



**TE MATATINI
KI TE AO**

National Kapa Haka Festival 2019

HE WHAKAPUTANGA HIAHIA KI TE WHAKATŪ TOA

**STALLHOLDER EXPRESSION OF
INTEREST INFORMATION BOOKLET**

20 - 24 February 2019
Westpac Stadium, Wellington

Te Matatini ki te Ao National Kapa Haka Festival 2019 will be held from 21-24 February 2019 at the Westpac Stadium in Wellington. The powhiri will be held on 20 February 2019.

Te Mita Tini – Whiua ki te Ao!

In July 2018, Te Matatini launched the te reo strategy 'Te Mita Tini', which encourages and promotes the use and normalisation of te reo Māori, the Māori language, within Te Matatini. Te Matatini ki te Ao National Kapa Haka Festival 2019 is an opportunity like no other to promote and normalise the daily use of te reo Māori.

We envisage a festival that is reo rua (bilingual), where speakers and learners of te reo Māori are encouraged and supported to use te reo freely, and be nurtured to engage and converse in te reo in any of our villages which contributes to the wider festival experience. By using te reo Māori, and giving it life in such a public domain, we believe this will inspire Aotearoa and the world, and enhance an already unique festival, making it the premier biennial Māori language event of the world.

All stalls are expected to fully participate by being reo rua (bilingual), so we can all contribute to providing a unique te reo Māori experience for the tens of thousands of festival goers. All stalls will be situated around the stadium concourse, providing a bilingual food and shopping experience.

ALL price lists, menus and where possible other resources, publications and signage will be primarily in Māori with the English translation underneath (in slightly smaller text so Te Reo Māori is the dominant language). Each stall is required to support Te Mita Tini. If you don't have the capacity or capability, we will be working with the host iwi committee, Te Matawai and Te Taura Whiri i te Reo Māori to provide support in both the translation of your products as well as having te reo Māori champions available should you require support at the festival.

Te Matatini is committed to providing ongoing communications to stallholders to support them in the lead up to as well as during the Festival.

Stallholders at Te Matatini ki te Ao will be located throughout the following villages and areas:

- **Hauora (Health) Village**
- **Matauranga (Education) Village**
- **Ngā Kaihautū (Government) Village**
- **Ngā Toi Māori (Cultural and Creative) Village**
- **Ngā wahi kai me whakatā (Food Stalls and Rest Areas)**

Te Matatini welcomes stallholders wanting to secure a stall space at Te Matatini ki te Ao National Kapa Haka Festival 2019 to express their interest via the Te Matatini Stallholder Expression of Interest process as of **11 September 2018**.

TE PAEARU TONO TŪRANGA ME TE TUKANGA

Stall Application Criteria & Process

Wāhanga tuatahi - Stage One

To be considered eligible for a stall site at Te Matatini 2019 – Wellington, applicants must:

- a. Complete and submit the Stallholder Application Form, including agreeing to *the Stall Terms and Conditions*, via the Te Matatini website www.tematatini.co.nz by **5pm, Friday 5 October 2018**.
- b. If applying for a food stall space, applicants must submit the following:
 1. Detailed menu and sale prices
 2. A copy of Food Vendor License/Certificate
 3. Measurements of caravan (if applicable)

PLEASE NOTE THE FOLLOWING RESTRICTIONS FOR FOOD STALLS:

1. **DEEP FRIED PRODUCTS ARE STRICTLY PROHIBITED**
 2. **ALL FIZZY DRINKS (EXCLUDING SPARKLING WATER) ARE STRICTLY PROHIBITED**
 3. **DUE TO CONTRACT OBLIGATIONS WITH THE WESTPAC TRUST STADIUM, BEVERAGE ONLY STALLS WILL NOT BE ACCEPTED. THERE MUST BE A LARGER FOOD OFFERING TO BE ELIGIBLE FOR THE SALE OF ANY BEVERAGES (EXCLUDING ALL FIZZY DRINKS)j**
 4. **SEAFOOD STALLS (EXCLUDING WHITEBAIT) WILL NOT BE ACCEPTED DUE TO TE MATATINI SECURING A PREFERRED SUPPLIER**
- c. If applying for a retail space, applicants must submit the following:
 1. Detailed product list and sale prices
 - d. Show that the products, goods or services sold or promoted through the stall will:
 - Offer healthy and/or Māori food and drink;
 - Offer quality and/or Māori products, arts or crafts;
 - Promote healthy whanau and healthy lifestyles; and /or
 - Offer Māori or local arts or cultural experiences for festival goers;

WĀHANGA TUARUA - Stage Two

Once your stall has been confirmed by Te Matatini, applicants must:

- e. Sign the Stallholder Agreement and Health & Safety Induction Forms
- f. Pay all stall fees in full and on time
 - Payment of 100% of the stall fee is due by Friday 30 November 2018
 - Note, no part payments will be accepted
- g. **Provide a menu of goods and/or services in both Te Reo Māori and English, as part of 'Te Mitatini' (Te Matatini can offer support if you require assistance)**

NGĀ KAUPAPA MATUA - KEY THEMES

The key themes of the Te Matatini marketplace are to:

Whakarongo, Titiro – Kōrerotia Te Reo Māori Encourage and promote the use of Te Reo Māori by having bilingual menus, products and price lists, capable staff who can speak te reo Māori, as well as other resources where possible.	
Whakawhānui - Maximise <ul style="list-style-type: none">• Use of te reo Māori (Māori language)• The wellbeing of all festival attendees• Free health services & information• Quality Māori products & services• Healthy food and drink alternatives• Good waste management practices (recycling & bio-degradable packaging)	Whakaiti - Minimise <ul style="list-style-type: none">• Excessive packaging• Paper waste, e.g. excessive hand-outs, postcards & flyers• Products containing high sugar content• Single use plastic bags
WHAKATAHA - EXCLUSIONS <ul style="list-style-type: none">• ALL DEEP FRIED PRODUCTS• ALL FIZZY DRINKS (<i>excluding sparkling water</i>)• ALL POLYSTYRENE PACKAGING	

NGĀ KĀINGA MĀKETE -TE MATATINI MARKETPLACE VILLAGES

Stall applicants will submit an application to be a part of ONE of the following villages;

HAUORA (Health Village)

The purpose of the Hauora village is to promote healthy lifestyles through health checks, information/support and encourage being active

NGĀ TOI MĀORI (Cultural and Creative Stalls Including all Retail Stalls)

The purpose of the Ngā Toi Māori village is to showcase Māori arts and culture as well as other arts, crafts and creative stalls

NGĀ KAIHAUTŪ (Government Village)

The purpose of the Ngā Kaihautū village is for government organisations to actively engage with Māori, and provide a platform to share relevant information as well as potential career and recruitment drives

MATAURANGA (Education Village)

The purpose of the Matauranga village is to provide educational organisations with the opportunity to promote their diverse range of courses and programmes

NGĀ WAHI KAI ME WHAKATĀ (Food Stalls and Rest Areas)

The purpose of the Ngā wahi kai me whakatā village is to provide healthy, nourishing and tasty kai to attendees alongside rest and dining areas

NGĀ WHIRIWHIRINGA - STALL OPTIONS

Applicants are invited to apply for a stall site in one of the following Te Matatini Marketplace Villages: *Hauora, Ngā Toi Māori, Ngā Kaihautū, Matauranga or Ngā Wahi Kai me Whakatā* (prices are **exclusive** of GST). Please note that all marquees will be supplied by Te Matatini.

NGĀ RAHINGA O NGĀ TOA, ME NGĀ UTU - Stall sizes and prices

Stall Size	Stall Fee	Inclusions
3m x 3m	\$2,000 (exc GST)	2 stallholder passes Power to site 1 car park pass 1 table, 2 chairs
3m x 6m	\$3,000 (exc GST)	4 stallholder passes Power to site 2 car park passes 2 tables, 4 chairs
6m x 6m (or similar due to the width of concourse)	\$6,000 (exc GST)	6 stallholder passes 4 plastic chairs Power to site 3 park passes Table and chair allocation – on request

ME MĀTUA MAHARA - Important things to note:

1. Stalls are required to be fully bilingual Māori-English (if you need support, indicate in the appropriate section of the stall application)
2. Stall fees are non-negotiable and required in full by due date
3. Please note food stall restrictions as listed on page 3 of this document
4. Once your stall application has been received and assessed, Te Matatini will notify you with the outcome by 5pm, Friday 12 October 2018
5. If your application has been accepted, Te Matatini National Office will send you one invoice for full payment of your stall space – due date for payment is Friday 30 November 2018. Failure to process payment **in full** to Te Matatini by the above date will result in the forfeiture of your stall space.
6. Stalls will be allocated at the discretion of Te Matatini.
7. Concourse Restrictions
 - Your vehicle weight must not exceed 2.5 tonne
 - Your stall must be made of non-combustible or flame resistant/retardant materials
 - Vehicles must be able to fit through the gates and doors (concourse entrance is 2.38m high x 2.69m wide)

NGĀ TIKANGA WHAKAHAERE, ME NGĀ HERE - STALL TERMS AND CONDITIONS

1. TE WHĀNUITANGA - General

- 1.1 Te Matatini National Kapa Haka Festival (hereinafter also referred to as the “festival”) is owned and directed by Te Matatini Society Incorporated (hereinafter also referred to as “Te Matatini”) an incorporated society in New Zealand and having its business address at 143 Lambton Quay, Wellington 6011, Phone +64 4 385 2306.
- 1.2 The festival is held at Westpac Stadium, located at 105 Waterloo Quay, Wellington, New Zealand.
- 1.3 The sale of any deep fried food or fizzy drink (excluding sparkling water) is strictly prohibited. The sale of kaimoana (seafood) is also prohibited due to a preferred single supplier for all seafood sales. This provision excludes whitebait, therefore the sale of whitebait is allowed.
- 1.4 Te Matatini shall be the sole judge of whether the Terms and Conditions have been adhered to in a proper manner. If, in the opinion of Te Matatini, a breach has occurred, a stallholder may be required to remove their stall forfeiting all fees paid or due to Te Matatini.
- 1.5 Te Matatini has the right to make changes to these Stall Terms and Conditions or the festival for the betterment of the festival. If changes occur, they will be shown/updated on the Te Matatini website and where possible stallholders will be notified via email.
- 1.6 If a dispute arises between Te Matatini and the stallholder that cannot be resolved, then Te Matatini will seek an independent mediator to assist in a resolution.
- 1.7 Obligations of Te Matatini are as follows:
 - To provide a National Kapa Haka Festival with performers and spectators.
 - To produce marketing material to attract spectators.
 - To provide a stall space with stated/ agreed inclusions.
 - To provide a safe and clean environment for stallholders.
- 1.8 Obligations of Stallholders are as follows:
 - To operate as a minimum from 7.30 am – 5pm Thursday to Saturday (21 – 23 February 2019) and 8am to 4pm Sunday (24 February 2019).
 - To comply with all Stall Terms and Conditions, New Zealand laws, Health and Safety regulations and instructions of Te Matatini festival management.
 - Be courteous and helpful to everyone.

2. TE TONO WĀHI TOA - Application for Stall Site

- 2.1 Stallholders shall apply to participate in the festival as a stallholder using the online Stall Application Form.
- 2.2 All applications for stall sites should be completed in full by the stallholder and will be made legally binding through a Stallholder Agreement Form with authorised signatures of both parties.
- 2.3 Successful applicants will be sent an invoice which will need to be paid by the due date as set by Te Matatini.

- 2.4 Stall fees must be paid in full before site occupation and ticket allocation.
- 2.5 Stallholders who fail to pay the invoice in full by the due date will forfeit their stall space.
- 2.6 If a stallholder wishes to cancel their stall site booking after 31 December 2018, 50% of any stall fees paid will be refunded to the stallholder. If cancelled after the 20th January 2019, 25% of any stall fees paid will be refunded to the stallholder.
- 2.7 The site plan shown on www.tematatini.co.nz is indicative only and may be altered. Te Matatini reserves the right to alter the site plan, if considered necessary.
- 2.8 The stallholder shall not:
 - a) permit any other organisation(s) to share any part of the stall site without prior written consent by Te Matatini; or
 - b) transfer, assign or sub contract any part of the stall site without prior written consent by Te Matatini.

3. NGĀ RAHINGA Ā-TOA, NGĀ UTU, ME NGĀ WHIWHINGA - Stall Sizes, Costs and Inclusions

- 3.1 Sites are available at the following size and costs:
 - 3m x 3m site at \$2,000 + GST
 - 3m x 6m site at \$3,000 + GST
 - 6m x 6m site (or similar) at \$6,000 + GST
- 3.2 Te Matatini will provide: all stall marquees, tables and chairs as determined by your stall space and power to site.
- 3.3 All amounts payable in accordance with these Stall Terms and Conditions will be paid by the stallholder by the earlier of the due date specified in this agreement.

4. TE TOHANGA, ME TE NUKU I NGĀ TOA, NGĀ KUHUNGA, NGĀ PUTANGA ME NGĀ HUARAHI - Allocation and Relocation of Stall Sites, Entrances, Exits and Thoroughfares

- 4.1 Stall sites shall be allocated at the sole discretion of Te Matatini after confirmation of approved stallholders. Where possible, special requests made by the stallholder may be taken into consideration, however, this does not signify that the stallholder has any claims against Te Matatini as a result.
- 4.2 Te Matatini reserves the right to determine and relocate the entrances and exits of the venue and to define and relocate thoroughfares and paths throughout the venue without consultation of any stallholders.
- 4.3 Te Matatini holds no responsibility for any transactions made in the purchasing of goods and services from stallholders at the festival.

5. TE WĀHI O TE TOA ME NGĀ RAWA - Stall Site and Products

- 5.1 From 7.30am on Thursday 21 February 2019, the stall site should be fully open for trade/exhibit in a presentable condition; the stall area must be kept tidy at all times.
- 5.2 **Stallholders must sell or provide only the products and services stated in their application.**

- 5.3 Te Matatini encourage the use of biodegradable products. There will be a focus on recycling and recycling stations will be available. **The use of polystyrene packaging is strictly prohibited.**
- 5.4 No stallholders shall permit their stall site to be used in such a manner as to conflict with the purpose of the festival or the rights of other stallholders. In the event of any dispute arising between stallholders such disputes shall be given consideration, and the decision of Te Matatini shall be accepted by all parties as final and conclusive in all respects.
- 5.5 The stallholder shall not remove, replace or restructure the stall marquees, dividers and any other structures in place after they have been erected without the express permission of Te Matatini.
- 5.6 **Stallholders will be responsible for ensuring their site is left in a good condition, rubbish free and secured at the end of the festival.**

6. TE TIAKI PARAPARA - Waste Management

- 6.1 All rubbish and waste needs to be disposed of, and recycling sorted by the end of each day in the bins and skips provided. Any rubbish and litter that cannot fit into the bins must be taken and disposed of, off site at the end of each day by the stallholder.

7. NGĀ UTAUTA - Equipment

- 7.1 Any extra utilities, equipment or other installations required for the stallholder's site are the responsibility of the stallholder.
- 7.2 Hiring of equipment is the sole responsibility of the stallholder and the stallholder must ensure that the installation and use of such equipment complies with all relevant laws and regulations, including Health & Safety rules.

8. NGĀ KINONGA KI TE WHAITUA O RĒHIA – Damages to Venue

- 8.1 Stallholders will be responsible for meeting the cost of any damage to the venue resulting from any act or omission by them, their employees, agents or contractors or other persons brought onto the venue site by the stallholder.

9. NGĀ WHAKATAIRANGA – Advertising

- 9.1 Stallholders have the right to advertise within the confines of their own trade site, but Te Matatini reserves the right to prohibit any such advertising material or equipment which obstructs aisles, interferes with or obstructs neighbouring sites or is, in the opinion of Te Matatini, a source of annoyance to others.
- 9.2 No stallholder, or employee thereof including promotional staff, may canvas other than from within the boundaries of their own stall site, unless written approval has been given from Te Matatini by 20th January 2019. Advertising and promotion in car parks is prohibited.
- 9.3 Signage should only be displayed within stallholder's trade site. It should not inhibit any walkways or thoroughfares. All signage is at the discretion of Te Matatini.
- 9.4 The use of the Te Matatini name, logos and associated brands and designs by any stallholder is strictly prohibited.

10. TE WAEA, TE KĀRI UTU Ā-HIKO – Telephone, EFTPOS and Water

- 10.1 No connection is allowed to main supply services except for that provided by Te Matatini.
- 10.2 All telecommunications equipment (including payment facilities) is entirely the responsibility and ownership of the stallholder. Te Matatini will take no responsibility to provide this service.

11. TE HIKO – Power

- 11.1 Power will be supplied to all stall sites. Stallholders must provide their own power leads, multi-box and extensions.
- 11.2 Any site that ‘trips’ the power box due to overloading their outlet will be charged \$50+GST for each call out.
- 11.3 Any power problems that may arise at the festival should be directed to the on-site Stalls Co-ordinator.
- 11.4 If the problem is found to be caused by the stallholder, a fee will be charged to the stallholder. If the problem is reported by someone else, the fee will be charged to the stallholder(s) deemed to be at fault.
- 11.5 Te Matatini takes no responsibility for providing a constant supply of power; however, all care will be taken to provide a suitable trading environment.
- 11.6 All electrical appliances (including, but not limited to, extension leads, multi-boxes, etc.) must be certified to New Zealand laws.

12. NGĀ WHAKATAETAETAE ME NGĀ TAUWHĀINGA – Competitions or Contests

- 12.1 Competitions or contests must be free of charge to patrons.

13. TE TURITURI ME TE HŌHA – Noise and No Nuisance

- 13.1 If stallholders intend to use music, amplifiers or loud speakers on their stall site, prior written approval must be obtained from Te Matatini. Te Matatini reserves the right to withdraw such approval, at any time, at the sole discretion of Te Matatini.
- 13.2 No machinery or equipment can be operated that is likely to cause nuisance or annoyance to other stallholders or festival patrons or interfere with emergency services or fire systems.

14. TE KAI ME TE WAIPIRO – Food and Alcohol

- 14.1 Stallholders are not permitted to sell or distribute food or drink from their site without prior written approval from Te Matatini. Only approved food stallholders will be permitted to sell food in designated food stalls. Such food stalls must comply with all legal and local authority regulations in order to handle, prepare, sell or display food.
- 14.2 Beverages must be sold as part of a larger food offering and all fizzy drinks (excluding sparkling water) is strictly prohibited.

14.3 All seafood (excluding whitebait) will not be sold by stallholders.

14.4 No alcohol is to be brought into, sold or consumed on the venue site.

15. NGĀ HERENGA Ā-TURE Legal Requirements

15.1 Notwithstanding anything contained in any part of these terms and conditions, it shall be the express responsibility of each stallholder to ensure that their stall complies in all respects with such legal and local government requirements as may be in force at the time of the festival. This includes all licences, consents and authorities required to display, sell or provide goods and services to the public. All stallholders must comply with all provisions of the Health and Safety at Work Act (2015).

15.2 This agreement (constituting these Stall Terms and Conditions, the Health and Safety Induction Checklist and any other conditions set out in the Stallholder Booklet) is governed by the laws of New Zealand and the parties submit to the non-exclusive jurisdiction of the courts of New Zealand. To the extent of any conflict or ambiguity between the parts of this agreement, these Stall Terms and Conditions will prevail.

15.3 Failure of stallholders to comply with these terms and conditions will result in Te Matatini being indemnified against any loss.

16. TE INIHUA, TE WHAKAHAUMARU, TE MARUTAU, TE TĀHAE, TE WHAKAKINO, TE NGARO – Insurance, Security, Safety, Theft, Damage or Loss

16.1 Under no circumstances will Te Matatini accept any responsibility whatsoever for any loss, damage or theft to any stallholders display, property or equipment for any cause or means whatsoever.

16.2 Stall sites should be staffed at all times and are the principle stallholder's responsibility. It is advised that all displays, fixtures, fittings and equipment be adequately insured.

16.3 Except for any stall inclusions provided by Te Matatini, everything (including, but not limited to, products, equipment, fittings and fixtures) inside the hired stall site area or brought into the venue site by the stallholder are the responsibility of the stallholder and thus the stallholder should hold appropriate public liability insurance.

16.4 In case of an emergency all stallholders must follow the instructions given by safety officers at the festival.

16.5 Te Matatini will have 24 hour general roving site security over the site during pack in days and throughout the festival period.

16.6 Stallholders shall not rely on the security guards for the security of their property.

16.7 All stallholders must carry ID and stallholder passes with them at all times, and check in with security if requiring access to the venue outside of permitted hours (such access to be at Te Matatini's sole discretion).

16.8 Any damages to marquees, equipment and furnishings provided by Te Matatini, including breakages, damages, failures, replacements and other reparations will be charged to the stallholder at full replacement cost plus a 5% administration fee.

16.9 To the fullest extent permissible at law, Te Matatini excludes all representations, terms, warranties, guarantees or condition whether implied by statute, common law, custom of the trade or otherwise, including but not limited to, implied warranties, guarantees or conditions of merchantability and/or fitness for a particular purpose and its liability in respect of claims in connection with this agreement in contract, tort

(including negligence or otherwise) will be limited to any amounts paid to Te Matatini by the stallholder.

17. TE HIKI, TE NUKU, TE WHAKAKORE – Postponement, Relocation and Cancellation

- 17.1 If the festival is cancelled by Te Matatini prior to Tuesday 19 February 2019, all stall fees paid will be refunded in full.
- 17.2 If the festival is postponed or required to relocate to a different venue with no stall sites, partway through the event, stallholders will be refunded a portion of all fees paid as follows:
- If postponed or relocated before Friday 15 February 2019 – 60% of all fees paid will be refunded; or
 - If postponed or relocated before Saturday 16 February 2019 – 40% of all fees paid will be refunded; or
 - If postponed or relocated before Sunday 17 February 2019 – 20% of all fees will be refunded.
- 17.3 Site(s) cancelled by the stallholder will be subject to Clause 2.6.
- 17.4 Te Matatini is entitled to cancel the festival if the festival is prevented from being held, or from being held as planned, either in full or in part, by the occurrence of a force majeure event, unforeseen circumstances over which Te Matatini has no control or any other reason whatsoever. The stallholder's right to take damage claims against Te Matatini and Te Matatini's obligation to provide any refund, is excluded in this case.
- 17.5 Te Matatini reserves the right to cancel the stall of any non-compliant stallholders.

18. TE MATATAPU – Privacy

- 18.1 The parties will ensure that they comply with the Privacy Act (1993).
- 18.2 Stallholders agree that their business names, brands and contact details will be kept on a database by Te Matatini and may be utilised in the promotion of the festival.

19. NGĀ WAKA ME TE WHAKATŪ WAKA – Vehicles & Parking

- 19.1 All vehicles must be removed from the stall site, and parked in the car park, by 6.30am each morning of the festival. Vehicles in the festival site after 6.30am will be removed at the stallholder's expense.
- 19.2 Vehicles must use the designated service gate/s. Vehicle drivers must hold a current drivers licence and be experienced at driving within major festivals.
- 19.3 At all times, pedestrians, emergency and essential services take priority. No vehicle movement will be allowed on site while the main gate is open and festival participants are on site.

20. TE TONO UTANGA, ME TE KŌPUTU – Freight Deliveries and Storage

- 20.1 Freight to be delivered to the festival must have the following information with it: Number of items (i.e. 1 of 6 Pallets/Boxes), Name of Stallholder & Trade Site Number, Contact Name & Phone Number.

- 20.2 There is no storage facility at the venue. All freight must arrive at the festival venue during the designated pack in times. For any freight delivered outside of these times it will be turned back as there will be no one to receive the items. Te Matatini holds no responsibility for the delivery of the freight, number of items delivered per the packing slip, holding or storage of the items.
- 21. TE ĀHEI KI TE WHAKAAHUA ME NGĀ MAHI PĀPAHŌ – Photographic Right and Media Coverage**
- 21.1 Photography (still and video) may only be taken by representatives of Te Matatini or accredited media during the festival and will remain the property of Te Matatini. Stallholders consent to (and will ensure their employees, agents and contractors who enter the venue site consent to) any inclusion in such photography.
- 22. TE TAUNAKI – Sponsorship**
- 22.1 No stallholders are allowed to represent themselves as sponsors of the festival unless written permission from Te Matatini is given.
- 23. NGĀ KURĪ – Dogs**
- 23.1 No animals are allowed, except Guide Dogs.
- 24. AUAHI KORE – Smoking**
- 24.1 Smoking is prohibited within the venue site.
- 25. TE WHAKARITE – Pack In**
- 25.1 Pack in times for stallholders will be scheduled for the two days prior to festival commencement. These dates and times will be communicated in due course. Stallholders will not be able to access the site outside of these days and times.
- 25.2 Access to the site will be via the designated service gate/s identified on the site plan.
- 25.3 A registration desk will be located by the service gate/s for stallholder check in and registration.
- 26. TE WHAKAPAIPAI – Pack Out**
- 26.1 Pack out times for stallholders can commence from 3pm on Sunday 24 February 2019. Vehicle access onto the site will not be available until 5pm Sunday 24 February 2019.
- 26.2 The stall site should be left in the same condition as found, less reasonable ground wear and tear.
- 26.3 All products, displays, equipment and other materials must be removed from the festival site by 3pm, Monday 25 February 2019. Any equipment or rubbish left on site after this time will be disposed of and the stallholder will be charged \$50 + GST per piece to dispose, unless written permission has been given by Te Matatini.

27. TE WHAKAHOU RAWA – Restocking

- 27.1 Stalls can be restocked at the following times:
- Mornings: 5am – 7am (Thursday 21 February – Sunday 24 February 2019. All vehicles offsite by 6.30am.
 - Evenings: 7.30pm – 9.30pm (Thursday 21 February – Saturday 23 February 2019). All vehicles offsite by 9.30pm.

28. NGĀ PĀHI TOA ME NGĀ PĀHI WAKA – Stall Passes & Parking Passes

28.1 Stall site passes are allocated as follows:

- For a 3m x 3m site: Two (2) stallholder passes and one (1) car park pass into the stallholder car park.
- For a 3m x 6m site: Four (4) stallholder passes and two (2) car park passes into the stallholder car park.
- Corporate exhibitor sites (6m x 6m): Six (6) stallholder passes and three (3) car park passes into the stallholder car park.
- Additional stallholder passes may be purchased from Te Matatini by 31 December 2018, at the following costs:
 - 4 day pass at \$80 + GST each
 - 1 day pass at \$25 + GST each

28.2 For security purposes, no stallholders or nominated persons will be permitted entry to the venue outside of festival hours, and pack in/out and restocking times. Stallholders seeking access to the venue outside of these times (such access to be at Te Matatini's sole discretion) will need to sign in and follow all security procedures at the main gate.

28.3 A designated car park will be provided for those stallholders displaying their car park pass. Additional car park spaces can be found in the main public car park.

29. NGĀ HUI, ME TE ĀWHINA Stallholder Briefings and Assistance

29.1 Stallholders must attend one of the scheduled briefings to be held at the times and locations to be confirmed.

29.2 Additional OSH briefings will be given at registration.

29.3 A Stalls Coordinator and team will be available to assist all stallholders during pack in and pack out, and throughout the festival.

NGĀ RANGI MATUA - Key Dates

2018	
Tuesday 11 September	Stalls applications open
Friday 5 October	Stalls applications close
Friday 12 October	Applicants advised Stallholder Agreement Forms and invoices sent to confirmed stallholders
<p>Stallholders will receive pānui (notices) once a month via email including:</p> <ul style="list-style-type: none"> • Te Reo Māori Support Strategies • Site allocation & site map • Induction Checklist • Health & Safety Form • Accreditation information • Pack in / Pack out information • Any other relevant information to stallholders 	
Tuesday 30 November	Stalls payment (100%) due.
2019	
20 January – 19 February	Information provided to stallholders as required.

PATAPĀTAI - Q & A

1. Can I have a stall without Te Reo?

No. All stallholders must display their menus/products/services/price lists/etc. in both Te Reo Māori and English AND have at least one worker in the stall who can converse confidently in te reo Māori with the public. Te Matatini is committed to support you in connecting you with services that can translate your menus / product lists / services and price lists, we ask that you support this initiative by engaging with our te reo strategy by participating fully.

2. What if I have a truck or caravan? Do I still have to pay the full stall fee?

Yes, you will still need to pay the full stall fee.

- Please note, stallholders MUST purchase the stall space necessary to fit their caravan if applicable. (e.g., if your vehicle is 4m x 5m, you must purchase a 6m x 6m stall space)

3. When do I have to pay my stall fee by?

Once confirmed as a stallholder, Te Matatini office will send you an invoice. Payment is due on Friday 30 November 2018.

4. Do I have to pay a commission?

No. You do not have to pay a commission on top of your stall fee.

STALL ALLOCATION

5. Can I choose my own stall site?

No. Stall sites will be allocated at the discretion of Te Matatini.

ADVERTISING

6. Can I hang any signage or banners on the walls of my stall space?

Yes. However, please note that the stallholder's signage must not cover any current advertising or damage the marquee's provided.

7. Can I use the Te Matatini brand on my products or signage?

No. The use of the Te Matatini name, logo or brand on any product for sale is strictly prohibited.

SERVICES, FACILITIES & EQUIPMENT

8. Is there AWOP at the festival?

No. There is no AWOP at this Te Matatini festival. It is cash/Eftpos only.

9. Will Te Matatini be providing a payment/cash/Eftpos system for stallholders?

No. Stallholders will need to arrange their own cash and Eftpos facilities.

10. Is there Wi-Fi access on site?

Yes. There will be Wi-Fi on site. Details on how to access this will be given during pack in.

11. Will there be power to the stall sites?

Yes. All stalls will have one power connection to their site. No individual generators are to be brought on site.

12. Do I get any furniture with my site?

Yes. Tables and chairs will be provided to stallholders on the following basis:

- 3m x 3m site: One (1) table and two (2) chairs;
- 3m x 6m site: Two (2) tables and four (4) chairs;
- 6m x 6m: On request

13. Can I bring my own marquee/gazebo?

No. To ensure a consistent and cohesive aesthetic for the festival, Te Matatini will provide all stall marquees.

14. If I hire furniture for my stall, how can it be delivered to the site?

The venue does not have storage facilities. Please arrange for any equipment, resources or furniture you wish to be dropped off to arrive during your pack in time, so you are on site to receive and organise your site.

15. Can we supply our own beverages (non-alcoholic) for our own use, or is Te Matatini providing these to vendors?

Te Matatini is not providing any beverages to stallholders. Feel free to bring your own non-alcoholic/non fizzy beverages. We would encourage you to support the food stalls who will be selling a range of cold and hot drinks in the venue.

16. Will water be available for stallholders?

Yes, there will be Wai (water) Stations throughout the Festival

17. Will there be lighting on site?

Yes.

18. Will there be security on site?

Twenty four hour security will be provided by Te Matatini and the Westpac Trust Stadium. During festival hours, there will be general roving security. After hours there will also be roving security on site, and gates will be locked from 8pm.

19. What are the waste disposal procedures?

We need you to help us minimise the waste on site and the impacts on our environment. Rubbish, recycling and organic bins will be available for your use on site. A cardboard skip will also be available.

Please do not bring or use any polystyrene packaging, plates, cups or containers on site. An instant levy of \$100, payment immediately, will be given to any stallholders who ignores this request.

Stallholders will be responsible for ensuring all of their rubbish/waste is placed into the appropriate bins/skip by the end of each day.

Stallholders will be responsible for ensuring that their site is left in a good condition, rubbish free and secured at the end of the festival.

20. Will there be a forklift available for use on site?

There will not be a forklift available for use during festival. However, the Stalls Co-ordinator and team will be available to help open/close the stall sites each day, carry stock from the vehicle to your stall, answer queries during the day, help you through the accreditation process.

21. Is there disability parking?

Yes. There will be disability parking located close to the main gate entrance.

22. What regulations should I be aware of?

Please note the following regulations that may be applicable to your stall:

- Rules on food for sale: Food Act 2014.
- Rules around home kill and recreational catch: Animal Products Act 1999.
- Guidelines for food preparation and storage: Food Hygiene Regulations.
- The sale of whitebait is managed by the Department of Conservation. Although considered part of the recreational fishery, whitebait is the exception to the rule and can be sold. For further information go to <http://www.doc.govt.nz/parks-and-recreation/activity-finder/fishing/whitebaiting/>

Also go to www.foodsmart.govt.nz and www.foodsmart.govt.nz/producing-food-for-sale/overview/ for useful tips on food safety.

The above list is not all inclusive; there may be additional regulations which apply to your stall.

ASSISTANCE & GENERAL FESTIVAL INFORMATION

23. Will there be support on site for stallholders and exhibitors?

Yes. A Stalls Coordinate and team will be available on site from the day of pack in until pack out.

24. Can I come to the pōwhiri?

Yes. The pōwhiri will take place at 11am, Wednesday 20 February at Waitangi Park in Wellington. It is open to the public. You do not need a pass.

25. Can I take photographs of the stage?

No. Photography and filming of the Kapa Haka on stage is prohibited, except by official Te Matatini photographers and broadcasters.

26. What else is going on during the festival?

Feel free to browse other information about the festival on www.tematatini.co.nz An Official Event Programme will be available for sale during the festival highlighting key activities occurring on site and profiling the Kapa Haka, MCs and Kaiwhiriwhiri (judges).

KEY CONTACTS

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**TE MATATINI
KI TE AO**

National Kapa Haka Festival 2019

20 - 24 February 2019
Westpac Stadium
Wellington