



A Day at the Domain – Te Aroha

STALLHOLDER TERMS AND CONDITIONS

These Terms and Conditions govern participation in the “A Day at the Domain - Te Aroha event (“the Event”). By submitting an application and paying the applicable stall fee, stallholders agree to comply with the following conditions.

1. GENERAL EVENT DETAILS

- Date & Time: Sunday 28 February 2027, 10:00am – 2:00pm at Te Aroha Domain.
- Pack-in: From 7:00am. Unless you have prior permission from the Stallholder Coordinator, all vehicles must be removed from the domain by 9.30am.
- Pack-out: Vehicles may not re-enter the Domain before 2:00pm. All stalls must be cleared from the domain by 4:00pm. We would appreciate if you did not pack down your stall till at least 1.45pm.

2. SITE ALLOCATION AND FEES

- Standard site size is 3m x 3m. Additional space must be booked if you need more than a 3m x 3m site.
- Site fees: \$15.00 per Trade or Food site. Community groups may apply for a free site, which may be in our Community Hub (one large gazebo).
- Power: No extra fee is charged for a powered site, however there are limited powered sites available, issued on a first in, first served basis. Stallholders must supply their own certified leads. Where power leads cross areas of foot traffic, the organisers will supply covering mats.
- Sites are confirmed only upon receipt of full payment.
- No refunds are issued if a stallholder cancels after 24 January.
- Sites are allocated on a first in, first served basis, and at the discretion of the Stallholder Coordinator.

- Site numbers are allocated two weeks prior to the event, and will be clearly marked on the day.

Please note that not all of the sites are flat. You will be notified at the time of site number issue whether you have a flat site or a slightly sloping site. Please let us know if you require a flat site on your application form and we will try our best to accommodate everyone.

3. HEALTH AND SAFETY

- Stallholders must comply with the Health and Safety at Work Act 2015 (HSWA) and ensure all equipment (including gazebos, electrical and gas appliances) is safe and fit for purpose.
- Electrical items must be tagged and tested. Gas appliances must have current certification.
- Stallholders must report any hazards or incidents to event organisers at the committee tent immediately.
- Stallholders are responsible for securing their gazebos/umbrellas with weights or similar. The event organisers and Matamata-Piako District Council accept no liability for loss, damage, or injury to any person or property arising from stallholders failing to secure their gazebo or any part of their setup.
- First aid assistance will be available at the Domain Day committee tent, marked on the Domain Day map.

4. ZERO WASTE AND SITE CLEANLINESS

- This is a Zero Waste Event. Stallholders are responsible for removing all rubbish and recycling from their site and leaving the area clean and tidy. Rubbish bins are provided for visitors only.
- Single-use plastics and non-compostable packaging are discouraged.
- Please read our Zero Waste guidelines, available on our website.

5. INSURANCE AND LIABILITY

- Stallholders are responsible for their own public liability insurance.
- The organisers, Te Aroha Domain Day Committee, and Matamata-Piako District Council accept no liability for loss, damage, or injury to any person or property arising from stallholder participation.

6. FOOD STALL REQUIREMENTS

All food vendors must comply with the Food Act 2014 and Food Regulations 2015.

- Packaged or pre-prepared food: Must be prepared in a registered kitchen under a current Food Control Plan or National Programme.

- Food cooked or prepared on site: Must comply with the Food Safety Regulations, including temperature control, handwashing facilities, and protection from contamination.
- **A copy of the current food registration certificate must be submitted with the application.** If you are unsure of your requirements then please check [here](#). In some circumstances, fund raising food stalls are exempt but it is your responsibility to check first.
- All food vendors may be subject to inspection by the local Environmental Health Officer.

7. STALLHOLDER CONDUCT

- Stallholders must act respectfully towards the public, volunteers, and other stallholders.
- Only goods and services listed on the application form may be sold.
- No loud amplification, offensive material, or hazardous activities permitted.

8. VEHICLE ACCESS AND PARKING

- Vehicles must not be moved within the event area between 9:30am and 2:00pm on the day of the event.
- Designated off-site parking will be available nearby for stallholders.

9. CANCELLATION AND WEATHER POLICY

- If the event has to be cancelled by the organisers, due to weather concerns or other emergency situations where health and safety is at risk, a call will be made at least 24 hours prior to the start of the event, and all stallholders will be notified via email.
- If the event is cancelled by the organisers, stallholders will receive a full refund, or have the option to carry over their site payment to the following years event.

10. AGREEMENT

By submitting an application, stallholders acknowledge they have read, understood, and agree to comply with these Terms and Conditions.

A Day at the Domain Te Aroha Committee
Event Organisers.