



**ARO VALLEY FAIR 2025 STALL
APPLICATION
Saturday March 8th 10am – 4pm**

All of the stall holder terms and conditions are available on the Aro Valley website at www.arovalley.org.nz but are also detailed below. Stall holders are advised to print a copy of these and keep a copy of this stall application once completed.

Please note that Aro Valley locals get a discount rate of 50% off the prices listed below. Please note on your application if you are a local and provide a copy of a utility bill with name & address details.

Please indicate whether you require power, we can supply a small number of food stalls 10amp power supply from main hall building.

I have read and agree to the stall holder terms and conditions

Craft / Market Stalls		
Type/Size	Cost	Tick
Community	Free	<input type="checkbox"/>
1x1 - Kids	\$10.00	<input type="checkbox"/>
2x2	\$30.00	<input type="checkbox"/>
3x3	\$60.00	<input type="checkbox"/>
5x5	\$120.00	<input type="checkbox"/>
Special Reqs:		
Shade?	Preferably indoors	
Grass?		
Concrete?		
Other?		
Trestle Table	\$25.00	<input type="checkbox"/>
Total Cost	\$30 -50% (community discount) = \$15	

Food Stalls		
Type/Size	Cost	Tick
Small (max 3x3)	\$100.00	<input type="checkbox"/>
Large (max 5x5)	\$130.00	<input type="checkbox"/>
Extras:		
Trestle Table	\$25.00	<input type="checkbox"/>
Power (10 amp) - limited number available from hall building	\$20.00	<input type="checkbox"/>
Own power supply (no cost)		<input type="checkbox"/>
Total Cost	\$	

Your Details			
Business Name:		Contact Name:	
Products: (please list)		Where made:	
		By Whom:	
Cell Number:		Address:	
Other Phone:			
E-Mail:			
Payment Instructions: An invoice will be sent to you once we receive your stall application.			
Direct Credit: Details will be included on your invoice. Kiwibank 38-9006-0797568-00.			



ARO VALLEY FAIR 2025

STALL TERMS AND CONDITIONS

All stalls must comply with the following terms and conditions:

- We encourage local, handmade, sustainably produced and healthy goods. We do not support unethical goods (such as most manufactured, plastic, imported goods; or unhealthy foods).
- Waste management is a shared responsibility. We ask you to abide by the following to make it easy for you and us.
 - At Aro Valley fair we support sustainable waste management. As a stall holder it is your responsibility to take away all your waste. Please recycle everything that is possible to recycle.
 - We will have recycling facilities available at the fair. We will accept clean and recyclable glass, aluminium and plastic containers.
- There will be some parking available for stallholders at Lychgate Funeral Home (306 Willis Street, Aro Valley, Wellington 6011). **Please do not park on Aro St.**
- If you need to unload your stall goods from your car, access to the site is from 7.30 – 8.00am. All vehicles will be asked to leave after this time. **No vehicles are allowed on site to unload after 8.00am.** Otherwise set-up of craft/market stalls is from 8.00am-9.00am, please do not be late. If you arrive after 8.00am there is an un-loading area on Aro Street which you will be directed to use.
- At the end of the fair, vehicles will not be allowed back on site until most of the attending public have left. The event managers will decide when this is. You will be unable to pack up prior to this decision. All cars entering and exiting may be required to be escorted by staff.
- No vehicles are to block any access way, wait on roads, or otherwise cause traffic hazard.
- Any gazebos or shade must be adequately weighted. This is a public safety consideration. Please plan ahead.

- Please book the size site that you require as there will be no extra room given between stalls, as our space is limited.
- All electrical items must display a current test tag.
- **Food stalls can only sell food in biodegradable containers, cups, straws, and cutlery.** No exceptions.
- Food stalls must comply with all WCC health regulations. **High risk foods must have one staff member with a current food handling certificate** (please send a copy of this with your application).
- Food stalls that are not fully mobile licensed must complete the WCC Food Safety Form (form at end of this doc) and return to community@arovalley.org.nz no later than 1st of March. Food stalls must also comply with all WCC Food Safety regulations <https://wellington.govt.nz/certificates-and-licences/selling-food/food-stalls> or for charitable groups fundraising see [Selling food - Fundraisers and sausage sizzles - Wellington City Council](#).
- There are no refunds on stall applications 1 week prior to the fair.
- For updates on postponement please call **027 267 0100** from 6am on the day of the event or visit our website www.arovalley.org.nz
- Payment **must be made** by 1st of March – all details on how to pay are on the stall application form and on the invoice that will be emailed to you.
- Stall applications can be emailed to community@arovalley.org.nz.
- An application is complete when both the application and correct fee are received.
- If your payment is not received by the 1st of March, we cannot guarantee you a place at the fair. If you do turn up and we are able to allocate you a spot on the day, your fair fee (late charges will apply) must be paid in full by cash before a site will be allocated.
- The above conditions are binding for all stalls and must be adhered to. Event managers have the right to exclude, without refund, any person or stall who fails to comply on the day.

Email: community@arovalley.org.nz

Phone: 384 8499

Web: www.arovalley.org.nz