

SteampunkNZ Trust



Information and Terms and Conditions for 2019 Stallholders

Venues:	Loan & Merc Function Centre, 14 Harbour St, South Hill, Oamaru 9400, New Zealand Oamaru Scottish Hall, 10 Tyne St, South Hill, Oamaru 9400, New Zealand
Dates:	Steampunk Market — Saturday & Sunday, 2 nd and 3 rd June 2019 Makers Market — Saturday 3 rd June, 2019
Pack in:	0800 – 1000 both days.
Pack out:	15:00 - 16:00 both days, both venues <i>Pack in and out must happen through the rear door of both the Loan and Merc and Scottish Hall. Parking during the event is available in the area behind the Loan and Merc, off Wansbeck St.</i>
Stall size:	SP — 3.3m x 1.5m MM — 2 x 3m / 3 x 3m
Cost:	\$40/stall/day - includes 2 chairs \$10/table/day
Contact:	info@steampunk.org.nz SteampunkNZ Markets % 24 Till St, South Hill Oamaru 9400 The Market Site Manager will be on site from 08:00 -1600

By submitting your payment you state you have read, understood and agree to abide by all the requirements, terms of trade, conditions and cancellation policy as set out by the SteampunkNZ Trust in this Information and the Terms and Conditions.

Terms and Conditions for stall holders:

- Payment for the stall must be paid in full by bank transfer to SteampunkNZ Trust by the date stated on your individual invoice. If payment is not received on time, SteampunkNZ Trust holds the right to offer the space to another trader. Your payment in full must be received before any sites are reserved. The minimum number of stalls that can be booked is 1. Should you wish to share your stall with another trader, both parties must be approved by the festival committee and are subject to the same terms and conditions as laid out in this agreement. However as principal stallholder you are responsible for the stalls full payment by the stated due date.
- SteampunkNZ Trust reserves the right to place your stall at their discretion within the venues holding the Steampunk Market and the Makers Market.
- The SteampunkNZ Trust is not responsible for the safekeeping of your goods while they are on sale at the Steampunk Markets should they be lost or damaged/stolen by a member of the public. We encourage our stall holders to take out insurance on their products to cover themselves for instances such as this.
- Your designated stall space will be identified with a nametag. You may not set up in any other space other than that allocated to you. This sign must remain on the front of your stall at all times.
- It is imperative you adhere to the pack-in and pack-out times stated at the top of this information sheet as the venues are used for other events during the festival. You may not begin packing out on either day until 15:00 and must be completely packed out by 16:00
- Power to your stall is available only by prior arrangement.
- If there is a power outage priority will be to safeguard the sound system and sound equipment.
- Parking is available behind the Loan and Merc off Wansbeck St. Harbour St is not available for parking before, during or after the Market. You may under no circumstances leave your car parked in Harbour St.

- You are welcome to put up signs advertising your business in your own booked space. Banners etc are a great idea. You should not, however, put up signs directing people to your stall in other places around the market
- The Market is a space for selling specifically Steampunk themed items and you have been included as a stallholder based on the strength of the products and tariffs listed on your application form and as detailed in the confirmation letter. The product list and tariff should be an accurate representation of what you intend to sell. In some instances traders may be asked not to sell certain items to avoid clashes with other traders. If the organisers discover that you are selling products or charging tariffs not listed we will ask you to withdraw the items or return to the agreed tariff. If you refuse, we reserve the right to enforce closure of your trading operation
- You are required to keep your space clean and tidy during the market. Stall holders are responsible for removing all their own rubbish. Failure to do so may jeopardise your space at the market.
- This is an inside market. It is a tight space. Unless you have several spaces you cannot spread out. Stalls are based on tables with standing room behind. If you bring racks you must keep them out of the passageways
- You may bring your own eftpos/card reading facilities if you wish
- There is a coffee bar in the Housekeepers Design shop next door, plus other cafes nearby. Included in your stall price we will have self-service tea/coffee available for you.
- By sending payment you agree to these terms and conditions. You thereby acknowledge that SteampunkNZ Trust and/or their employees are not responsible or liable for:
 - any financial losses incurred by you;
 - any loss of or damage to your equipment, goods or personal belongings;
 - any injury to employees or staff working for or connected to you.
- You have a legal responsibility to make sure that your goods are of merchantable quality and are fit for purpose. You must comply with all trading and business regulations. You must be able to give receipts and your address and contact details. You should be aware of and stick to specific regulations that may have an effect upon your business e.g. NZ regulations on the sale of knives and blades, licensing laws, food hygiene and trading laws.
- Site holders can rebook for the 2020 Steampunk Festival year until the 30th September 2019. Your site will not be guaranteed after this date, so book early to avoid disappointment.
- All stall holders are required to read and comply with the Steampunk Festival Health & Safety plan which is available on the main website.

Cancellation Policy

In the event of your withdrawal from SteampunkNZ Market after you have been accepted, applications for refund will be accepted in writing only and received before 1st April, 2019.

Any refund of fees will be subject to the deduction of \$10.00 administration fee.

If you withdraw after 1st April, 2019, you are liable for the full payment of your site fees and no refunds will be given. This cancellation and refund policy will be applied in every case without regard to the reason for the withdrawal.