



Jolly Jingle Jam Trade Days 2024

Vendor Registration Form

Wed, 18th & Thursday, 19th December 2024 @Punanga Nui Market

CONTACT DETAILS

Contact Name: _____ Phone #: _____

Business Name: _____ Email: _____

Stall Name: _____

STALL TYPE

1. Food/Drinks:

Please provide a description of Food/Drinks that you will be selling for promotional purposes.
PLEASE ENSURE YOUR VALID TMO FOOD LICENSE IS DISPLAYED AT ALL TIMES.

2. Arts/Crafts:

Please provide a description of Arts/Crafts that you will be selling for promotional purposes.

3. Pa Enuā Vendor:

Island: _____

Please provide a description of items that you will be selling for promotional purposes.

EVENT FEES

This year we are offering vendors the following options for stall spots:

PLEASE TICK YOUR PREFERENCE:

3 x 3 Huts Provide your own table/chair	\$20 per day	<input type="checkbox"/>
3 x 3 Spots Provide your own tent/ table/chair	\$30 per day	<input type="checkbox"/>
3 x 3 spots BTIB to provide tent/table/chairs	\$50 per day	<input type="checkbox"/>
Ice cream & Food Trucks/Caravans	\$30 per day	<input type="checkbox"/>
Power usage (Bring your own leads, extensions)	\$20 per day	<input type="checkbox"/>

- The options above are on a first-in-first served basis where each vendor is given the opportunity to choose their spot.
- **CANCELLATIONS WILL NOT BE REFUNDED.**
- Ice cream & Food trucks/caravans will be located on the inner-side of the Punanga Nui Market. ALL CARAVANS/TRAILERS WILL NEED TO PROVIDE THEIR OWN POWER GENERATORS, EXTENSION LEADS AND PLUGS.

TERMS AND CONDITIONS

As a valued vendor, you and your staff are responsible for reading, understanding and following applicable standards, rules, policies and regulations pertaining to your business. BTIB rules and regulations may be amended from time to time. BTIB reserves the right to deny a vendor application, prohibit anyone from selling at an event, and/or prohibit any product from being sold at an event. Prospective vendors must go through this application process to be eligible to join the event.

- BTIB reserves the right to refuse participation to any vendor.
- Preference will be given to applicants with food menus that best suit the target audience for an event.
- Payment of fees is to be received upon lodging of contract.
- Setup begins two hours before the event opening. All vendors must be ready for business by 9 am on all three days of the event.
- NOTE: a limited number of stalls are available. Vendors will be accepted based on space availability, product and food customary to the Cook Islands.

- Food vendors are not permitted to share or assign a site to another person without approval by BTIB.
- Vendors must not swap sites with other vendors before or during the event without BTIB's approval.
- Vendors are not allowed to pursue any fundraising of any means or reselling or subletting of booth space that has been pre-allocated. No raffles permitted.
- Stall fees paid per day will be refunded by BTIB should the event be canceled at any time due to any natural disasters e.g. cyclone, tsunami, etc.
- BTIB reserves the right to expel or block any vendor from an event for boisterous conduct, illegal activity, failure to obey vendor rules and regulations as listed in this document, and failure to comply with any reasonable request made by the BTIB management team.
- Vendors are required to provide at least 14 days' notice if unable to attend the event. This will allow time for BTIB staff to find a suitable replacement.
- Vendors utilizing power plug-ins will pay \$20 per day for 1-3 appliances. 4-5 appliances is an extra \$10 per day. Please provide your extension leads and multi-plugs.
- All food trucks, trailers, and caravans that require power usage must provide your extension leads. It will not be the responsibility of the organizers of the event to plug you in.
- Choice of location spots is on a first-in-first-served basis. BTIB will not be responsible for any double-up of spots where vendors are selling the same products.
- All vehicles will be allowed into the event area for set-up and pack-up purposes only. Pack-in time is from 7 am to 8.30 am. Pack-out time is from 2 pm. Vendors who arrive after 8.30 am for pack in, or wish to pack out before 2 pm will not be permitted to drive through to their stall spots.
- Please ensure that you have two people at one time at your stall. Rotation and taking shifts is encouraged. At all times, man your stall, do not leave it empty during the event.
- Based on feedback from previous events, customers complained that vendors ran out of food by 12pm. Please ensure that you have enough food sales to last till 2pm.
- Vendors must maintain their stalls in a clean and tidy manner at all times. Vendors are responsible for the removal of their own rubbish, packaging and recyclable materials and must ensure the site is left clean at all times. Rubbish bins will be provided around the grounds.
- Vendors will be charged:
 1. A fee if BTIB incurs expenses to clean a vendor's booth area or leftover rubbish.
 2. If BTIB incurs any fines/penalties due to the negligence of a vendor.
 3. If any action on the part of the vendor results in additional out-of-pocket expense to BTIB.

- All food Vendors to please display your Food Safety Certificate throughout the event. TMO staff will be conducting spot checks. Understand your obligations when you are running a stall and follow the food safety standards.
- BTIB requests that all food stalls have your staff wear sterile latex gloves when handling food and change gloves throughout the day.
- BTIB reserves the right to forfeit any vendor's space that remains unoccupied. BTIB has the right to rent the said space should another vendor wish to take up the space.
- Neither BTIB nor its agents or representatives will be responsible for any injury, loss or damage that may occur to the vendor or your employees or property from any cause whatsoever. Under no circumstances will BTIB be liable for lost profit or other incidental or consequential damages. Vendors shall obtain, at their own expense, adequate insurance against any such injury or loss of damage to their equipment or vehicle or items or products.
- Adequate security will be provided during hours when the event is not open to the public. However, vendors are solely responsible for their own materials, vehicles, items, products, and equipment. BTIB will not be responsible or liable for any loss or damages including fire, accident, or theft, or act of God incident (storm, tsunami, or other) held at the event. All property of the vendor is understood to remain in their care, custody, and control in transit to and from and within the area of the event grounds.
- All vendors must comply with the opening ceremony and respect BTIB's request until the ceremony is completed or until BTIB has given approval to start.
- Vendors are not allowed to use any kind of audio system including loudspeakers or microphones without the permission of BTIB.
- No grease or greywater is to be poured onto the ground or down any drains or dumped into the nearby sea.
- It is mutually understood and agreed that BTIB shall use proper and reasonable care to have all applicable power services in time for the opening of the event. Proper and reasonable care shall be taken to prevent the interruption of power services during the event. BTIB shall not be held responsible for late installation or any interruption that may occur.
- Ice cream & Food trucks/caravans will be located on the inner-side of the Punanga Nui Market. ALL CARAVANS/TRAILERS WILL NEED TO PROVIDE THEIR OWN POWER GENERATORS, EXTENSION LEADS AND PLUGS.

- **PLEASE READ AND SIGN THE FOLLOWING:**

By signing this application, you are accepting full responsibility for your own entries, including loss by breakage, theft, fire, rain, wind or any other cause of damage to inventory or person. Vendors are also responsible for any insurance they deem necessary; vendors hereby expressly release BTIB, our participating sponsors from any and all liability whatsoever.

I confirm that I have read, understood and agree to the rules and regulations for operating a stall at the event.

I agree to have my stall open 8.30am to 2pm on the agreed days. I must comply with the required pack in time from 7am to 8.30am and pack out time at 2pm. Vehicles will not be permitted in the event area between 8.30am and 2pm. I understand that entrance/exit areas will be blocked off from 8.30am to 2pm.

I accept full financial responsibility for payment of the site and associated costs.

I understand that the photographs & film footage may be taken of me (or of person/s in my charge) by authorised person/s to be used by the Business Trade & Investment Board in any publicity/promotion, regarding the Business Trade & Investment Board and/ or its events, free of charge and for nonspecific period of time, nationally and internationally.

Signature: _____

Name: _____

Date: _____

Total Payment: _____

Payment Receipt No.: _____