



# STIHL SHOP BLENHEIM GARDEN FETE STALLHOLDER APPLICATION PROCESS

Dear Potential Stallholder

Garden Marlborough is looking to enhance and strengthen the reputation of the Stihl Shop Blenheim Garden Fete each year held in the beautiful Seymour Square in Blenheim. Surveys in previous years have estimated the numbers to be in the vicinity of 8,000 to 10,000 people attending the Fete each year.

Feedback last year from Fete stallholders and visitors, overwhelmingly stated that the number of quality plant and garden related stalls were the highlight of the event. Our sponsors, Stihl Shop Blenheim and Nelmac, were thrilled at the quality of the stalls and number of visitors.

To ensure that we continue with this successful formula, and to enhance our event even more, we have taken the step of strengthening our application process to ensure that we are able to offer a wide variety of quality garden/horticultural related products and services.

Seymour Square only holds a limited number of stalls and we would ask all potential stallholders to please complete the Application form either on-line at [www.gardenmarlborough.co.nz/fete](http://www.gardenmarlborough.co.nz/fete) or complete the attached. If you meet our criteria as outlined below we look forward to seeing you at the Fete.

### Criteria:

- Preference will be given to products or services that are related to gardening or horticultural activities. Examples of this are:

<b>Plants</b>	<b>Garden tools*</b>	Garden ornaments
<b>Flowers</b>	<b>Garden Furniture</b>	Garden sheds
<b>Landscape supplies</b>	<b>Landscape Architects/designers</b>	Garden apparel
<b>Garden arts and crafts</b>		
NZ made products and speciality foods please - Honey ,saffron, olive oil, mussels, cheese, flowers etc		
*The only exception to this is that we will not allow the sale or display of any product that directly competes with our fete sponsors, Stihl Shop Croads, particularly powered garden tools and motor mowers.		

- Food and drink stalls – if you don't want to be on Eat Street please let us know when applying.
- As well as the above we would be more than happy to hear from makers of quality handcrafted and upcycled products, plus anything different or unusual, related to indoor or outdoor living.
- **Garden Marlborough reserves the right to accept or decline any application and entry into previous Stihl Shop Blenheim Garden Fetes does not automatically guarantee a right of entry.**

### Next Steps:

***Please complete and return your application for registration to us with full payment prior to 28 August 2016.***

Once the documentation and payment has been received we will allocate you a site. If you have attended the Stihl Shop Garden Fete in the past you *may* request the same site as you have held previously and we will endeavour to allocate you the requested site or at least locate you as close to your requested site as possible. Please note that we have changes this year as we are introducing Eat Street on Seymour Street.

Please do not hesitate to call us on 03 577 5500 or email us at [info@gardenmarlborough.co.nz](mailto:info@gardenmarlborough.co.nz) if you have any queries regarding the above.

**You can also take the opportunity to appear in the Nelmac Marlborough Express supplement that will appear in all editions of the paper as well as our attendee's information packs. If you require more information please tick the box**

## STIHL SHOP GARDEN FETE

### APPLICATION & REGISTRATION FORM 2016

Sunday 6<sup>th</sup> November 2016 (9:00am – 3:00pm)

- Name: \_\_\_\_\_
- Trading As: \_\_\_\_\_
- Address: \_\_\_\_\_
- Telephone: (    ) \_\_\_\_\_ Mobile: (    ) \_\_\_\_\_
- Email: \_\_\_\_\_
- Any other comment or requests: \_\_\_\_\_

#### SITE PRICES 2016 - all prices GST inclusive

Single standard site 3m x 3m inside Seymour Square garden **\$230**, additional adjoining standard site \$230  
 Single standard site 3m x 3m outside Seymour Square garden **\$170**, additional adjoining standard site \$170  
*Special rate for plant stallholders \$115 \* please see terms and conditions*

Please describe the goods/services you propose to sell at the Stihl Shop Garden Fête

#### SITE BOOKING 2016 – all prices GST inclusive

	Number	Total Cost
Eat Street (on Henry Street) @ \$170		\$
Number of sites inside Seymour Square @ \$230 (single site 3m x 3m)		\$
Number of sites outside Seymour Square @ \$170 (single site 3m x 3m)		\$
Number of plant stallholder sites @ \$115 (single site 3m x 3m)		\$
Power/electricity is required at this site, add \$30 – please state what you need.		\$

**TOTAL AMOUNT PAYABLE AND ENCLOSED WITH APPLICATION:**

The processing of registrations without a signature or payment will be delayed.

I have read, and agree to abide by, the **Terms & Conditions** accompanying this application form including those **Conditions of Use** set by **Marlborough District Council** also included here.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

**CLOSING DATE FOR REGISTRATIONS & PAYMENT IS 28 August 2016**

**Account details:** Garden Marlborough 2004 Inc. Acc #: 12 3167 0169004 00 (**must** include Trading Name and Ref: **FETE SITE**) or make cheque payable to Garden Marlborough 2004 Inc. attach to this application form, and mail to: **Garden Marlborough 2004 Inc. PO Box 1180, Blenheim 7240.**

**Products / Services not declared on this application form will only be permitted at the discretion of Garden Marlborough. All applicants must attach photographs, brochures or other promotional material with this application. (these are not required for plant stall holders)**

# 2016 Stihl Shop Croads Garden Fête

## Terms & Conditions and Information for Site Applicants

*Blenheim's Seymour Square is the model venue for a Garden Fête; superbly planted and diligently maintained by Marlborough District Council gardeners. Garden lovers from far and wide have admired this garden square in the centre of Marlborough's largest town. Nelmac Garden Marlborough committee would appreciate it if all stallholders taking part in the Stihl Shop Croads Garden Fête made a special effort to leave Seymour Square in the same superb condition it was when Council 'loaned' it to us for the day. We thank you now in anticipation of your cooperation.*

### 1. Site Approval:

- ◆ All applicants must **fully** complete the Application/Registration form and submit with payment by **28 August 2016**
- ◆ All applications will be considered by the Committee and applicants will be advised of the outcome as soon as possible after we receive your application.
- ◆ Nelmac Garden Marlborough reserves the right to refuse any application for a fête site.
- ◆ Applicants should keep in mind that we endeavour to preserve the Stihl Shop Garden Fête as a market **for the sale and promotion of quality goods and services of a gardening nature: From the garden, for the garden, used in the garden.**

**Stallholders are not permitted to advertise or promote sponsorship of parties other than our main Sponsor. Non complying stall holders will be asked to remove the advertising or remove the stall from the Fete.**

### 2. Payment:

Payment for the requested site is due with this Registration.

### 3. Cancellations & Refunds:

Cancellations received after 5pm **10<sup>th</sup> October 2016** will only receive a refund at the discretion of the Committee.

### 4. The Sites:

Allocation of sites within the confines of the fête is at the discretion of Nelmac Garden Marlborough organising committee. ◆ Sites do not include any fittings or fixtures. ◆ Sites may be on grass or hard surfaces so if a tent/marquee is part of your site plan, please consider your options for securing it to the ground. ◆ **No projections, overhangs, towbars or other hindrances to adjacent sites, or walkways. NO Large pegs in the grass allowed – you will be sent an invoice for repair.**

### 5. Food Licensing:

Please note anyone selling any kind of food must obtain a Food Stall Licence. To obtain your food stall licence contact Karen Winter at the MARLBOROUGH DISTRICT COUNCIL on 03 520 7400. You will need to enclose a copy of your food licence with your Registration Form.

### 6. Waste Management:

All applicants agree to maintain their site in a clean and tidy condition throughout the Fete. All waste generated by a stall holder is to be removed by the stall holder within two hours of the conclusion of the event. Waste must be taken away by stallholders or placed in the skip provided located on Alfred Street. Any waste or damage not taken care of will be on-charged to the stallholder.

All food waste must be contained before dumping. Wheelie Bins provided for the convenience of fete patrons are not to be used for waste generated by stall holders. We thank you in advance for adhering to the conditions set down by MDC and NGM and know that you will leave your site in as good a condition as you found it. MDC make a wonderful effort in Seymour Square and we do request that you don't walk or place any part of your stall in the flower beds.

# 2016 Stihl Shop Croads Garden Fête

## Terms & Conditions and Information for Site Applicants

### 7. Power/Electricity:

The supply of, or access to, electricity is **not** included in our agreement to provide applicants with a site. However there are a limited number of access points throughout the fête venue so if you require electricity to your site and cannot make private arrangements, please indicate on your application. **An additional charge of \$30 will apply and payment should be included with your application.** We ask that you take advantage for the use of power sites in preference to noisy generators. Generators are not permitted without prior consent from Council.

#### **IMPORTANT! PLEASE NOTE REGULATIONS REGARDING THE SUPPLY OF ELECTRICITY IN SEYMOUR SQUARE**

Before permitting or authorising a connection for the supply of electricity to a connectable installation in a vehicle, e.g., coffee cart, ice cream truck, re-locatable building or pleasure vessel, the person supplying electricity must verify that the connectable installation has a current warrant of electrical fitness.

- Electricity regulations also require electrical cables, such as extension cords, cables and appliances' used for the event should carry a certificate showing they have been tested for safety in the last year.

### 8. Weather:

The Stihl Shop Croads Garden Fête is an all-weather event and will proceed regardless of weather conditions. Requests for refunds due to adverse weather will not be considered.

### 9. Vehicle Access:

Access to Seymour Square and the surrounding streets will be permitted from 7:00am on Fête day and installation and set up should be completed by 8:30am with vehicles removed by 8:45 am. Vehicular access into Seymour Square will be limited and we suggest you arrive early (not later than 7:30am) if you need to unload from a vehicle. No heavy vehicles will be permitted access to Seymour Square gardens at any time. **Parking of vehicles is not permitted on Alfred Street next to the Square.** Car parks are available in the new multistorey car park on Alfred Street behind the Millennium Art Gallery. Blenheim School have parking for a fee of \$5.00. The Nativity Church car park is also available at a fee of \$5.00.

### 10. Promotion:

The Garden Marlborough office coordinates an extensive promotional campaign for the Stihl Shop Garden Fete, including local newspapers - THE MARLBOROUGH EXPRESS and THE SATURDAY EXPRESS – together with Local Radio. The Stihl Shop Garden Fete attracts approximately 8 - 10,000 visitors to Seymour Square, if you wish to introduce your product to the gardeners of New Zealand there are few better opportunities to do so. **THE MARLBOROUGH EXPRESS will publish the Nelmac Garden Marlborough supplement late in October and we recommend stallholders take advantage of this opportunity to advertise their presence at the Sunday Fête.** As well as being inserted into every copy of The MARLBOROUGH EXPRESS on the day of publication, a copy of this supplement is included in the Registration Pack we give to everyone who registers at the Nelmac Garden Marlborough Event Headquarters.

*All successful applications received will be acknowledged in writing, an invoice for monies paid will be given and a plan of site allocation emailed to applicants **before the end of October**. If you have any questions at all about your application for a site at the Stihl Shop Croads Garden Fête, please phone the office 03 577 5500 or email [info@gardenmarlborough.co.nz](mailto:info@gardenmarlborough.co.nz)*