



SATURDAY 13th FEBRUARY 11am - 7pm
(rain day = Sunday 14th February)

4000 - 4,500 patrons

The event is licensed as a Restricted Venue. This means that ALL people on site must be 18 or over. This includes all staff, attendees, and "helpers".

VENDOR PACK IN: Friday 12th from 4pm - 7pm

DELIVERIES: Thursday 11th from 9am - 4pm
[use the delivery form](#)

Main Contacts:

Vendor Information: Damien – 027 291 9884
Deliveries: Adam – 027 699 1915

PLEASE READ THROUGH THIS INFO IN FULL!

KEY TIMES:

Thursday 11th February

- 9am - 4pm: Third Party freight deliveries
- KEGS and STOCK MUST BE delivered this day (we will put in the chillers)

Friday 12th February

- 8am - 4pm: In House deliveries ONLY (i.e. you are driving stock in yourself), no bar site access, only chiller access
- 4pm - 7pm: Main Vendor Pack-in

Saturday 13th February

- 7.30am - 9.30am: Vendor Access for final prep (no vehicle access on site)
- 9.30am: Vendor AWOP briefing (at least one key staff member must attend AWOP briefing)
- **10am: Full Final Vendor Briefing - host responsibility, last minute questions, etc**
- **11am - 7pm: EVENT TIME, BARS OPEN!**
- 7.30pm - 9.30pm: Pack Out (ALL bars, equipment and kegs must be removed from under marquees before Sunday morning)

Sunday 14th February

- 8am - 11am: late Pack Out if required

- ALL equipment, kegs, bars, etc must be removed from under the marquees before Sunday morning to allow efficient pack-out of the marquees.

Monday 15th February

- 7.30am - 12pm: Third Party Pick-ups

NOTE: If we have to use the postponement date of Sunday 14th February we will make this call ASAP on Saturday (very unlikely to be made before this) and you will be informed accordingly. All timings from Saturday will roll over to Sunday if this is the case.

DELIVERIES:

Deliveries – MUST be Thursday 11th February for any deliveries that are coming via freight companies (i.e. you aren't bringing yourselves). We will have a forklift and operator from 9am – 4pm on site if needed.

For those bringing their own stock, this can come on Friday (8am – 4pm). Note this is for hand deliveries only, there will be no bar access until 4pm on Friday.

Address for freight deliveries and pick-ups: [use the delivery form](#)

Wellington Wine & Food Festival
Attn: Adam
Waitangi Park
Herd Street Entrance
WELLINGTON
Ph: 027 699 1915

PACK IN: 4pm – 7pm on Friday 12th February

ON ARRIVAL ALL VENDORS MUST CHECK IN WITH TOM (PUBLIC TICKETING ENTRANCE ON HERD STREET/BUILDING SIDE) –

YOU WILL BE GIVEN A HEALTH & SAFETY BRIEFING + GENERAL SITE INFO.

YOU MUST NOT COME ON SITE WITHOUT HAVING THIS INDUCTION.

ALL people on site during pack-in MUST be wearing hi-vis. Please bring your own.

We are unable to lend any, but can sell you ours at \$10+GST each if needed.

Note that due to the site layout and restrictions there is no vehicle access directly to sites for any alcohol vendors at any time (Friday, Saturday or Sunday). This includes any trailers. All equipment needs to be hand-loaded and/or transported via trolleys from the common paved area on the Herd Street.

Once vehicles are unloaded they will need to be removed from the site to avoid congestion (this access will only be open on Friday, Saturday the access will be closed).

Closed toed shoes are required at all times.

SATURDAY:

There will be vendor access (on foot only) from 7.30am on Saturday for final on the day set-up, getting your wine or kegs to your bars, etc.

You MUST be all set up and ready to go by 9.30am for health & safety checks and briefing.

Please enter the site via the main Public Ticketing Marquee.

We will have some (shared) trolleys and carts available, but as above please allow extra time and man-power accordingly for your set-up.

PACK OUT:

Saturday after the event and Sunday from 8am – 11am. ALL equipment, kegs, bars, etc must be removed from under the marquees before Sunday morning to allow efficient pack-out of the marquees.

All bars must be fully packed out by 11am Sunday (unless we have to use the postponement day)

Freight collection Monday morning before 12pm, please ensure it is labelled appropriately.

HI-VIS:

As it is a working site, during pack-in and pack-out, ALL staff MUST wear hi-vis vests/t-shirts/other.

Please provide your own vests

(we will have them available for purchase if needed (\$10+GST each, but won't have any loan vests available).

STAFF PASSES:

When you arrive, please check in with Tom and he will direct you to your site, do a quick health & safety induction, give you the lay of the land + issue you with staff wristbands.

Please note these are for staff working at the event only and cannot be used by patrons as they will not have a glass issued, or be able to be loaded with credit.

We can sell discounted staff tickets if you require.

STAFF DRINKS:

There is to be NO drinking by staff behind the bar.

After talking with the licencing officers, for any staff who are having a break they may consume (moderately!), OUTSIDE of their bar.

Note that this must be in the official festival cups, and there are no "free" drinks, even for staff.

On arrival you will be given a tab card which will need to be used for any staff drinks. Please don't disrespect this as it could have an effect on licencing going forward.

SITE SIZING:

Each beverage site is 3m x 3m (**this is different from last year**).

The height of the opening at the front of the tent is around 2.0m.

With the internal height of the marquee around 2.5m.

(please note once set up with the walls, the depth of the site will decrease to around 2.5m - see the accompanying Beverage Vendor Tent Layout Document for details)

What's included in your "site"

Your site will look similar to the pictures in the Beverage Vendor Tent Layout Document and include

BEER, CIDER & SELTZER:

- White marquee (open at the front) 3m wide space inside a wide marquee
- Standard vendor name on the front lip of the marquee
- Black display boards at the rear for branding (2.1m high) – one side wall 0.6m and one back wall approx 3.0m
- Chiller space in container
- Flexi-bin for non alcoholics and low alcohol beer
- Bar Menu (A1 size)
- Bar Policy (A1 size)

WINE (this is different from last year)

- White marquee (open at the front x 2 sides) 3m wide corner space inside a 6m x 6m marquee
- Standard vendor name on the front lip of the marquee (both sides of the corner)
- Black display boards at the rear for branding (2.1m high) – approx 3.0m x 3.0m
- Chiller space in container
- Single door fridge (please ensure you leave room for non alcoholics and low alcohol beer)
- Bar Menu (A1 size)
- Bar Policy (A1 size)
- 1 x 2.4m + 1x 1.8m tables with cloths in L-shape at the front (for service)

If you need any extras like tables, power or similar to set up your site please let us know, by completing this info via the form link provided.

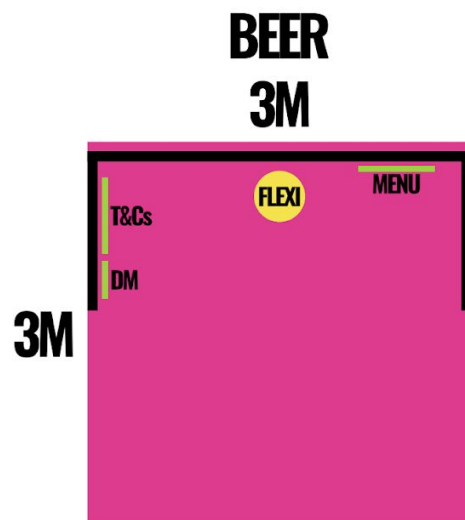
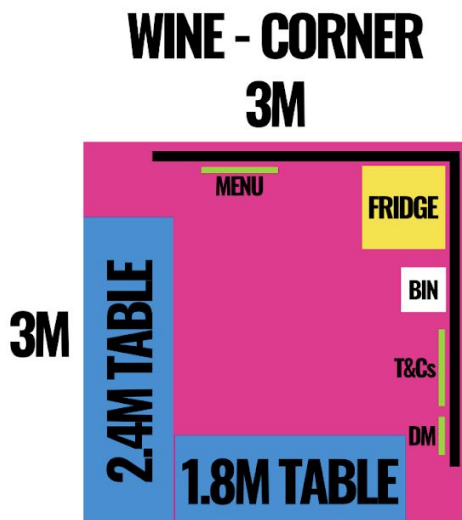
Please feel free to dress your site up – at other events vendors have done an excellent job of this.

The interior black walls of your site are exhibition walls and can be attached to by using “hook” Velcro, pins, or similar (these must be removed following the event). Screws, nails, etc should not be used without talking to an event staff member first as they may damage the walls.

WE CAN HELP WITH ANY PRINTING YOU NEED AT COMPETITIVE RATES

WHAT YOU NEED:

- Branding to display
- Beverage Pour System
- Duty Manager
- Service staff (we recommend at least 3 staff per site at any one time)



MENUS:

We will print an A1 Menu for all vendors that will have the products available for sale. This will be placed on the back wall of your site, along with a Bar Policy sign.

You do not need to worry about organizing a menu. See imagery in the Beverage Vendor Layout

Beverage Pricing + Pour Sizes:

Beverages are all at the set prices of

Beer	\$8.00
Cider	\$8.00
Seltzer	\$8.00
White Wine	\$8.00
Red Wine	\$8.00

Taste = \$2.50 (wine only)

Pour sizes are as follows

Wine

35ml taste

130ml glass pour – there is a “line” for both taste and pour

Beer / Cider

No taste

Glass – 350ml vessel, pour to the top

Reusable Cups \$1.50

WINE CUPS



BEER CUPS



For those attendees wanting to purchase beer, cider or seltzer, reusable cups will be available for purchase (\$1.50) from each of the beverage tents.

Mispours / Wastage:

If there are issues with keg pouring, or wastage, this is something that individual vendors will cover.

PAYMENT SYSTEM = AWOP:

All event sales will be run through the cashless payment system called AWOP. If you haven't used this before, don't worry, training will be provided.

Beverage vendor training on the AWOP system is at 9.30am on Saturday at the main bank area (near the entrance). Please ensure that you or at least one of your key staff members attend this session.

Patrons all have wristbands which they load with currency and then swipe these to make purchases. You will just need to select the items the patrons order and then they swipe their wrist band to complete the transaction (rather than paying cash or eftpos).

Your AWOP units will be pre-loaded with your menu items at appropriate pricing.

CHILLER SPACE & STORAGE:

There are several communal chillers that will be set at 4 degrees and unlocked for access during the day.

ICE:

Ice Rescue will make one mass delivery for all pre-ordered ice on Saturday morning. This will be loaded into the chillers (same location as your beverages)

To be included in this order, please complete the appropriate info in the form via the link provided.

We will have a team that can help with bringing you more ice to top up during the event.

STOCK:

Please make sure you order enough stock to cover the event, mitigating the idea of selling out.

For beer, cider & seltzer vendors, part sold kegs and similar will be returned to you as the vendor to do as you wish. Likewise if you have part kegs you are welcome to bring these with you, as payment to you works on units sold across the AWOP bar, not on litres poured.

Those who have attended previously know how busy it can get, please be over prepared rather than bringing just what you think you will need – being a staff member or two down at peak periods while someone has to retrieve an extra keg from a brewery/storage facility/supplier isn't great!

Please make sure you bring enough stock to avoid selling out - this has been an ongoing issue over the last couple of years

LIGHT BEER + WATER:

We will supply a light beer to all beverage vendors, this will be supplied by us to your site in cans. The beer can **MUST** be poured into the festival glasses on purchase, please do not give out the cans. **NO** taste option for these.

Each bar will have a free water station + bottled water for sale.

MERCH:

If you would like to sell merchandise (i.e. t-shirts, caps, bags, etc) this is fine. You will receive 100% of any of these sales (less a 1.4% transaction fee which is charged by AWOP). Please let us know if you plan to do this (via the form linked in the email) and we'll make sure your AWOP units are set-up with an appropriate button.

BEER, CIDER & SELTZER CUPS:

Attendees will be supplied with a festival wine cup on entry.

For those attendees wanting to purchase beer, cider or seltzer, reusable cups will be available for purchase (\$1.50) from each of the beverage tents.

Beer **MUST NOT** be poured into the Wine Cups, and vice versa.

RUBBISH:

You are responsible for all rubbish in your "site" during the festival and pack in / pack out.

You will be supplied with a 20L bucket for wastage/mispours.

There are large skips on site for you to empty any rubbish into.

Please **DO NOT** use the wheelie bins around the event but use the gantry skips back of house.

SECURITY:

There is security overnight (and during the event itself) but we suggest you leave your site as secure as possible, and packed down in case of inclement weather overnight.

VIP MENU:

We will be serving a variety of wine and canned beverage products in the VIP Bar.

Over the next week we will be in touch to discuss requirements with those vendors who provided options for the VIP Menu on booking.