



HOWICK VILLAGE BUSINESS ASSOCIATION INCORPORATED

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www.facebook.com/howickvillageshopping

Midnight Madness - Friday 23 November 2018

'Existing' Stall Holder and Food Vendor Registration

Name of business:

Product:

Contact person/s:

Address:

Email address:

Contact phone – daytime:

Contact phone during event:

Risk analysis:

Do you have a Health and Safety Policy in regard to your operation? Yes / No (circle)

Do you hold a current Food Grade Certificate? (please supply) Yes / No (circle)

How do you intend to minimise risks of your activity?

Eg – gas bottles, heat, other risks?

***All vendors/stall holders will be located in the Howick Market area.**

Criteria will apply:

Site size : 2m x 2m OR 2.5m x 2.5m

I will attend the Saturday morning market – 24 November 2018 : Yes / No (circle)

Regulations for the day:

- The stallholder must display a current food grade certificate, and provide a copy to HVBA
- Food must be prepared and stored according to your food regulation
- You must be self-sufficient in all operations
- You must provide bins at your site for rubbish and recycling, and take away all bins including rubbish to dispose of outside of the town centre

Cost per stall/site

Food vendors	-	Single site	\$ 32.00
	-	Double site	\$ 64.00
Craft	-	Single site	\$ 32.00

Return of this form indicates the acceptance of the rules and regulations for this event, and an invoice will be issued to you by email. **PRE-PAYMENT OF STALL SITE IS REQUIRED ON/BY 17 November 2018**

Howick Village Assoc - BNZ account - 02-0168-0074564-00 : Reference – your business name.

A pass to access through the road closure will be emailed to you on receipt of payment.

Event : Midnight Madness 2018

Date : 23 November 2018

Start time : 6.00pm

Close : 10.00pm

Set up/pack in from 4.00pm until 4.45pm (NO LATER)

Please show your access pass for entry into Picton Street – unload quickly then move your vehicle to the all day parking area in Fencible Drive

Close/ pack down from 10.00pm

All stall holders MUST pack out through the back entrance and car park in Central Terrace. Picton Street will be closed until midnight.

We hope you have an enjoyable and successful night!

Please contact us if you have any enquiries.

Kind regards,

Jane Newbury
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Jenny Foster
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