**Mākete Pō Night Market : Information for stall holders**

Nau mai haere mai – Thank you for taking part in the summer Mākete Pō.

This event is held under the korowai of the Regional Intersectoral Forum Economic Pou” with sponsorship and support for this event from Te Rūnanga o Ngāti Kuia, Ngāti Tama, Ngāti Toa Rangatira, Te Puni Kokiri, Ministry of Social Development, Nelson City Council and Te Putahitanga o Te Waipounamu.

Mākete Pō celebrates small to medium sized whānau, hapu, iwi enterprises and provides an opportunity to showcase your products and talent to the general public. It’s about Te Ao Māori. It’s all about whānau. It’s about community.

Our summer Mākete Pō Night Markets for 2019 / 2020 will be on **13 December 2019 at Maitai Promenade Trafalgar Centre.**  (Another market will also be organized for 28 February 2020 at Washbourn Gardens Richmond – details for that market will come out separately at a later date.)

The Mākete Pō Night Market is alcohol and smoke free.

**Stall sites** Please see the map for a list of site locations. Each stall holder will be allocated a site number with an assigned location. A gazebo (any larger than 3m x 3m) we need to know for site planning and allocation or similar weather proofing is encouraged as this will be an all-weather event. You will also need to supply any furniture that you require for your stand, such as tables and chairs.

**Set up time**: The area will be open **from 2pm onwards** for set up. Entry and exit is via the location shown on the map.

**Car parking:** There will be limited parking due to the Netball Tournament finals. Extra parking has been made available as shown on the map

**Open and closing times:** Mākete Pō will **formally open at 4pm**. The Night Market will **conclude at 8pm**. All stalls are expected to remain in place for the entire duration; **no stalls are to be packed up prior to 8pm.** **All stalls need to be packed up and off site by 9pm.**

**Toilets:** A toilet for the disabled is available via the Trafalgar Centre. Access to Trafalgar may be limited by Netball NZ. The other nearest toilet is at the Trafalgar Pavilion.

**Water**: Water is available near the skate park but, we suggest that you provide your own if required. There is a drinking fountain on site as well.

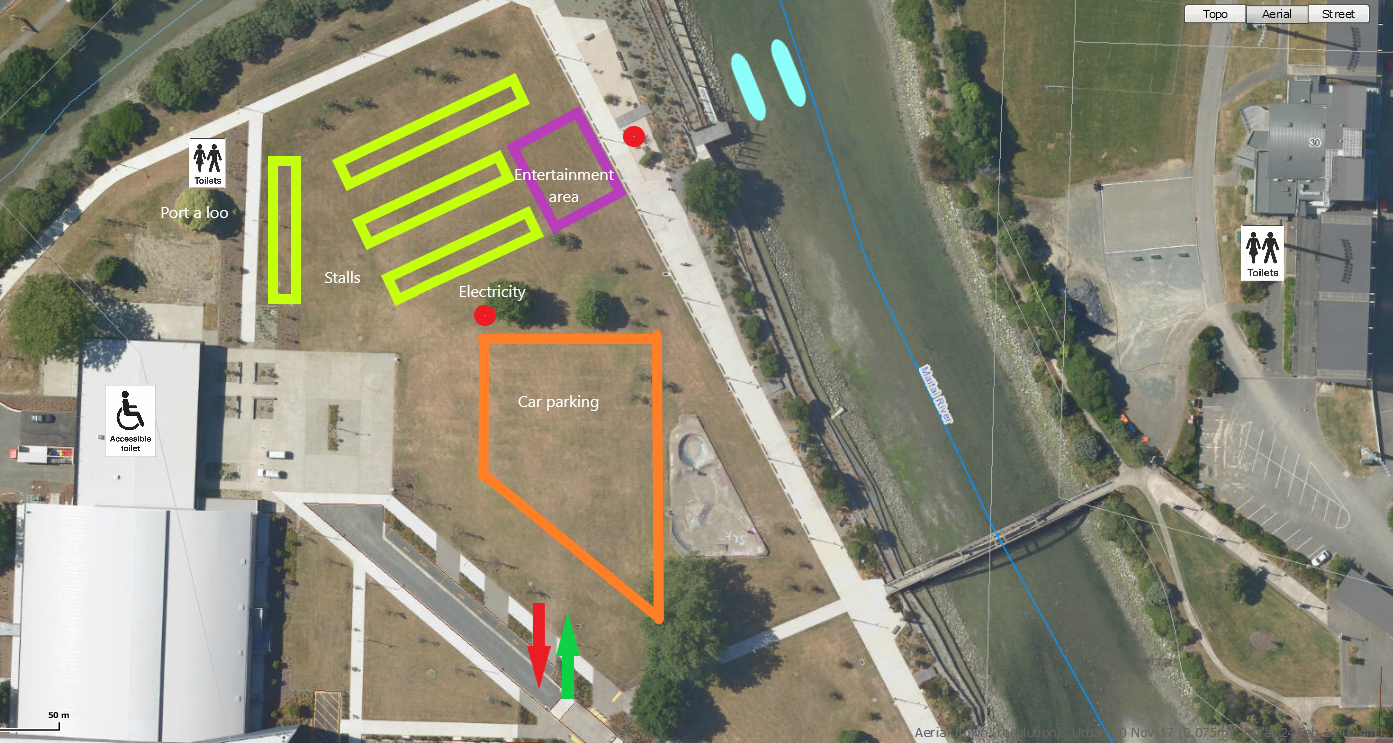
**Electricity**: Electricity is available and will be limited. Please advise if you require electricity and note, you will need to provide your own extension cords etc. The electronic devices including cords will need to be tested and tagged for safety reasons.

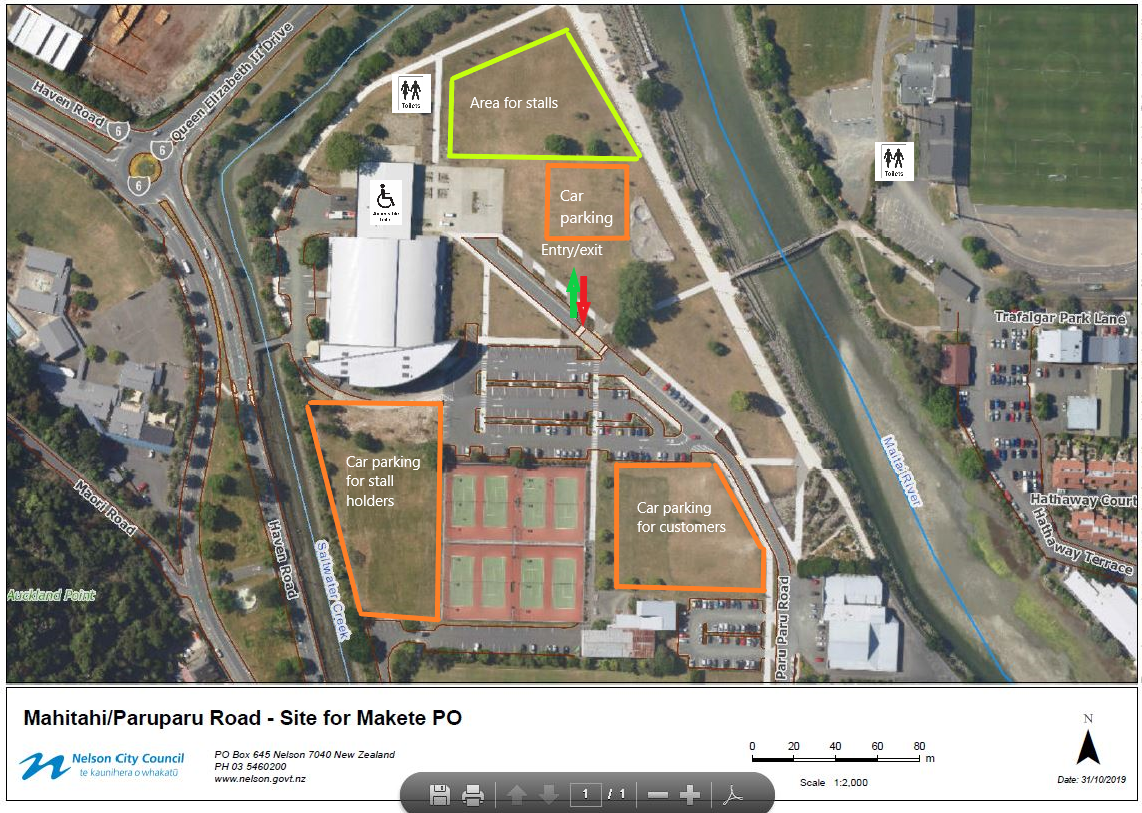
**Site Coordinators** (in fluoro vests) will be on site to assist you to locate your allocated stall site and answer any other questions you have.

**Rubbish:** Please bring your own rubbish bags and or rubbish bin for your stall. You must ensure that you leave the site the way you found it - clean and clear. All waste generated by a stall holder has to be removed by the stall holder by 9pm. Any waste or damage not taken care of will be on-charged to the stallholder.

**Registering for a stall site:** If you would like to register for this event please contact TeRa Morris email [maketepowhakatu@gmail.com](mailto:maketepowhakatu@gmail.com) or cell 021943983 and we will send you a registration form. Registrations must be received by **Friday 25 November**. The committee will then map the stalls and send confirmation of stall site allocations, and any pre-market information.

**Health and safety and other regulations** Stall holders will need to take personal responsibility to comply with all appropriate regulations and license conditions including OSH public health and licensing requirements. Also, Fire Safety for those stall-holder using appliances.













**Mākete Pō Night Market : Registration for stall holders**

In order to secure a stall at Mākete Pō on **Friday 13 December 2019** please complete the form below and send it to [maketepowhakatu@gmail.com](mailto:maketepowhakatu@gmail.com)

**Please note that:**

* **Registrations must be received by Friday 25 November.** The committee will confirm the allocations of stalls as soon as possible after the registration close date. The committee will then map the stalls and send confirmation of stall site allocations, and any pre-market information.
* On Friday 28 February 2020 Mākete Pō will be running another Mākete Pō Night Market at Washbourn Gardens Richmond. For early registrations please indicate below.

|  |  |
| --- | --- |
| First name |  |
| Last name |  |
| Address |  |
| Email address |  |
| Phone | Note that mobile phone is preferred so that we can also contact you on the day if needed |
| Iwi affiliation | List Iwi / runanga / hapu affiliation |
| Name of your business |  |
| Product | List here the produce, product or service you are selling  (If you are selling kai you will need to abide by certain regulations. Refer attached.) |
| Nature of business | Please write a short description of your enterprise |
| Utilities required | Yes/No Water  Yes/No Power |
| Preferred set up time | Yes/No **Early bird** between 2pm and 3pm  Yes/No **Rush hour** 3pm to 3:30pm will be limited to carry in setup only |
| Vehicle access to set up | Yes/No Car  Yes/NoTrailer  Yes/NoCarry-in (no vehicle required) |

**Confirmation and declaration**

I will abide by the health, safety and regulatory requirements of the market and Maitai Promenade at Trafalgar Centre, Nelson.

I would like to register for the next Market planned for 28 February 2020 at Washbourn Gardens and kept informed of details. Yes / No

**This registration is completed by: ­ *(Type or sign your name here)* on *(date)***

Note that an email of this document from your address will be treated the same as a signed registration.







