



Welcome to the Manawatu Craft and Food Fair!

We have set out below some information in relation to this event and what to expect on the day of the Manawatu Craft and Food Fair.

• Dates and Location

Manawatu Craft and Food Fair will run four events throughout 2017.

Dates:

Saturday, 11th March 2017 (*Autumn*)

Saturday, 17th June 2017 (*Winter*)

Saturday, 09th September 2017 (*Spring*)

Saturday, 02nd December 2017 (*Summer*)

Location:

Barber Hall, Waldegrave Street, Palmerston North

• **Contacting Manawatu Craft and Food Fair**

You can contact the Manawatu Craft and Food Fair organisers through e-mail, website or facebook:

- info@manawatucraftandfoodfair.co.nz
 - www.manawatucraftandfoodfair.co.nz
 - www.facebook.com/manawatucraftandfoodfair
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• **Booking A Stall**

To book a stall at the Manawatu Craft and Food Fair please visit www.manawatucraftandfoodfair.co.nz and fill out the Book A Stall Application Form.

No gazebos are to be erected inside the venue.

• **Stall Fees and Payment**

Once your Stall Holder Application has been accepted into the Manawatu Craft and Food Fair you will be sent an invoice (including payment details and your stall site number) for your Stall Site. All stall sites must be paid for in full one week prior to the event you wish to have a stall at. If you have opted to pay for all events at once then full payment is due one week prior to the first event you will be attending.

When making payment for your stall site you must use your business name as your reference and the invoice number included on your invoice. If these are not on your payment you may not get your stall site allocated.

If you are no longer able to attend the Manawatu Craft and Food Fair you have applied for you must notify us within five days of the event starting. If you have already paid for your stall site your payment can be carried over and can be used towards one of our other Manawatu Craft and Food Fair events that you have applied for.

No refunds will be given.

• Stall Site Costs

Manawatu Craft and Food Fair have five Stall Site sizes available for each event. Each stall site is \$50.00 (from June 2017 onwards).

Green Stalls - 3.0m x 3.0m (+60cm ledge)

Red Stalls - 3.0m x 3.0m (+48cm)

Yellow Stalls - 3.0m x 3.0m (+48cm ledge)

Purple Stalls - 3.0m x 3.0m

Blue Stalls - 3.0m x 3.0m

Extras:

Also available for hire at each market are the following Tables and Chairs.

Tables - 1.8m (6ft) - \$12.00 each

Tables - 2.4m (8ft) - \$14.00 each

Chairs - Plastic - \$4.00 each

Manawatu Craft and Food Fair have approximately three Outside Stall Sites available for each event for our 'Fair' type businesses. Outside Stalls Sites need to be booked through e-mail only - info@manawatucraftandfoodfair.co.nz

• Stall Holder Raffles

At each Manawatu Craft and Food Fair we will be holding two \$2.00 Raffles at the door for customers to purchase and to be in to win the raffle prizes donated from our Stall Holders.

If you have any products you would like to be added to the raffles please let us know. Remember to include a business card or flyer so the winner knows who you are. This does not have to be a large or pricey item and can also be a Gift Voucher for your business that the winner can use at a later date.

We will have one large raffle box prize and one medium raffle box.

All raffle donations will need to be delivered to the Manawatu Craft and Food Fair organisers no later than the Thursday before each event so we can get these packaged up and advertised to the public. More information will be sent out closer to the event date.

This all helps in the marketing of your business at the Manawatu Craft and Food Fair and makes it a little bit different from other events.

• **Best Stall Holder Prize**

The Manawatu Craft and Food Fair also do a fun Best Stall Holder Prize.

At each of our events we will give every customer that comes through the door a ticket stub that they can write on at the end of the Manawatu Craft and Food Fair with the stall number that they think was the Best Stall Holder of the event!

Each stall holder will be assigned a name badge with their stall number on it that will need to be clearly visible to the customers on the day. These name badges are available for pick up from the venue registration table on the morning of set up. Two badges per stall will be allocated. Name badges will need to be handed in at the end of each event so we can recycle them for the next event.

The Stall Holder that gets the most votes as Best Stall Holder will win a Free Entry to the next Manawatu Craft and Food Fair!

• **What Can You Sell?**

Manawatu Craft and Food Fair is for handmade crafts and food only. Products commercially produced or imported for mass distribution not created by the stall holder will only be allowed at the event organisers discretion.

Other items you may not sell are:

- Live animals, fish or birds.
 - Copies or fake designer brands.
 - Offensive or counterfeit unauthorised products.
 - Weapons
 - Items associated with the illegal use of drugs.
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• **Food and Alcohol Stalls**

All Food Stall holders must trade in accordance with the Food Hygiene Regulations 1974. It is the sole responsibility of the Food Stall holder to comply with all the specific legal requirements of the products that they are selling, including all relevant consumer legislation and any local authority health requirements.

• Manawatu Craft and Food Fair Day Is Here!

To make sure everyone has an enjoyable day please follow the Manawatu Craft and Food Fair rules as below:

- The Barber Hall will be open from 8:00am for set up to begin.
- Please see the Registration Table upon your arrival to pick up your two Stall Holder Name Badges. These must be returned at the end of the day.
- You must be present by 9:15am at the latest to set up your stall.
- All stall holders need to be set up and present for a stall holder meeting at 9:45am. Doors will open at 10:00am sharp.
- Once you have unloaded your vehicles we do ask that you park your vehicles around the back of the Barber Hall in the three designated areas as per the photo below.
- There will be food trucks outside selling food and drink but please feel free to bring your own lunch and snacks to get you through the day. We do supply tea, coffee, sugar, milk, cups and spoons in the kitchen for Stall Holders to use.
- All stall holders are required to stay for the full duration of the event, no exceptions. No stall holder is to start packing down their stall before 3:00pm.
- At the end of the day please take all rubbish with you, or place any rubbish in the provided rubbish bins.



• Presentation Of Your Stall

Manawatu Craft and Food Fair want our stall holders to have a professional looking stall to increase sales for our stall holders.

Here are some ideas to make the most of your stall site on the day:

- Customers need to know who you are. Make sure your company name is clearly visible.
 - Ensure you have professional looking signage that customers can see to attract customers to your stall.
 - Try to display your items at eye level with everything easily accessible, clearly named and priced.
 - Bring flyers / business cards for your business that customers can take away with them for future purchases.
 - Have an emergency box packed with things like baby wipes (for all that dirty money you'll be handling), panadol, water, snacks, business cards, blue tack, pins for your table cloth etc.
 - A notebook and pen can be handy for capturing people's comments, what your hottest product on the day is, what people have requested that you do not have and potential sales to follow up on.
 - Talk to your customers – find out what they like, how they use it and what they want more of. They are a great source of free market research. They will also be your best source of free advertising.
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• Eftpos and Cash Out

Eftpos and Cash Out facilities will **not** be available on the day. If you are expecting a high turnover we encourage you to hire an eftpos unit from one of our local eftpos providers or contact your bank for mobile eftpos systems.

We will be advertising the Manawatu Craft and Food Fair as a Cash Only event so if you do have eftpos facilities please let your customers know through your own advertising of the event.

The closest ATM machine is ANZ on the Corner of Cuba and Rangitikei Streets.

- **Manawatu Craft And Food Fair Advertising**

Manawatu Craft and Food Fair will be advertised on our Web-Site, Facebook, Free Event Guides Online, The Tribune and The Guardian What's On Pages and Local Radio Stations.

Manawatu Craft and Food Fair Web-Site can be found here:
www.manawatucraftandfoodfair.co.nz

Manawatu Craft and Food Fair Facebook page can be found here:
www.facebook.com/manawatucraftandfoodfair

On the Manawatu Craft and Food Fair Web-Site and Facebook page we will let people know what stall holders will be attending each event and what they will be selling. We will include direct links to their business pages as well.

Please share the Manawatu Craft and Food Fair on your own business Social Media and word of mouth to friends and family.

We also welcome any suggestions or feedback around how we can gain more exposure for the Manawatu Craft and Food Fairs in the future.