

**VENDOR APPLICATION
SOUTH WEST BAPTIST CHURCH
ETHICAL CHRISTMAS MARKET**



Key information:

- The date and time of the Market is 30 November 2019, 4 - 7pm.
- Site fees for successful vendors are \$50 + GST
- Upon acceptance from both parties full payment upfront is required to secure your place.
- We are aiming for a low waste event.

Priority system: For all non-food items we will consider:

- Goods that are Globally Good: Ecological, Ethical & Fair Trade.
- Impact Goods that support life changing projects.

Please see the enclosed '**South West Baptist Church Ethical Christmas Market - Vendors Terms & Conditions Agreement**' for further details.

To apply simply fill in the enclosed '**South West Baptist Church Ethical Christmas Market – Vendors' Registration Form**', and return by either email or post to Erin White by 1 September 2019. By signing this form you also agree to abide by the '**South West Baptist Church Ethical Christmas Market – Vendors' Terms & Conditions Agreement**'. Once we have received your registration form we will confirm whether your application has been successful and send you a confirmation letter and further details about the event.

**South West Baptist Church Ethical Christmas Market – Vendors’
Registration Form**

Business/Organisation Name: _____

Contact Name: _____

Food/Goods Type: _____

Please indicate the dimensions of your Caravan/Trailer/Table: _____

Other Requests: _____

Business/Organisation Postal Address:

Telephone: _____ **Email:** _____

Website: _____

How does your product align with our Priority System? (n/a if you are a Food Vendor)

**By signing, I agree that as a Vendor at the South West Baptist Church Ethical
Christmas Market I will comply with all the terms and conditions for this event.**

Sign: _____ **Date:** _____

Please email or post completed forms by 1 September 2019 to:
ewhite@swbc.org.nz

Or

Vendor Application
c/- Erin White
PO Box 33 048
Christchurch 8244

South West Baptist Church 2019 Ethical Christmas Market Vendors' Terms & Conditions Agreement

Please find below the terms and conditions to be met by all prospective vendors at the South West Baptist Church Ethical Christmas Market.

For the purpose of this document the following applies:

- Food/Goods Vendors will be referred to as 'Vendor(s)'
- Operating pitch sites will be referred to as 'Site(s)'
- 244 Lyttelton Street will be referred to as 'The Venue'

Please read this document carefully before signing the registration form.

1. Site allocation

1.1. Sites will be allocated by South West Baptist Church. Vendors will be shown to their designated Site upon arrival to The Venue.

2. Food Licences (applicable to Vendors selling food)

2.1. Vendors must hold copies of all current licences required (Certificate of Registration (MFP), Public Liability Insurance, Food Hygiene Certificate) and make them available for inspection upon request. Please note we may be supplying your details to the CCC Food Safety team and they may be in contact prior to the event to ensure you have all your licenses. Note: Inspectors may also be at The Venue during the Market and have the power to close down your Site if you do not hold the required licences.

3. Litter & Waste

3.1. All litter and by-products produced by Sites must be removed from the venue by the Vendor, prior to pack-out.

3.2. Recycling bins will be on site for some recyclable items. Vendors will ensure these are utilised correctly i.e. not disposing of landfill waste in them. Please use recyclable plates, utensils & packaging, where possible.

3.3. Vendors must ensure no by-products of any kind from their business are disposed of within The Venue e.g. cooking oil, milk, ice are NOT disposed of onto ground or into drains.

4. Management of Stall Holder Sites

4.1. There is to be a competent manager operating the Vendors Site at all times.

5. Vehicles

5.1. No vehicles may drive within The Venue between 3.15pm and 7:30pm.

5.2. During pack-in and pack-out vehicles are to be driven with extreme caution. Vendors **must use** Hazard Lights and stay under 5 km/hr.

5.3. Vendors will not drive over any sound or electrical cables. Driving over these cables causes irreversible damage. Please follow the directions of South West Baptist Church staff at The Venue and be aware of cables.

6. Event Direction

6.1. South West Baptist Church retains absolute control of all aspects of the Ethical Christmas Market. All requests made to Vendors by the Event Co-ordinator or Vendor Co-ordinator will be carried out without objection.

6.2. If unable to attend the Market, Vendors must notify South West Baptist Church as early as possible and prior to the day of the event. Any withdrawal made after 27 November 2019, 5pm is non-refundable.

7. Power, EFTPOS & Payment Facilities

- 7.1. South West Baptist Church will not be responsible for providing EFTPOS, or cash handling, facilities for your Site.
- 7.2. South West Baptist Church will provide power to your Site if your requirements are available in The Venue. Vendors must include power requirements in the registration form.

8. Product Obligations

- 8.1. If any negotiations with possible food sponsors take place, these must be adhered to and you will be informed as soon as possible.
- 8.2. No vendor is allowed to sell alcohol that is intended to be received at, or delivered to, the Venue.