**STALLHOLDER TERMS AND CONDITIONS 2025**

Our stallholder's work can encompass all mediums including jewellery, painting, illustration, felting, knitting, embroidery, mosaic, bone and wood carving, glass, stone, flax work, photography, sculpture, sewing, pottery, woodworking, etc.

**Bookings**

**Once a completed an online form is submitted you can expect to hear back from our team within 7 working days with confirmation of your site and payment**

**2025 Art in the Park - 9th February 9am - 2pm**

**- Applications close: 31st of January**

**Payment**

● $45.00 each (Artist Site only)

* $80 each (Food and beverage site only)

***Kiwibank: Rotorua Arts Village Trust***

***38-9016-0140025-00***

**For online payments please use the following references.**

**Your name and**

**AIP - Art In the Park**

**Cancellations / Refund Policy**

We are weather dependent, as this is an outdoor market please make your own wet weather preparations . In the case of severe weather conditions a decision to cancel will be made by The Arts Village team, and will be posted on our social media and websites by 8th of February with Postponement date of the 16th of February.

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

**Set up/ Pack down Logistics**

● Stalls may be set up from 7am on the day and stallholders must be on site by 8.30am. Stalls must be ready to sell from 9am.

● Stalls may **not** be packed down any earlier than the market closing time of 2pm, if you have sold out of your product, please put up a 'sold out' sign.

*If you have trouble locating your space on market day, look for one of our Arts Village team (wearing high-vis) who can assist you.*

**Parking**

● Parking is not permitted on the market site. This includes cars, trucks and trailers.

● No vehicles are to be moved on or off the market site during market operating hours.

**Site Information**

● 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.

**HEALTH AND SAFETY**

● Please ensure your gazebo as well as weights are secured safely within your allocated space.

● Stallholders must keep all displays, signs, etc inside their dedicated stall area and keep all pathways clear to avoid tripping hazards.

● Stallholders must not dismantle their stalls or begin packing up until the close of the market

● No vehicles can be moved on or off the market site until after the market closes at 2pm

**Smoke-free & Pets**

As are markets are located on council property, our market is vape/smoke-free, and no pets are allowed on site (except registered service dogs).

**Power**

Food Stalls will need to be able to provide their own power using a generator. No power is supplied by The Arts Village for food or artist stallholders unless it has been discussed with The Arts Village prior to.

**Marketing**

Our marketing includes market signage, posters, social media posts and weekly newsletters to our database. Market information can also be found online via our website, event listings and social media.

We encourage all stallholders to advertise, and let your customers know you are attending our market on their own social media. Stallholders can tag us on Instagram @theartsvillage in their posts so we can reshare.

By applying to become a stallholder with The Arts Village, this gives The Arts Village permission to use any imagery or blurbs from the stallholders business website and/or social media pages, to use for advertising purposes.

**Products**

**This is an artisan market, therefore the following applies:**

1. Handmade artisan products only (made in NZ)

2. Original creations/and or crafted by hand

Artist stalls **cannot** sell:

1. Imported goods and or resold goods

2. Hot or ‘Takeaway’ food

3. Weapons

4. Live animals

5. Culturally inappropriate items

6. Offensive, counterfeit or unauthorized products

7. Items that The Arts Village may consider unsuitable for the market **Inappropriate items will be assessed on a case by case basis.**

Please note: No variations to this without prior arrangement from The Arts Village management.

**Tips for new stallholders:**

● A simple floor length tablecloth, and a well thought out display will look great! ● Keep your prices clear.

● Ensure that you have enough float for the day.

● Once set up, step outside of your stall and take a look from a different point of view. Are your products easily visible and accessible?

● Bring enough food and water to last the day.

● Bring business cards, or even try a QR code that links to your social media.

● Bring clothing that suits the weather, such as a warm jacket on a cold day or a cool hat on a hot day. There is nothing worse than being uncomfortable at a market!