

He Rau Mahara

Māketete Pō – Night Market

Information for Stall Holders – Sat 9 January 2021 – Te Awhina Marae

He Rau Mahara, the book launch for Te Awhina Marae. The day will begin with a pōwhiri at 11am followed by the book launch and hākari. The festivities are looking to be completed by 2pm.

A Māketete Pō – Night Market will commence at **5pm** and finish at **9pm**. Stall Holders are able to gain Access to the rear field of Te Awhina Marae from **2pm**.

PLEASE NOTE: The book launch is being held in a marquee on the rear field where the Māketete will also be held and are anticipated to finish by 2pm however, the celebration 'may' be delayed. We have to be flexible and well planned if stall holders only have 2hrs available to them to set up as access will be restricted from 4pm, ready to start by 5pm.

We will be on site to assist with locations, power and water access along with tables and chairs if needed.

This Māketete Pō is being sponsored by Te Awhina Marae and supported by Motueka Mai Tawhiti, NRAIT, Ngāti Rārua and Te Ātiawa.

HOURS

All stall holders will be expected to ensure they can service the public and have enough product to accommodate the demand from 5pm to 9pm. Also note that we expect all stall holders to have their stall open (that is please don't pack down if you've sold out) until 9pm closure.

HEALTH AND SAFETY

For safety and site planning reasons you **MUST** have your stall set up by 4pm on event day. We cannot have vehicles coming in trying to set up close to the opening time of He Rau Mahara Māketete Pō. Access will be restricted from 4pm. A stall holder health and safety briefing will be held at He Rau Mahara information tent at 4pm. **PLEASE ENSURE A REPRESENTATIVE IS IN ATTENDANCE.**

FOOD STALLS

Given the popularity of the Night Market, food and food sales are very popular. The uniqueness of our kai (along with the more contemporary) are big winners. Think about having smaller portion sizes so that members of the public can have a 'little bit of this AND a little bit of that'.

SUSTAINABILITY

We want to focus on looking after Papatūānuku, so are encouraging stall holders to use recyclable products, knives, forks, plates, cups etc.

To secure a stall for the January event please send your completed registration form to Darney Tākao at tetauihumbn@gmail.com by 31 December 2020.

REQUIREMENTS

We need all stall holders to comply with the following conditions-of-use to ensure this is a successful event and that we meet local authority requirements;

1. He Rau Mahara is an alcohol and smokefree event
2. Each stall holder must have their own gazebo. If you do not have a gazebo, Mitre 10 Motueka have them for \$35 or Bunnings Nelson \$34
3. Each stall is 3x3 metres. For stalls that require a larger space please advise in your registration form so we can see if we can accommodate, as there will be much interest in this market.
4. There are a limited number of access points throughout the venue, so if you require electricity to your site and cannot make your own arrangements, please indicate in your registration form. We will have a limited number of generators available.

IMPORTANT!! PLEASE NOTE REGULATIONS REGARDING THE SUPPLY OF ELECTRICITY ON MARAE GROUNDS before permitting or authorising a connection for supply of electricity to a connectable installation in a vehicle, e.g. coffee cart, ice cream truck, re-locatable building or pleasure vehicle, the person supplying electricity must verify that the connectable installation has a current warrant of electrical fitness.

- Electricity regulations also require electrical cables, such as extension cords, cables and appliances used for the event should carry a certificate showing they have been tested for safety in the last year.

5. If you need your own water, please bring a hose or water containers.
6. No vehicles are to be driven onto the event site between 4pm-9pm.
7. Please consider your options when securing your tent/gazebo/vehicle – no projections, overhangs, towbars or other hinderances to adjacent sites or walkways. NO larger pegs in the grass allowed – you will be sent an invoice for repair. For your stall, no tents pegs or spikes longer than 200mm in length are to be driven into the ground.
8. Please bring your own rubbish bags and/or rubbish bin for your stall. You must ensure that you leave the event site the way you found it – clean and free of rubbish. All waste generated by a stall holder must be removed by the stall holder. Any waste or damage not taken care of will be on-charged to the stall holder. All food waste must be contained before dumping. Wheelie Bins provided for the convenience of He Rau Mahara patrons are not to be used for waste generated by stall holders.
9. Stall holders will need to comply with all appropriate regulations and license conditions including all OSH public health and licensing requirements.
10. If you use water or other liquids, please do not dispose of these on the grass.
11. PLEASE NOTE – anyone selling **any kind of food** must obtain a Food Stall License. Please call Tasman District Council on 03 543-8400
12. No drones can be flown before, during and after the event without prior consent if the organisers.
13. We will have Māori Wardens on site
14. **Site Coordinators** (in fluoro vests) will be on site from 12 noon to assist you to locate your allocated stall site (which will be numbered) and answer any other questions you have.

KEY CONTACT

If you have any questions regarding the stalls please contact Darney Tākao in the first instance tetauihumbn@gmail.com or Ph. 022 386 7365

CHECKLIST

- Complete your registration form and email to tetauihumbn@gmail.com
- Check we have your most up to date email and phone contact details
- If requiring power to your vehicle, ensure it has a current electrical warrant of fitness
- If you are selling kai please ensure you obtain a Food Stall License (details above) and attach a copy to your registration form.