

OFFICE USE ONLY
Payment \$ _____
Receipt no. _____
Site no. _____

ART IN THE PARK

ARTIST SITE BOOKING REQUEST FORM

Being held on **Sunday 11th of February 2024**, 10am-3pm in the Government Gardens, Rotorua. Please complete and return by 3pm, Friday 2nd February 2024.

Please note that this is a curated market and submission of this form does not automatically secure your stall. You will receive an email or phone call to update you on the status of your application. Applicants are advised to put their form in early to avoid missing out as a limited number of sites are available.

Once a completed form is submitted you can expect to hear back from our team if we have approved your application within 7 working days.

Contact Details:

Contact Name _____
Stall/ Artist Name: _____
Contact Number: _____ Mobile: _____
Email Address: _____
Your Postal Address: _____

Social Links (if applicable)

Facebook: _____
Instagram: _____
Website: _____
Other: _____

IMPORTANT DATES:

- Applications Open: Friday 8th December 2023
- Applications Close: Friday, 2nd February 2024
- Market Date: Sunday 11th February 2024, 10am to 3pm

Contact person in case of Emergency:

Emergency Contact Name: _____
Emergency Contact Phone: _____ Mobile: _____

Art in the Park focuses on hand-crafted rather than hand-assembled goods/products.

Artist stalls **cannot** sell:

- Imported goods and or resold goods
- Hot or 'Takeaway' food
- Weapons
- Live animals
- Culturally inappropriate items
- Offensive, counterfeit or unauthorised products
- Items that The Arts Village may consider unsuitable for the market

Note: No variations to this without prior arrangement from the Arts Village management.

Artist sites at Art in the Park are available to local artists, art groups and New Zealand artists, makers, and crafters.

Are all of your goods handmade by you? Yes___ No___

If you have selected no, please explain: _____

What is your art form? What items will you be selling at this market? *(Please provide details on types of items and attach photos showing clear examples of your work where needed):*

We encourage demonstrations of your craft/arts practice onsite in this special setting in the beautiful Government Gardens. This year, we will have a separate area for artists to demonstrate their arts practice. Demonstrating artists will have allocated 30-minute time slots.

Will you be demonstrating your arts process on the day? Yes___ No___

If yes, how will you be demonstrating your arts process? What will this look like?

ART IN THE PARK 2024 STALLHOLDER MAP



SITE BOOKING REQUEST:

See the attached map for site locations. All sites are approximately 3m by 3m. **Sites 1-11 are allocated to food stalls, sites 12-83 are reserved for artist stalls.** If your requested site is already booked, we will contact you to offer alternatives.

Requested Site(s) #: _____ **Total Cost (\$40 per artist site):** \$ _____

SITE INFORMATION

- \$40.00 each (Site only)
- All stall sites are outside, the size fits a standard 3 x 3 metre gazebo.
- Stallholders must provide their own tables, chairs, gazebos, tablecloths, display, etc, and anything else they need for their stall.
- No parking is allowed on the grass.
- All sites will be marked in squares indicated by chalk markings on the grass, with site numbers pegged in front and centre of the stalls.
- The market site is in a park; there are trees, hard and soft ground, and gardens. While we do our best to stay true to the map, there may be some variance on the day.

Please note: The market is smoke-free and no pets are allowed on site (except registered service dogs).

SET UP AND PACK DOWN:

Sites can be set up from 8am onwards and must be set up and ready by 10am at the latest. The event ends at 3pm and no earlier; sites must stay set up until this time, even if all stock is sold.

CANCELLATIONS:

We are weather dependent as this is an outdoor market. Our team will do their best to ensure the market can go ahead on the date we advertise. In the case of wet weather, the market will still go ahead but there are no inside stalls available, stallholders will need to make their own wet weather preparations and decision on attending.

In the event of very bad weather (heavy rain/storm/high winds/flooding/fire/earthquake) the market will be cancelled by decision made by the Arts Village team. In this case, the decision will be made no later than 3pm the day before and will be posted on our Facebook page, Instagram, and our website. We will email all stallholders, and a sign notifying the cancellation will be put up at The Arts Village front door.

Unfortunately due to the costs already associated with this event, a **no-refund policy will apply for cancellations.**

POSTPONEMENT

Postponement day for Art in the Park is on **Saturday, 17th February 2024, 10am-3pm** and will be held at The Arts Village.

STALLHOLDER AGREEMENT

By signing, you declare that all of the information you have given is accurate, and you have read and understood the terms of participating in this event.

I/We also agree to take responsibility for my/our own health & safety while attending the Art in the Park 2024.

Full Name: _____

Signature: _____ **Date:** ____/____/____

PAYMENT:

Please note we require payment for sites at the time of booking. We accept payment via EFTPOS, Visa, Mastercard, and Cash at our reception.

You may come in during our office opening hours, **Tuesday - Friday 9am to 4:30pm, or Saturday 10am- 2pm** (Office closed 23rd Dec to 2nd Jan).

You can also pay via internet banking, our details are:

Kiwibank Account number: 38 9016 0140025 00

Account Name: Rotorua Arts Village Trust

Please include your name and "AIP" as a reference

To book your site, please return this form with payment to:

The Arts Village

1240 Hinemaru St, Rotorua, 3010

office@artsvillage.org.nz

07 348 9008

www.artsvillage.org.nz