

Stallholder Terms & Conditions 2026

1. Site Approval

- All stallholders must complete the application form by 31st May 2026.
 - Applications are considered with the goal of maintaining a high-quality, garden-focused market.
 - Site allocations are at the discretion of the Garden Marlborough Committee. Requests to retain the same site as previous years will be considered but cannot be guaranteed. Any changes to the grounds, layout, or other circumstances may require relocation.
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2. Payment

- Payment for your allocated site is due within 20 days of invoice date.
 - Failure to pay by the due date may result in your site being offered to another applicant.
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3. Cancellations & Refunds

- Stallholder-initiated cancellations after site allocation will incur a 50% cancellation fee.
- No refunds will be issued after **31st October 2026**, unless approved at the Committee's discretion.
- If the Garden Marlborough Fête is cancelled by the Committee (more than 7 days before the event), a full refund of your stallholder fee will be issued, less a \$10 administration fee.
- In the event of a last-minute cancellation or postponement, the Committee is not liable for any losses or expenses incurred by stallholders.

4. Sites

- Limited sites are available across 3 categories, Plant, Food and General. Sites are allocated at the Committee's discretion.
- Sites do not include any fittings, fixtures, tables, or marquees.

- All sites are on grass. If using a tent or marquee, you are responsible for safely securing it. No large pegs are allowed; damage to the grounds may result in an invoice for repair.
 - **Stall Space Usage:**
Stallholders must only occupy the space they have booked. If a stallholder exceeds their allocated area, Garden Marlborough reserves the right to:
 - Charge additional fees on the spot for the extra space used, and/or
Require the stallholder to reduce their footprint immediately, and/or
 - Remove the stallholder from the event without refund.
 - By submitting an application, stallholders agree to comply with their allocated space and accept these conditions.
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5. Power

- Power is available for all food stallholders. Additionally, there are 20 powered sites in Row A available for standard stallholders, allocated on a first-come, first-served basis.
- Generators are not permitted without prior consent from the organisers.
- Please note that power will not be available on Saturday for setup or overnight use.

NOTE: Before permitting or authorising a connection for the supply of electricity to a connectable installation in a vehicle, the person supplying electricity must verify that the connectable installation has a current warrant of electrical fitness.

Electricity regulations also require electrical cables, such as extension cords, cables and appliances used for the event should carry a certificate showing they have been tested for safety in the last year.

6. Food Licensing & Liquor

- All food vendors must hold a current licence under the Food Act 2014. For more information, contact Marlborough District Council (03 520 7400).
- Any stall intending to supply or sell alcohol must apply for a Special Fete Liquor License. Alcohol may only be served within the approved hours.
- The sale of food or alcohol without proper approval is strictly prohibited.

7. Waste Management

- Stallholders are responsible for keeping their site clean and tidy throughout the Fête.
- All waste generated must be removed within two hours of the event's conclusion or placed in the skip's provided.
- Food vendors must contain all food waste and take measures to prevent spills.
- Wheelie bins for patrons may not be used for stallholder waste.
- Any damage or waste left behind may incur additional charges to the stallholder.

8. Exhibits & Signage

- All displays must remain within the allocated site boundaries.
- No projections, overhangs, or structures that hinder adjacent sites or walkways are permitted.
- The Committee reserves the right to remove any display, signage, or materials deemed offensive, dangerous, or inappropriate.
- Stallholders may not advertise or promote sponsors other than the main festival sponsor. Non-complying stalls will be asked to remove the signage or vacate the site.

9. Vehicles & Access

- Access to Churchill Glade is permitted the day before the event between the hours of 3pm-8pm, and on the day from 6am.
 - Vehicles must be moved to the the allocated parking area by 8am on Fete day. Limit 1x carpark per stall.
 - Authorized vehicles must drive at maximum 10km/h and exercise extreme care.
 - Access ways must remain clear at all times.
 - Parking is available under the trees on the west side of the glade, Garden Marlborough staff will be onsite to direct traffic.
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10. Health & Safety

- Stallholders must comply with all relevant Health & Safety legislation.
 - All fire, BBQ, or heating equipment must be fire-safe and have appropriate separation from the public.
 - LPG cylinders must not exceed 10kg, must be securely stored, and have snap couplings.
 - Smoking is prohibited on the grounds.
 - Stallholders are responsible for briefing staff and volunteers on site hazards.
 - First Aid is available at the Churchill site. Accidents or hazards must be reported immediately to the Festival Health & Safety Officer.
 - Dog's on Leashes are permitted
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11. Insurance & Liability

- Stallholders are advised to carry personal and public liability insurance. Proof may be requested by the Committee.
 - The Committee takes care but is not responsible for any losses, damage, or theft incurred at the Fête.
 - A security guard will be present on-site from 8:00pm on Saturday until 6:00am on the morning of the Fête. Stallholders are advised that all valuables left on their sites overnight are at their own risk, and the Garden Marlborough Fête Committee accepts no responsibility for loss or damage.
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12. Removal & Pack-Out

- No exhibits or displays may be removed before the Fête closes.
 - Dismantling may commence after the event's official close, and all materials must be removed within 2 hours of close time.
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13. Advertising & Use of Exhibitor Information

- Stallholders may promote their business only from their allocated site.
- Exhibitor information may be used for festival promotion, programme listings, and media purposes.

By submitting a stallholder application, you agree to abide by these Terms & Conditions.

