



## Earth Day: Picnic in the Park 2024

### Stallholders Operation Rules & Booking Form

**Date of Event:** Sunday 21st of April, 2024  
**Time of Event:** 10:00am - 3:00pm  
**Set up time:** All stalls must be set up no later than 9:30am and remain open until 3:00pm  
**Location:** Baden Powell Reserve, Pollard Park (Blenheim)

**Envirohub Marlborough's Earth Day Picnic in Park 2024 is a ZERO WASTE event. By completing this form you are agreeing to implement this policy with the support of Envirohub Marlborough who will be providing advice and guidance prior to the event and supporting these efforts on the day.**

**Stall sites:** Generally, stall site spaces are 3m x 3m, however, larger sites may be provided upon request. Vehicles may be permitted on site subject to consent from the event manager. All vehicles MUST be removed from the event grounds no later than 9:30am. Vehicles may NOT return onto the grounds until 3:00pm. Vendors must clearly display the name of their business and post prices of items being sold. Stallholders must provide and set up their own sturdy and secure trestle tables, umbrellas/gazebos or marquees and ensure these are weighted down appropriately.

**Stallholder duties:** As a zero waste event, we expect you pack in and pack out - that is please take any waste produced by your stall on the day back with you for appropriate recycling or disposal. Please keep the area around your stall clean during and after the event. If you are providing food, you MUST utilise reusables that can be provided for you by our Zero Waste service on the day. We are happy to provide more details on this service.

**Stall licences/H&S:** It is the stallholders responsibility to abide by all local body and national regulations that are applicable. Certificates are to be displayed for public viewing where appropriate.

It is the stallholder's responsibility that if the stall is categorised as a Food Stall by Marlborough District Council (MDC), they must ensure their stall is registered as a Food Stall and certified to meet the criteria as set by MDC. All food vendors must also have a health and safety policy available for viewing on request where appropriate.

**Stall fees:** Stallholders are required to pay a \$20 site fee to secure your place to Envirohub Marlborough. This must be paid prior to the event and we are happy to issue an invoice on request. No refund will be given for cancelling within 20 days prior to the event. If the event is cancelled due to bad weather a full refund will be issued. Account for fee payment: Envirohub Marlborough 02-0740-0022256-000.

**Please email your completed application form to [info@envirohub.co.nz](mailto:info@envirohub.co.nz).** Alternatively you may post your application to: Envirohub Marlborough c/- Picton Environment Centre, 14 Auckland Street, Picton.

*Thank you for your support! After receiving your application, we will send you an email confirming your booking and will contact you closer to the date of the event with instructions and a full site map.*

*Please call or email if you have any further questions or discussions regarding the event. We look forward to you being a part of our Earth Day 2024!*



# Earth Day: Picnic in the Park

## Sunday 21 April 2024

### Stallholder Booking Request



Business Name: .....  
Contact Person: .....  
Postal Address: .....  
Mobile Number: .....  
Email Address: .....

Description of goods being sold: .....

Stall description (e.g. gazebo, size, measurements/space required etc): .....

Will your stall require power? YES / NO (please circle)

If yes, number and type of power points required: .....

**PLEASE NOTE: before permitting or authorising a connection for the supply of electricity to a connectable installation in a vehicle or relocating building, the event manager will need to verify that the connectable installation has a current electrical warrant of fitness.**

### This is a Zero Waste Event

The theme for this year's International Earth Day is **Planet vs Plastics**. Please keep this in mind when selling your goods and prevent the use of plastics. Earth Day: Picnic in the Park is a Zero Waste event and we need everyone on board for this to be a success. For your part, this means being conscious of the waste you generate and considerations into how this can be reduced. A "pack-in, pack out" philosophy applies to this event - everyone attending will be encouraged to BYO their own picnic sets, and for food vendors, the Envirohub Marlborough Zero Waste Dishwashing Trailer will be on-site to provide reusable eating implements (including cutlery, crockery, cups, bowls, plates - whatever you need!). Please find attached more information regarding our zero waste service and we will be in touch to see how we can best suit your needs.

Biodegradable or compostable food packaging will NOT be accepted as these CANNOT be processed here in Marlborough and will end up in landfill. No plastic bottles or bottled water is to be sold during the event.

**How will you ensure your stall complies with this policy?**

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**Are there any areas you require support from Envirohub Marlborough to meet these needs?**

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I ..... acknowledge that I am the primary stallholder under the business/ community group named .....

I have read and understood the Earth Day: Picnic in the Park stall operating rules and agree to abide by them. I acknowledge that if my stall is categorised as a Food Stall by the Marlborough District Council (MDC). I am solely responsible for ensuring my stall is registered as a Food Stall and certified to meet the criteria as set by MDC. I acknowledge that if my vehicle/trailer requires power it has a Warrant of Fitness for access to power provided.

Signed: .....

Date: ...../...../.....