

LIABILITY, PUBLICITY RELEASE & WAIVER

IMPORTANT INFORMATION - READ CAREFULLY BEFORE REGISTERING

- Event:** Nelson Growables Garden Fair 2009 (“Nelson Growables”)
- Location:** Founders Heritage Park, 87 Atawhai Drive, Nelson.
- Theme:** Trade and exhibitions of **All Things Gardening**
- Sponsors:** NELMAC, Nutrition and Physical Activity Programme, Nelson Environment Centre
- Date:** Sunday 15 November 2009.
- Hours of Trade:** 10am – 5pm. Stallholders must be set up for trading no later than 10am, and no pack-down prior to 5pm, unless by agreement with Nelson Growables
- Set-up** for stall holders is available during normal Founders Park hours, 10am–4.30pm, the week prior, or by prior arrangement with the Site Manager - Duncan McFarlane, 027 209 1953
- Pack-down** is from 5pm on Sunday, or during the following week during Founders opening hours. Stallholder property must be removed by 4.30pm on Wednesday 18 November.
- Access** to Founders Park for stallholders is via North Road through the north gates. Vehicles must be removed during trading hours (unless integral to the stall or display).
- Cost:** Premium - \$500 + GST Standard - \$100 + GST Not-for-Profit groups - \$50 + GST
- Payment:** Please send both application forms and payment to:
Event Manager, Nelson Growables, PO Box 10, Nelson
Please make cheques payable to Nelson Environment Centre
Or direct payment to Westpac 030703 0456178 00 –Please ensure that you add the code - **NG**
- Attendees:** Given the current interest it is anticipated that at least 3,000 passionate gardeners will attend.
- Sites:** Sites are limited and allocated on a **FIRST IN FIRST SERVED**. In the event that your choice is already allocated the Event Organiser will contact you to discuss an alternative option.
Sites sizes vary but Premium sites are at least 90m² and Standard sites 16m².
*** Sites 18, 19, 20 - Special conditions apply - no sidewalls permitted.**
Stallholders can purchase multiple sites.
Each site is numbered and you will receive your site number and site map when you receive other communication regarding your booking at least 3 weeks prior to the Event.
Nelson Growables reserves the rights to reallocate stalls in consideration of stallholder and visitor experience.
Nelson Growables reserves the right to decline an exhibitor.
- Displays:** Stall space is also available in the Energy Centre for continuous displays (requires approval of Nelson Growables)
- Power:** Power can be connected to all sites – prior notification to Site Manager required.
Duncan McFarlane, 027 209 1953
- Production:** It is the Stallholders own responsibility to be self-sufficient to enable successful trade and exhibition, including **payment facilities**; EFTPOS or other payment options.
- Event passes:** Standard stallholders will receive two event passes, Premium stallholders four.

Waste Management & Recycling:

Nelson Growables is working towards a zero waste policy whereby stallholders must remove all of their own site rubbish while food and drink must be served in either recyclable, reusable or biodegradable products.

We encourage: Aluminium cans, steel/ tin cans, PET plastic containers (plastic with the no.1 recycling symbol), HDPE plastic containers (plastic with the no. 2 recycling symbol), paper, cardboard, egg cartons and trays, cardboard milk containers.

We discourage: Aluminium Foil Wrap, plastic plates and cutlery, polystyrene cups and clamshell containers, Tetra Pak (waxy cardboard fruit juice containers).

Insurance, Health & Safety and the Environment:

Stallholders must have their own insurance cover. Nelson Growables is not responsible for loss, theft or breakage.

Stallholders are responsible for operating a safe place of trade, keeping thoroughfares behind and in front of the stalls free from rubbish and products at all times.

Stallholders are to leave sites in their original condition, or better.

Food traders cooking with cooking appliances must provide current fire extinguishers and material to protect the ground surface beneath those appliances from spillage.

Damages/Liability:

Stallholders will be held responsible for any damages caused by them during their time of use. It is also the responsibility of individual Stallholders to ensure that safety standards appropriate for their place of business are met during the entire duration of the event.

Nelson Growables will not be liable for any personal injury or claim suffered during the event.

Cancellation/refund policy:

- i. It is recommended that stall holders carry their own insurance to cover costs incurred in the unlikely event of cancellation and / or abandonment
- ii. If all suitable sites are sold prior to the Event Manager receiving a booking the stallholder will be entitled to a full refund
- iii. Any cancellations received by 15 October - full refund less \$20 administration fee
- iv. Any cancellations received after 15 October but before 1 November - 50% refund less \$20 administration fee
- v. Cancellations received after 1 November – no refund unless there are extenuating circumstances. This decision will be at the discretion of Nelson Growables.

Publicity release: Stallholders agree that their name and contact details be released to the media for associated publicity purposes, and that photographs taken during the course of the Event are the property of Nelson Growables and may be used in publicity material.

NB: Registrations must be received before **1 November** for inclusion in associated publicity.

Declaration:

- i. Registering a site at the Nelson Growables Fair is considered an acceptance of the Terms and Conditions of the Event; thereby the stallholder agrees to abide by them. Likewise, the information provided during the registration process is true and correct.
- ii. The stallholder understands that receipt of booking and confirmation of the site will be sent at least 3 weeks prior to the event (providing that the registration was received in adequate time to process). Until that time registration does not guarantee acceptance as a stallholder.
- iii. Food stallholders agree to abide by the “safe food handling” guidelines and understand that if those standards are not met then Nelson Growables has a right to close the stall.