



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

Main Contacts:

Vendor Information: Damien – 027 291 9884

PLEASE READ THROUGH THIS INFO IN FULL!

KEY TIMES:

Friday 12th February

- 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)
- **11am - 7pm: EVENT TIME!**
- 7.30pm - 9.30pm: Pack Out

Sunday 14th February

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

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.

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 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 any compliance checks by Wellington City Council.

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 or Sunday from 8am – 11am – must be fully packed out by 11am Sunday (unless of course we have to use the postponement day, in which case everything will roll over one day)

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 while working.

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

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 food site is 3m deep and the width you selected when booking (either 3m or 6m).

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.

What's included in your "site"

Your site will look similar to the pictures (either 3m x 3m or 6m x 3m depending on your booking) and include

- White marquee with 3 walls (open at the front)
- Pro floor plastic flooring
- Power
- Standard vendor name on the front lip of the marquee
- Chiller space in container (set at 4 degrees C – space will be labelled for each vendor)
- Access to running water and some basic wash-up facilities (shared)

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

SITE SIZE

3m	Aye! Empanadas and More
6m	Egmont St. Eatery & Rogue Burger
3m	Hot Like A Mexican
3m	Hot Sauce
3m	House of Dumplings
3m	La Boca Loca & Boquita
6m	Le Marche Francais & La Belle Waffle
3m	MISHMOSH
6m	Oaks Wellington Hotel
6m	Rosie's Red-Hot Cantina and Taco Joint & Master Kong
6m	The Crab Shack

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

Your space in the chiller will be labelled and some tables will be set up inside. Please make sure, however, that anything to be left is packaged correctly – poly bins are a great idea.

POWER:

We will send your requirements to the site electrician, he will have the power pre allocated to your site but we will ask him to come and visit you during or once you are packed in – this way he can make sure that all items are allocated to the appropriate circuits to avoid overloading.

ALL electrical devices MUST be current, up to date AND tagged (this includes any extension cords). This is important as the electrician has refused vendors in the past for not adhering to this.

FIRE:

Fire Protection – you will need to make sure that all equipment that is producing heat is located away from the marquee sides and also that you use heat plates when placing any cooking or hot equipment on trestle tables. You will be charged for any damages caused.

If in doubt please contact Campbell @ Hiremaster to advise (021 272 6123) – Hiremaster has hot plates you can hire, as tables + cloths might not handle the heat.

All food vendors are required to have a fire extinguisher or blanket – please bring this with you and have it at your site at all times.

FRYERS & SIMILAR:

Please do not empty any fryer fat, oil or similar on to the grass – this must be taken off site by you – fees will be on-charged if this happens.

STOCK + MENU ITEMS:

Please make sure that you have appropriate quantities of each of your menu items to be able to last the full festival without selling out. In the past we have had challenges with this, so we need to emphasize it!

Based on patron numbers, vendor numbers, and data from previous events, we expect sales volumes of 450 to 800+ with an average of 670+ portions per vendor through the day. Some will sell more than this as it will depend largely on how quickly you can serve patrons.

We DO NOT want you to run out of any menu items during the day – it's not a good look for you (or for us!), this is the only negative feedback we generally get, not to mention it's missed income for you!

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

RUBBISH:

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

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.

WASH UP FACILITIES:

We will have shared basic wash up facilities + running water available – this is vendor only access and you will be shown this on arrival. Please bring with you any cleaning equipment / product you might require.

EXTRA EQUIPMENT:

Hiremaster = our supply partner

contact Campbell at Hiremaster campbell@hiremaster.co.nz

If you have ordered extra equipment through Hiremaster this will be delivered direct to your site.

This will be contracted with them direct

Gas – please check your levels and be prepared, BP will be the closest supplier

SIGNAGE:

You can place a small menu board out the front of the marquee as long as it is flush to the marquee, and any advertising inside the marquee is fine.

Fliers and promotional material are welcome but must be pre-approved please.

Make sure that you are considerate to your neighbour – and this goes for sandwich boards and advertising outside your site.

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.

SET UP EXAMPLES:



