

We have tried to cover all the information, FAQs and topics below - please have a thorough read



SATURDAY 25th NOVEMBER 11:00am - 7:00pm
(rain day = Sunday 26th November)

On target for 6,250 patrons

The festival 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".

Main Contacts:

Vendor Information: Damien - 027 291 9884

On Site Contact: Thomas 021 822 590

VENDOR PACK IN: Friday 24th November from 3pm - 7pm

DELIVERIES: Thursday 23rd November from 8am - 4pm (these are our forklift hours)
[use the delivery form](#)

KEY TIMES:

Thursday 23rd November

- 8am - 4pm: All Deliveries
- KEGS and STOCK MUST BE delivered this day (we will put in the chillers)

Friday 24th November

- 3pm - 7pm: Vendor Pack-in

Saturday 25th November

- 7.30am - 9.00am: Vendor Access for final prep (no vehicle access on site)
- 9.30am: SalesPoint Payment briefing and training
- **10:00am: Full Final Vendor Briefing - host responsibility, last minute questions, etc**
- **11:00am - 7:00pm: FESTIVAL TIME, BARS OPEN!**
- 7.30pm - 9.30pm: Pack Out (ALL bars, equipment and kegs must be removed from under marquees before Sunday morning, These can be stored in other locations onsite, please see the team to arrange overnight storage.)

Sunday 26th November

- 8am - 11am: collection of any items still on site
- ALL equipment, kegs, bars, etc must be removed from under the marquees before Sunday morning to allow efficient pack-out of the marquees.

Monday 27th November

- 8am - 12pm: Freight Collection

NOTE: If we have to use the rain date of Sunday 26th November 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 23rd November.

We will have a forklift and operator from 8am – 4pm on site if needed.

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

PACK IN: 3pm – 7pm on Friday 24th November

ON ARRIVAL ALL VENDORS MUST CHECK IN WITH THOMAS

(NORTHERN ENTRANCE ONLY - SLIP ROAD) – [see the pack in location here](#)

You will be given a Health & Safety briefing + general site information - you will not be allowed onto site without this induction and wristband.

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 one 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 car parks.

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

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 kegs to your bars, etc. You MUST be all set up and ready to go by 9.30am please.

Please enter the site via the northern gate slip road on Cambridge Terrace (where you packed in).

Very limited parking will be available (until full) in the main Basin car park. Due to the number of people needing to park and restrictions on this (we have to share it), we strongly suggest planning ahead for an alternative location. There is plenty of street parking around.

PACK OUT:

Saturday night after the festival 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. These can be stored in other locations onsite, please see the team to arrange overnight storage.

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 hi-vis

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

STAFF ACCREDITATION:

When you arrive, please check in with Thomas 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 accreditation wristbands.

Please note these are for staff working at the festival only and cannot be used by patrons.

STAFF DRINKS:

There is to be NO drinking by staff behind the bar. Please feel free to bring any non-alcoholic beverages you wish.

CHILLER SPACE & STORAGE:

There are several communal chillers that will be set at 4 degrees and unlocked for access during the day. We will store any kegs etc delivered to the site directly into the chillers.

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 kegs)

To be included in this order, please complete the compulsory requirements form. 6kg bags of ice @ \$4 per bag - we are subsidising the actual cost. (FYI normal service station bag of ice = 3kg)

We will have a team that can help with bringing you ice to your site during the festival.

STOCK: [see the past consumption stats here](#)

Please make sure you bring enough stock to cover the festival, 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 works on units sold across the bar, not on litres poured.

Mispours / Wastage:

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

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. For breweries we recommend a minimum of 11-14 kegs and wineries a minimum of 14 cases + VIP Stock.

LOW ALC + WATER:

For those using our low alc option, this will be supplied by us to your site in cans.

The light beer **MUST** be poured into the festival cup on purchase, please do not give out the cans.

Each bar will have a free water canister + bottled water for sale. Drinking fountains will also be stationed around the festival.

WINE CUPS:

Attendees wanting to purchase wine, will need to purchase a reusable Wine Cup first time for (\$1.50) from any of the wine tents.

Attendees will be supplied with a festival Beer Cup on entry.

Beer, Cider or Seltzer MUST NOT be poured into the Wine Cups, and vice versa.

MERCHANDISE:

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 the transaction fee). Please let us know if you plan to do this (via the compulsory requirements form) and we'll make sure SalesPoint set-up you up.

GRASS:

The Basin Reserve is an iconic cricket ground and they are VERY protective of the turf. Please respect this as we have a large reinstatement cost in place which will be on-charged if necessary. NO vehicles on the grass. Only use trolleys with large inflated tyres, not small castor wheels as these will sink into the turf.

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 respect our waste team and new policies.

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

SECURITY:

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

BEVERAGE SITE SIZING:

Each beverage site is 3m x 3m.
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 flooring and walls, the depth of the site will decrease to around 2.5m)

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 PROVIDED IN A1:

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.

COMPULSORY EXHIBITOR REQUIREMENTS

If you need any extras like Ice, Tables, Power or similar to set up your site please let us know, by completing this info via the compulsory requirements form [online here](#)

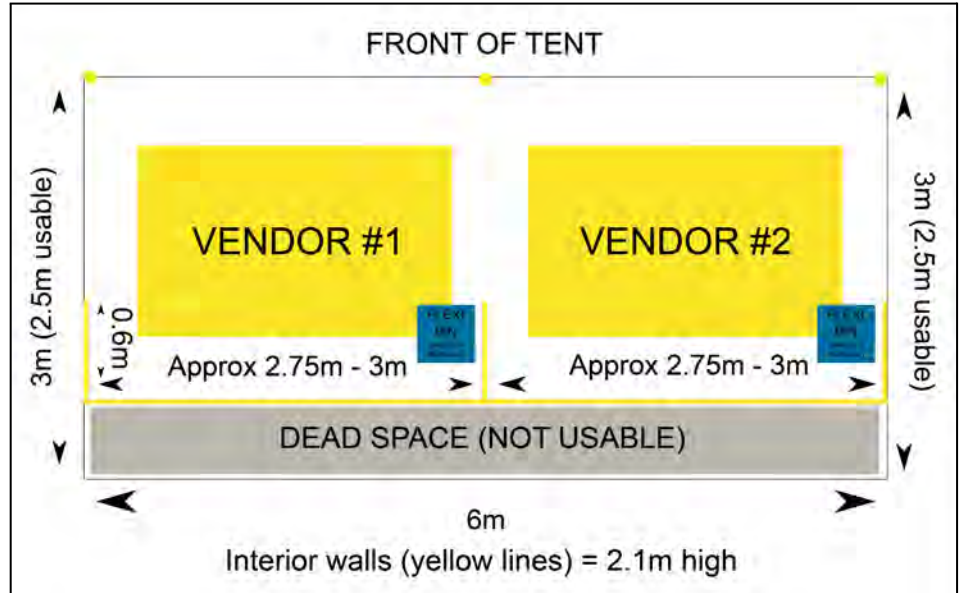
SITE SET UP

Please feel free to dress your site up – at our past festivals, vendors have done an excellent job of this. See some imagery below

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 festival). Screws, nails, etc should not be used without talking to a festival staff member first as they may damage the walls.

BEER, CIDER & SELTZER:

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



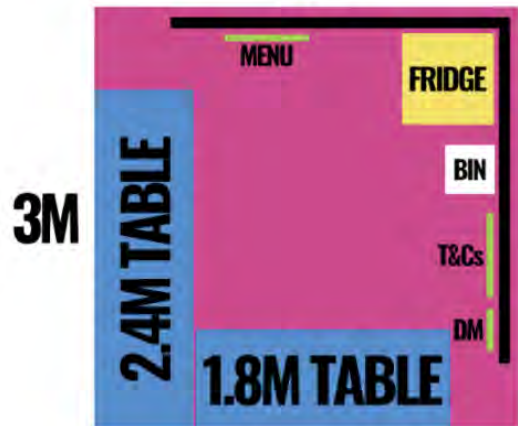
Signage

Menu A1 attached to the back wall and T & C attached to one side wall

WINE

- White marquee (open at the front) 3m wide corner space
- Standard vendor name on the front lip of the marquee (both sides of the corner)
- Black panels at the rear for branding (2.3m high) – 3.0m wide
- Single door fridge (please ensure you leave room for non alcoholics and low alcohol beer)
- Chiller space in container
- 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)

WINE - CORNER 3M



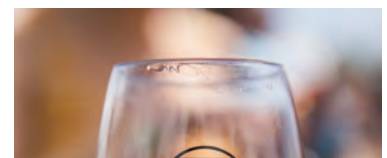
Beverage Pricing + Pour Sizes:

Beverages are all at the set prices of

TASTE Beer, Cider & Seltzer	\$3.00
Beer & Cider (2% - 5.9%)	\$8.50
Beer & Cider (6.0% - 7.5%)	\$9.50
Seltzer	\$9.00
White Wine	\$9.50
Red Wine	\$9.50



Beer / Cider & Seltzer



Taste – 75ml
Glass – 300ml vessel, pour to the top

Wine

No taste
130ml glass pour – there is a “pour line”
Reusable Cups \$1.50

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

PAYMENT SYSTEM = SalesPoint

We provide all the units for this - you don't need any eftpos units or merchant numbers

Cashless payment system via SalesPoint - salespoint.nz

- Eftpos or paywave only
- Makes transactions easier, cuts down queues and makes your systems faster - No cash, floats, headaches or requirements
- Real time reports & easy to use
- Minimal transaction fees (0.9%)

Beverage vendor training on the system is at 9.30am on Saturday

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

You will be sent out your own unique log in to the SalesPoint dashboard closer to the event
More information can be found [here](#)

VENDOR PAYOUTS:

At the conclusion of the festival you will be provided with a full stock breakdown of items sold across the individual vendors, and communicate the final fees and payout.

Funds will then be reimbursed to each vendor within 5 working days.

For more pictures see our [online gallery here](#).

