

2021 ROTARY MARTINBOROUGH FAIR



INFORMATION FOR STALLHOLDERS

The 2021 Martinborough Fair is held on two days - on Saturday 6th February and Saturday 6th March 2021. When you are applying for a stall, please note: **you are expected to attend BOTH dates.**

This document contains useful information and guidelines (including some rules) designed to help stallholders get the most out of the Martinborough Fair. Please print this document and your stallholder's Fair Pass and have them with you on the day for your own reference. Familiarise yourself with the [Fair maps and facilities](#) and print off any you think may help on the day.

THE SITES:- All sites are approximately 6m x 3m. Some are on grass, some on footpaths or in the centre of the roads. Because of this, many sites are not level, nor strictly rectangular. Some may have trees or other physical obstructions within their boundaries.

Sites in the quadrangle grassed areas are marked out at 6m x 3m each in back-to-back aisles with walkways formed between the aisles. Most have a single customer-facing side on the 6m perimeter. See [maps](#) for details.

Gazebos are not always suitable for sites in the quadrangle as some of the trees have low branches, and in many other areas a full 6m x 3m gazebo may be unsuitable because of the irregular shape of the sites, if you will need to use the full 6m x 3m site please make it clear on your application. Canopies and display stands may be erected if they do fit the site, but only in such a manner as not to block access to other stalls or impinge upon the stall space of others. Display stands within the Square should be no higher than 1.25 meters.

There are a few half-size sites which will be allocated on first-come basis.

ROTARY Headquarters (HQ):- The Martinborough Fire Station. The Fair Convenors, Helen Sargent and Anne Atkinson, will be on duty here. Please come in via the side door. Rotarians (fair marshals) will be assisting on the day and wearing distinctive clothing (labelled white coats / high viz), please ask them for assistance when necessary. Your area will have 1-2 stall marshals and they are there to help you. If you receive a request from the marshals please cooperate promptly.

ROTARY INFORMATION MARQUEE:- Located in the centre of the square by the memorial cenotaph. Lost and found property and people may be reported / picked up here; details will be broadcast over the public address system. The rotary marquee is royal blue in colour and well labelled so you can't miss us.

MONEY/CHANGE FACILITY:- Front window of Fire Station. This is not intended to provide your entire change float, but to help stallholders who run out during the day. Open 8.30 a.m. till about 2.30 p.m. No cheques or EFTPOS accepted.

TRESTLE DISTRIBUTION (to stallholders with their ID tags):-

RED TICKETS – Victory Fellowship Gate. For stalls on the right-hand side of Square from Kitchener Street, Mitre 10 area, Oxford and Jellicoe Streets.

BLUE TICKETS – Martinborough Winemakers' Services Yard. For stalls on the left-hand side of Square from Kitchener Street, Kitchener Street itself, and Ohio and Cambridge Streets.

FRESH WATER:- Available from two taps in the quadrangle, and in the new townhall playground.

TOILETS:- Public toilet facilities include two Spik’N’Span toilet trailers located near the Town Hall, portaloos at the ends of most streets, and the Square’s public toilets are located beside the museum on the NE corner of the square by the playground. These are available throughout Friday night for those that choose to arrive early. Please be aware that toilets in private businesses (including cafes and restaurants that are trading on Fair Day) are NOT to be used by stallholders or visitors unless you are a paying customer of that business and have asked permission to use their facilities. Rotary regularly gets negative feedback about this issue so we greatly appreciate your cooperation.

CIVIL DEFENCE:- We ensure access for emergency services to the fair area and the entire town by marking a clearway right around the Square. This must remain clear. You will be instructed to move any structures or items that overflow into the access ways.

ATM & EFTPOS: - The Kitchener St ATMs and the BNZ Eftpos facilities are always heavily used. It is advisable to arrange mobile phone EFTPOS with your bank. We try to get the ANZ ATM container for each fair, but sometimes it is unavailable.

and THE RULES . . .

Stall Holders:- Stall sites are not transferable. You are not permitted to give, sell, transfer, or lease your stall site to another person, and if sharing please make sure we know the full range of the products to be sold. You will be our primary point of contact if you share your stall with another. Stalls should be operative from 8 am to 4 pm unless sold out before then; even so, stallholders may not begin moving out until 4 pm.

Cancellation policy:-

The Martinborough Fair Trust reserves the right to cancel any site booking at their own discretion at any time. If conditions outside our control are such that the market cannot proceed, we reserve the right to cancel or postpone the Fair at our discretion and without consultation with stallholders. Site fees will not generally be refunded under these circumstances. If the event is cancelled due to COVID 19 restrictions, this policy may be reviewed.

Site fees will not be refunded for stallholder-initiated site cancellations made within two weeks before the first Fair date.

Power use – safety:- Stalls with electrical connections must be connected directly to the power board by a **single** extension lead. Your load should not exceed 20amps max. Make sure your extension lead is long enough, and you must cover it with appropriate safety mats in foot-traffic areas. The power outlets are protected by an RCD. The RCD detects earth leakage current and will trip if your appliance is faulty. All leads and appliances must be tested by a certified testing authority and tagged as safe to use.

No petrol/diesel generators without prior written consent.

Parking:- Vehicle movement is absolutely prohibited in the entire fair area from 8 am to 4 pm.

Vehicles are expected to be off site by 7:45 to give time for staff to check around the fair roadways and to close road access points before declaring the roads officially ‘closed’

Insurance:- You must arrange your own insurance.

- The stallholder shall not do anything that might render any insurance effected by The Martinborough Fair Trust void or voidable or whereby the premium payable shall be liable to increase. The stallholder shall be liable for all extra premiums payable because of any breach of this clause
- By accepting a stall site, the stallholder agrees to occupy and use the area at the stallholders own risk, and releases The Martinborough Fair Trust and any employees or volunteers, to the full extent permitted by law, from all claims and demands of any kind and from all liability which may arise in respect of any accident, damage or injury occurring to any person or property in or about area controlled by the Trust for the purposes of the Martinborough Fair.
- All stallholders are advised they should consider public liability insurance, but it is not compulsory for involvement with the Martinborough Fair.

Food safety:- A Health Inspector will inspect stalls at both Fairs and may close stalls that breach health and safety regulations. Ingredients must be chilled and hygienically stored; all cooking equipment clean and safe. Please contact us for detailed Food and Safety requirements and the application for a Licence to Operate a Food Stall which will be processed by the SWDC.

Alcohol:- Alcohol is not to be sold from any stalls that form part of the Martinborough Fair. This includes 0% beer/wine due to the perception that the containers can give to Fair attendees and other Stallholders.

Stall access:- All Stalls must be set up within the allocated site boundaries. Walkways must be kept clear. Cars are not permitted on the grassed areas in the Square under the trees at any time. Equipment must be off loaded from paved areas as quickly as possible to allow others access.

Pegs and nails:- No pegs are to be driven into any hard surface such as road, pavement, or concrete. If you are on the grass, pegs may be up to 200mm long. Remember, there are power and water sprinkler systems underground – any damage to these systems is your responsibility. No nails into, or other damage to trees.

Rubbish:- Recycling of certain materials (glass, aluminium cans and paper) will be encouraged with bins throughout the fair. If you cannot help generating a lot of rubbish, please bring your own rubbish bags. Packing material and boxes should go home with you.

Before you come to the Fair: do you have . . . ?

- Your stallholder's Pass documentation.
- Your (long enough) extension cord **and covering/protection for it.**
- Enough money change (coins/notes). The Fire Station change facility only tops up your change, you will need to bring enough to get yourself started.