



BAY VIEW MARKET DAY

Saturday 28th November 2026

STALLHOLDER APPLICATION FORM

Business/Stall Name _____

Contact Name _____

Address _____

Phone/Cell _____

Email _____

Preferred Stall Numbers: _____

Please complete the following:

- Were you booked in as a stallholder in 2025? YES/NO
- Are your products handmade? YES/NO
- Are your products made in NZ? YES/NO
- If NO, please state country of origin _____
- Were you personally involved in the making of your products? YES/NO
- Are your products second hand? YES/NO
- Where do you currently sell your products? _____
- Name your website/Facebook/Instagram _____

Please give a brief description of your products:

- Are you a Food Stallholder? YES/NO

If YES, does your food display include ingredient/allergen information? (e.g. contains nuts, gluten, dairy)

YES/NO

I confirm my food has been prepared in line with safe food handling practices and is suitable for sale to the public

YES/NO

- Do you use a generator for your stall? YES/NO
(Please note there are NO powered sites available).
- Would you like to donate some of your product or a voucher for our school raffle? YES/NO

(We greatly appreciate any donation towards our school raffle or mystery sticks, which are both sold at the Eskdale School stall on market day).

If you are kindly making a donation - THANK YOU!

Could your donation please be dropped off or posted to Eskdale School before 25th September 2026. In some cases, pick-up can be arranged. Please email us to discuss arrangements.

Eskdale School
324 Hill Rd
R D 2
NAPIER 4182

STANDARD STALL SITE REQUIRED:

☐ \$90 (4m)

FOOD STALL SITE REQUIRED:

☐ \$110 - please state the size that your caravan/truck needs _____

AMUSEMENT STALL SITE REQUIRED:

☐ 20% of day's takings with a minimum of \$90 - please state size of space needed _____

To help us process your application promptly, please ensure the following:

☐ If you are a food stall holder please include a copy of your current **council registration certificate**. If this expires before the 28th November 2026, please email us your renewed certificate as soon as it is renewed.

☐ **Payment**

Online Banking:

Eskdale Home and School Association
Westpac Bank
03-0698-0975167-00

- Please reference 'MD' and company name or surname in the online banking reference details
- To assist us in identifying payments, please advise us of the reference details used:

Ref 1: _____ Ref 2: _____

Please state the date the payment was lodged: _____

No sites are secured until payment has been received and you have been sent a confirmation email.

Please email completed application to bayviewmarketday@outlook.co.nz

Or send to:

Market Day
Eskdale School
324 Hill Rd
R D 2
NAPIER 4182

To stay up-to-date with the latest information, be sure to like our Facebook Page
Bay View Market Day

By submitting the Stallholder Application Form you agree to the Terms & Conditions of the Bay View Market Day 2026.

TERMS & CONDITIONS

STALL APPLICATION

- The Bay View Market Day committee reserves the right to accept or decline any stallholder application.
- Stallholders wishing to share a site must each submit a separate Stallholder Application Form, indicating the name of their intended site-sharing partner. Approval of any site-sharing arrangement is at the sole discretion of the organisers.
- Stallholders must not assign their site to any other person or stallholder.
- Allocation of the stalls is entirely at the organisers' discretion.
- We will do our best to accommodate requests for specific locations and proximity to similar vendors, however we cannot guarantee every request can be met. Booking early gives you the best chance of securing your preferred site.
- The Bay View Market Day committee reserves the right to move any stallholder as they deem necessary.
- Stallholders may only occupy the site allocated to them, and must not move to another site.
- There are no powered sites.

PAYMENT

- All stallholder fees must be paid in full to confirm your site booking.
- All stallholder fees must be paid in full by 25th September 2026. If full fees are not paid by then, stall site may be offered to another stallholder.
- The application fee is non-refundable in the case of cancellation. Cancellation of the event is at the discretion of the organisers.
- Cancellation will be:
 - on our Facebook page 'Bay View Market Day'
 - broadcast on 89.5FM and any other stations that are able to be notified

MARKET DAY

- The Bay View Market Day will be open to public on Saturday 28th November 2026.
- Gates open for stallholders at 5am. You must be in the gate BEFORE 8am as this gate will be closed for Health and Safety reasons.
- All stalls must be set up by 8.30am on market day (Saturday 28th November 2026).
- The gates will open to the public from 9am-2pm.
- Stallholders must have their stalls fully operational during the hours 9am-2pm.
- No stallholders are to leave or be packed down before 2pm, for safety reasons.
- Stallholders must exercise extreme care and awareness when setting up and packing down.
- The safety of attendees, fellow stallholders, volunteers, and organisers must always be prioritised.
- No dogs are permitted at Bay View Market Day, with the exception for registered service dogs.
- Strictly no cans of silly spray to be sold.
- No overnight camping is permitted on Petane Domain.
- All stallholders must be packed up and vacated Petane Domain by 4pm. Stallholders are responsible for picking up their own rubbish. Some rubbish bins provided.
- Stallholders are responsible for providing their own equipment including but not limited to, sun shelter and display tables.

INSURANCE, SECURITY, VEHICLES & LIABILITY

- Insurance is the responsibility of the stallholder.
- Stallholders are responsible for their own equipment, stock, and personal belongings.
- Stallholders are encouraged to hold appropriate Public Liability Insurance.
- Bay View Market Day organisers will take all care, but will accept no responsibility for loss, theft, damage, or injury arising from participation in the event.

PHOTOGRAPHY AND PROMOTION

- Photographs and videos may be taken during the event and used by organisers for promotional purposes.

WEATHER CONDITIONS

- The stallholder acknowledges that the event is an outside event and is therefore susceptible to potentially adverse or unfavourable weather conditions. If weather conditions become severe, or pose a safety risk, the event may be cancelled.

VEHICLES

- Stallholder vehicles may only be driven on Petane Domain at a maximum speed of 5kph. Safety is paramount.
- Vehicles must not be moved within the market area during trading hours unless authorised by event organisers.
- Parking for stallholders will be adjacent to their stall. One vehicle (plus trailer) per stall during market hours. Other vehicles to be moved to the parking area BEFORE 8am. If the conditions of the domain are soggy due to rain, Napier City Council may close Petane Domain to all vehicles.
- No large trucks or heavy vehicles allowed on Petane Domain.
- To help maintain a safe environment, stallholders are encouraged to wear a hi-vis vest during pack-in and pack-out, while vehicles are moving in the area.

HEALTH AND SAFETY

- Stallholders must follow the instructions of Bay View Market Day officials and marshals.
- Stallholders must comply with the Health and Safety at Work Act 2015 and all relevant New Zealand legislation.

- Stallholders are responsible for briefing all staff and volunteers working on their site regarding the Health and Safety planning and monitoring of their site.
- All stallholders are required to ensure that any food offered for sale is safe and suitable and all relevant food hygiene standards and processes are met.
- Food &/or Beverage Vendors must comply with the Food Act 2014 and hold any required registrations, permits, or certifications.
- Relevant permits and licences must be available for inspection and displayed where required.
- All gazebos must be adequately weighted and secured. Bring extra ropes in case of windy conditions.
- All stallholders must keep all equipment, displays, products or merchandise within their site at all times and must ensure the same does not obstruct any pathway or otherwise cause a hazard, danger, or nuisance to any other person.
- Electrical equipment must be safe and suitable for public use.
- Bay View Market Day is a Smokefree and Vapefree event.
- The First Aid Station is located at the Eftpos tent, near Eskview Football Clubrooms.
- Any accidents, hazards or incidents must be reported to Bay View Market Day's Health & Safety Officer immediately.

RIGHT TO REFUSE OR REMOVE

- Organisers reserve the right to require a stallholder to leave the event if these terms are breached or if behaviour is unsafe or inappropriate.

☐ I acknowledge I have read, understood and agree to the Bay View Market Day Terms and Conditions.

☐ I am aware of my responsibilities under the Health and Safety at Work Act 2015 and agree to follow the Bay View Market Day Health and Safety Plan.

☐ I understand the stallholder fee is non-refundable in case of cancellation or if I am unable to attend.

SIGNED _____

DATE _____

Thank you for your application!