

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

KEY TIMES:

Saturday 25th November

from 7:00am: Food Vendor Pack In (see below for vendor specific info)

9:00am: Food Vendor SalesPoint briefing (please ensure at least ONE of your key staff attends this)

10:15am: Final H&S Check

11:00am - 7.00pm: FESTIVAL TIME, FOOD OPEN!

(bars close 7:00pm, food MUST be available until 7.30pm)

7:45pm: Site clear of public

8:00pm - 9.30pm: Pack Out

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.

What's included in your “site”:

- Ground protection - ply boarding for the truck and proflor for customers
 - Power (as specified with us on the compulsory requirements form)
 - POS units
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PACK IN TIME:

Please note your pack in time and ensure you are on time, as we need to run a ply board road across the grass for vendors and bring you in one by one. Please be patient with us!

Arrive at the SOUTHERN end of the Basin Reserve (McDonalds end) via the south gate entrance (see the [vendor pack in location](#))

Section 1 (pack in at 7.00am)	Vendor Name	Cuisine Type
	Black&Orange Catering	Low & Slow BBQ
	Hong Kong Foodie Wellington	Hong Kong style Street Food
	Hot Like a Mexican	Mexican
	Mr. Circle	Chinese crepe
	Delicioso	Argentinian food
Section 2 (pack in at 7.30am)		
	Fritzs Wieners	Hotdogs
	PepperX hot Chicken	Nashville Fried Chicken, Burger
	Roy's Dumplings	Asian Dumplings
	The Greek Food Truck	Greek Street Food
	DUTCHYS	BURGERS, FRIED CHICKEN, HAND CUT CHIPS
	The Hungry Monkey Wellington	Malaysian Street Food Fusion
Section 3 (pack in at 7.50am)		
	MD'S	Burgers, Fries Chicken Waffles
	Lil Orbits	Hot mini donuts
	Thai Street Eats	Thai and Asian
	Summer Snow Ice Creams	Ice Cream

PACK OUT:

Saturday after the festival from 8:00pm

(Unless we use the rain day, in which case it will be Sunday from 8:00pm)

As with pack in, we need to do this one by one in order. Please bear with us as it can be a lengthy process. You can assist us by being efficient in your general pack down so that you are ready to go as soon as our team is ready to lead you out.

HEALTH & SAFETY INDUCTION:

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

Electrical Certs: Note that as per general food truck requirements, all electrical items are required to have a current safety tag (including electrical certificate for the truck/trailer) – please ensure you have these all sorted prior to the festival.

A pre-festival safety check will be conducted prior to connecting you to the generator and we also anticipate that Wellington City Council's food safety team will also be conducting a food safety check. All vendors are expected to comply with any health & safety (including food safety) requirements from festival staff and/or Council/venue staff.

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 pack 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.

STAFF ACCREDITATION:

When you arrive, please check in with Thomas and he will 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 as they are Vendor specific bands.

R18

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”.

STAFF DRINKS:

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

MENUS:

YOUR MENU - 5 items + 1 optional sweet item and priced at a maximum of \$10 (no meals, the idea is cutlery not required style) - keep it simple!

Your menus will be loaded onto the SalesPoint unit prior to the festival so it is important that you have provided us with accurate details around these via the compulsory form.

Patrons will also receive a festival booklet on entry with your menus included.

You will need to display the appropriate menu and pricing on your Food Truck/Trailer.

If you need help to print your menu we can organise this on corflute - Pricing is \$20 for an A1

STOCK:

It is EXTREMELY important that we have ALL menu items available for patrons throughout the day. Items that are sold out are one of the biggest complaints that we receive from the public.

Wait times! Our other main complaint is wait times for food (as well as vendors being under prepared and selling out), so please keep on top of this – 2-3 minutes from order to completion should be your maximum target. The quicker this process is the more sales there will be across the board.

With short wait times, we expect patrons to purchase at least 2-3 menu items each through the day. Based on the number of food vendors and number of attendees, you will need to plan accordingly (it's always better to be over prepared than sell out!).

Consumption - Important:

Last years consumption per vendor, ranged from 450 to 700+ with an average of 570+ portions per vendor

GRASS:

The Basin Reserve is an iconic cricket ground and they are VERY protective of the turf / grass. Please respect this as we have a large reinstatement cost in place which will be on-charged if necessary.

NO vehicles on the grass.

NO waste to be disposed of on the grass.

Please note any damages are on-charged to the vendors.

WASTE POLICY:

All food vendor waste including oil, food waste, soft packaging etc must be removed from site by the vendor. Our waste team and new policies do not allow for the disposal of vendor waste unfortunately. Cardboard packaging is the exception and can be accepted by our waste team.

We only accept compostable serveware for the festival and a member of the waste team may be in touch to discuss this with you.

PAYMENT SYSTEM *NEW* = 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%)

Vendor training on the system is at 9.00am 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.

The turnover charge (or the minimum, whichever is higher) and transaction fees will be deducted from your payout.

Note: as mentioned above, any damages to the turf or similar will be on-charged if necessary.

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

