



HOWICK VILLAGE ASSOCIATION INCORPORATED

PO Box 38 124, Howick, Auckland, New Zealand ■ Phone/Fax (09) 534 4505

Email: manager@howickvillage.co.nz ■ www.howickvillage.co.nz

www.facebook.com/howickvillageshopping

Howick Santa Parade – Sunday 8 December 2019

'Casual' 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 food 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

Regulations for the day:

- The stallholder must display a current food grade certificate, and provide a copy to HVA
- 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	-	Site -	\$ 150.00
Craft	-	Site -	\$ 60.00

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. **FULL PAYMENT OF STALL SITE IS REQUIRED PRIOR TO EVENT DATE.**

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 : Howick Santa Parade 2019

Date : Sunday 8 December 2019

Pack in time : from 7.00am – 8.30am (pass required)

Market start time : 9.00am

Pack down time : From 3.30pm onwards

- Please show your access pass for entry into Picton Street – unload quickly then move your vehicle to the top car park behind the market area
- All stall holders **MUST** pack out through the back entrance and car park in Central Terrace.
- Picton Street will be closed until 3.30pm.

We hope you have an enjoyable and successful day!

Please contact us if you have any enquiries.

Kind regards,

Jane Newbury
Town Centre Manager
Howick Village
E: manager@howickvillage.co.nz
Ph 09 534 4505
Mob 021 2244 225
12 Central Terrace, Howick Village



Jenny Foster
Market Manager
Howick Village
E: jenny@fosfam.co.nz
Mob - 021 078 8138