the festival e.g. no bandanas, embroidery or tattooing of gang signs or symbols.
22. All education providers, government agencies and businesses intending on promoting their services at ASB Polyfest must complete and submit the online application form, in the comment section please outline an expression of interest detailing intention around level of involvement.
23. No competing brands of any sponsor may be sold, or brand images displayed on your site.
24. All sites have no guarantee of viewing to any stage(s) activity and/or performance(s). The stallholder map is an indication only and does not outline the specific stage area infrastructure that may or may not be built at-event.

Non-Compliance

1. Failure to comply with any of the above conditions may jeopardise the stallholder from future participation with ASB Polyfest.
2. Please refer to the Non- Compliance process below.
3. I understand that photographs and film footage may be taken of me (or person/s in my charge) by authorised person/s to be used by ASB Polyfest, free of charge and for a non-specific period, nationally and internationally.
4. In the event of a natural disaster or anything out of the control of the event organisers of ASB Polyfest 2019 take no responsibility for any loss or damage experienced by stallholders.
5. ASB Polyfest will not be held accountable for any action, loss or inconvenience caused by the decision to postpone or cancel the event where it poses a threat or danger to those attending.
6. ASB Polyfest will not be responsible or held accountable for any loss of revenue, or shortfall of forecasted income by any Stallholder.

Non-Compliance Process

If a Stallholder is found to be in breach of the festival agreement, the following steps will be taken:

Step 1: The Stallholder Manager will give a verbal warning and where applicable, confiscate goods/ items.

Step 2: If non-compliance behavior continues, the Stallholder Manager will shut the site down for remainder of day.

Step 3: If non-compliance behavior continues, the Stallholder Manager will shut the site down for the entire festival.

Step 4: The Stallholder Manager will consider a total ban on participating in future festivals.

Key Dates

2018:

Tuesday 22 nd October	Early bird applications open 9.00 am
Friday 7 th December	Early bird applications close 2.00 pm

2019:

Friday 15 th February	Standard pricing stall applications close 2.00pm
	Late Stallholder registration \$100 fee applies
Friday 1 st March	Stallholder meeting A, 6.00 pm – 8.00 pm
Saturday 2 nd March	Stallholder meeting B, 10.00 am – 12.00 pm
Friday 8 th March	On-site Late Stallholder registration \$250 fee applies
Tuesday 12 th March	Stallholders Pack in Day
ASB POLYFEST	Wednesday 13th March – Saturday 16th March 2019

General Contact Information

Stallholder Manager Contact Details

Stallholder Manager: Toa Kivalu-Teisi

Email: stalls@asbpolyest.co.nz

Tel: (09)523 4212 option 2 option 6

Mob: 021 407 304

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