

**Swannanoa District Country Fair
Sunday 4th March 2018 10am – 3pm**

Trade Exhibitors Registration Form

Site Registrations will close on 16 February 2018.

Company Name	
Contact Person	
Description of Exhibit	
Postal Address	
Phone	
Email	
Do you wish to have your Company name and product description displayed on our Fair Website?	YES/NO

GENERAL INFORMATION

The Swannanoa Country Fair is widely known and attended by thousands of people every year.

We offer our visitors a range of entertainment throughout the day, along with amusement rides and many food and refreshment options.

The Craft and Trade Stalls are an added attraction and we look forward to having a wide variety of products available for the attending crowds.

CONDITIONS

- The fair is for new and/or handmade items – no car boot sites will be available.
- No stall holders are to sell any convenience food items including drinks and confectionery or run raffles without the express prior approval of the committee (this includes sausage sizzles).
- Gates open for stall holders at 7am and will be closed to incoming vehicles from 8.30am, so you must be onsite prior to this time.
- The fair will be on rain, hail or shine, there are no refunds if you cannot attend on the day.

STALL HOLDER PARKING

- Vehicles must be removed from the domain following unloading as soon as possible and no later than by 9am.
- Parking is only available in designated areas across the road from the Domain within the school grounds. Please do not park anywhere else on the domain, your vehicle will be towed!
- Vehicles may only remain on site if they are required as part of stall holders set up and must be fully within the allocated site size.
- **All stall holder vehicles MUST be REMOVED - this is strictly enforced.**

COST

Early Bird \$110 per site for registrations and payments received by 1 January 2018.

Non-Early Bird \$120 per site for registrations and payments received after 1 January 2018.

Trade Stall Size: 6m x 6m, you may purchase as many sites as you like.

I would like to request _____ site/sites at a total cost of \$_____

Please note: The Swannanoa Country Fair Organising Committee provides site only. It is the exhibitor's responsibility to provide all equipment and materials for the exhibit. If power is required exhibitors will need to provide own generator. Gates open for set up at 7.00am, must be completed by 9.00am.

PAYMENT

Internet Banking:

Payments can be made via internet banking to:

Swannanoa Home and School

Account number: 03 0674 0111970 001 – please use your business name and/or surname and initials as a reference.

Completed registration forms should be emailed to stalls@swannanoacountryfair.co.nz or posted to the below address.

Cheque:

Please make cheques out to **Swannanoa Home and School** and post these with your completed registration form to:

Swannanoa Country Fair Stalls

C/-Kelly Gamble
412 Mandeville Road
RD 2
Kaiapoi 7692

Please ensure you return your registration form via the above options when you make your payment.

Registrations will only be accepted once payment and registration forms have been received.

No payments can be accepted on the day of the fair.

Site allocations will be sent out by the 23rd of February 2018.

Terms and Conditions

1. Craft and Trade stall holders will receive promotion prior to the event via radio and print advertising, through the distribution of flyers throughout North Canterbury in the weeks immediately before the fair and on billboards for two months beforehand. We will also include your stall details on our Fair website if required.
2. Applications will only be received on the official application form. Applications for stall sites should be accompanied by a cheque or direct credit for the total cost of the site(s) made payable to **Swannanoa Home and School Inc.**

Applications and payments must be received by 16th February 2018.

3. Sites will be allocated to applicants on a first come, first serve basis. For returning stalls holders, we cannot guarantee the same sites as previous years as the stalls layout may have changed since 2017. The organisers will use their best endeavors to ensure that sites are allocated for the best advantage of all stall holders, and to avoid incompatible stalls being located adjacent to one another. Stall holders must report to the gate marshal upon arrival with their site number, which will have been advised by the **23rd of February 2018.**
4. No refunds will be available if the fair **is held** on the scheduled day but the stall holder does not attend, irrespective of the weather. No refunds will be made for cancellation by a stall holder. However, in fairness to those people who miss out on a site, it would be appreciated if cancellations were notified to the organiser as soon as they are known so that they can contact a reserve stall holder. If you are unable to attend on the day, please let the organisers know by calling Kelly on 027 428 7888. Cancellation at any time by the organiser for any reason other than unsuitable weather will result in full refunds being offered to exhibitors.
5. **Stall holders must be checked in with the gate marshal by 8.30am, the gates will open from 7.00am.** If you are unable to arrive by this time, or have been delayed, please advise the organisers at the number listed below. The organisers may reallocate any sites not taken up by this time to reserve stall holders.
6. Stall holders must ensure that their displays and demonstrations are safe for themselves and the attending public. The organisers will take reasonable steps to remind parents to adequately supervise their children at all times. No stall holder is to leave Swannanoa Domain prior to the finishing time of 3pm regardless of weather. This is purely a safety measure as marshals are unavailable to direct traffic through the crowds. It is however acceptable to be packed up and sitting in your vehicle, if you have been given permission to have the car on your site.
7. The committee has exclusive rights to the sale of food, beverages and raffles for the fair. No stall holders are to **sell or give away any** convenience food items including drinks and confectionery or run raffles without the **express prior approval** of the committee. **No stall holders are to offer free sausage sizzle to bring people to their stall at this fair.**
8. The organisers can accept no responsibility for damage that may occur to stall holder's stock or equipment
9. Swannanoa Home and School have the sole discretion when it comes to accepting or declining an application, they are under no obligation to give any reason for refusal of a site, and the decision of the Fair Committee is final.
10. Under no circumstances does the Swannanoa Home and School or Swannanoa School accept any responsibility or liability for loss, damage, theft to any person, property of goods bought on site: for any personal injury caused or contributed by the event: for any financial loss suffered by the stall holder as a result of participation in the event, and will also indemnify all members involved in the fair organization.
11. Should your stall require council approval for any reason, this is the sole responsibility of the stall holder to arrange. Please provide relevant documentation with your application.

These Terms and Conditions are to be signed to show you have read and agreed to the Terms and Conditions. This form must be returned to ensure you are allocated a site.

I fully understand the Terms and Conditions as detailed, and of the Health and Safety and Employment Act 1993. In respect to the Privacy Act, I acknowledge that my details are held by the Swannanoa Home and School for the purpose of promoting the fair. At no time do I hold the fair organisers, its members, Swannanoa Home and School or Swannanoa School responsible for any damages or misadventure.

DISCLAIMER:

I have read and understood the attached terms and conditions and accepted the terms of participating in this event.

Signature: _____ Date: _____

By signing this form, you have agreed to all the Terms and Conditions as set out above.

**For any Trade Stall enquiries please contact:
stalls@swannanoacountryfair.co.nz**

**Kelly Gamble
Phone: 027 428 7888**