



HOWICK VILLAGE ASSOCIATION INCORPORATED

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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 -	\$ 65.00

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,

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