



屋崙華僑會所
Auckland Chinese Community Centre Inc

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Dear Prospective Stall Holder

21 July 2017

Re: Terms & Conditions for Stall Hire to be Strictly Followed By All Stall Holders

On behalf of the Auckland Chinese Community Centre, I wish to thank you most sincerely for your continued support of our annual Chinese New Year Festival & Market Day. We wish to advise the Terms & Conditions for Stall Hire which must be strictly followed by all stall holders to ensure safe and smooth arrangements for the day.

Packing In & Packing Out Stages: All persons must be inducted on ASB Showgrounds Site Safety Rules as attached and must wear Hi - Viz Vests (orange or yellow), other safety gear as appropriate and closed toed footwear. No children 15 years or under allowed. ACCC will have a limited number of vests available on site for sale at \$4 each.

Electrical Equipment : All electrical equipment is required to be tested & tagged including leads & multi-boxes. ACCC can arrange testing & tagging for \$4 per item on site on Friday 10am to 4pm and Saturday 6am to 9am.

Set Up Time: Please arrange to set up your stall from **6.00am to 8:30am (no later)** on Saturday, 3 February 2018. Please note the ASB Showgrounds management have specifically banned the use of nails for fixing signs and other material to the side walls or moveable doors.

Stall Holders Unloading: Vehicle access to Halls 3 & 4 is via the lane on the Western side of Public Parking and Outdoor Food Stalls via the front road directly opposite the main gate from **6.00 am – 8:30 am (no later)**. After unloading goods, stall holders will be directed to special stall holders parking areas at the rear of the Halls or in a special area behind the arena, as designated on the site plan.

Carparking: ASB Showgrounds have changed their policy to restrict free carparking, so only a limited number of passes will be issued to stallholders which can be exchanged on the day for concession cards at the ACCC service counter.

Public Safety Regulations: All vehicles must be cleared from stall holders areas before members of public are allowed in. Official Safety Officers will be on duty to ensure compliance.

Traffic Control: All approaching traffic using the Southern Motorway are requested to exit at Market Rd. and enter the Showgrounds from Manukau Rd end of Green Lane Road. (Right hand turning into the Showgrounds will not be permitted).

Closing Time: 4.00pm: Public will be asked to leave stalls area by **4.00 pm** Stall holders vehicles will only be allowed in after **4.15pm**. when all members of the public have left. Official Safety Officers will again ensure strict compliance.

Rubbish: Each stall holder must dispose of their own rubbish otherwise future participation may be jeopardised.

Food Stall: have to comply with Auckland Council Health Regulations in all respects otherwise you will not be allowed to trade. All gazebos must be securely anchored to the ground to ensure safety in windy conditions.

All Halls and Showgrounds area must be vacated by **5.15pm** to avoid expensive extra charges.

Yours Sincerely

Yuanyong Yang
Stalls Organiser