

Introduction to Pop Up Eats Horowhenua

Pop Up Eats Horowhenua is a new monthly market that will provide the Horowhenua and surrounding communities with access to the best food and live entertainment. Pop Up Eats team are passionate about developing the market into an iconic foodie event that celebrates the Horowhenua's Multiculturalism through food.

Our Vision

Pop Up Eats team are passionate about developing the market into an iconic foodie event that celebrates the Horowhenua's multiculturalism through food.

We intend to partner with a different community group each month allowing them to fundraise for resources or upcoming events, to create a true sense of community ownership over this one-of-a-kind market.

Vendors

We aim to ensure a good mix of food options and diversity of vendors. The number of vendors are capped at Ten (10).

A rotation of vendors will be encouraged so that Pop up Eats is constantly offering a wide variety of cuisines for the community to enjoy.

There will be opportunities to for vendors to attend varies other community events in the Horowhenua. These will be well communicated in advance.

Location:

Pop Up Eats will primarily be located in the Levin Mall car park event fourth Wednesday of the month.

However the location may change depending on the month. e.g. Foxton, Foxton beach. This will be well communicated to each vendor.

Hours of operation:

Pop Up Eats Horowhenua will be open between 5pm and 9pm every fourth Wednesday of the month.

The site will be clean and available from 3pm. All vendors must be onsite by 4:15pm at the latest.

Any delay in arrival must be communicated to the Events Coordinator.

Weather:

In the case of bad weather the event will be cancelled. This will be well communicated to each food vendor by 10am the morning of the event.

Fees and charges:

Pop Up Eats is not for profit event. All fees charged to the food vendors will be put back into the event.

Each food vendor will be charges a set fee of \$170.00 per month which will cover the following:

- Power
- Rubbish
- Tables and Chairs
- Entertainment
- Marketing

Expression of Interest (EOI)/ Registration Form

Application Process

Step 1: Download the expression of interest (EOI)/ Registration form. (attached below)

Step 2: Please return the form along with any required documentation (see check list below) to Pop Ups eats Horowhenua via email: recordsprocessing@horowhenua.co.nz or post: 126 Oxford Street, Levin, 5510.

Step 3: Pop ups Eats will review you EOI and access whether your product offering aligns with Pop Up Eats ethos and target stall mix. You will be informed of the outcome by email or telephone. The turnaround time is approximately one week.

Step 4: if you are a suitable stallholder, your EOI will constitute your registration form. Pop up Eats will contact you to discuss your stall type preferences, selected dates payment options and operating requirements.

Step 5: You will receive an induction pack (including Rules and regulations of operation). Market management will communicate further updates via email, on our website and social Media channels. In future, we may include a story about you and your business within various media publications.

Required documentation:

1. Completed Expression of interest/ Registration form
2. Provide licence to trade documentation

EXPRESSION OF INTEREST (EOI)/ REGISTRATION FORM

Name of contact person(s):			
Registered business name:			
Phone number:		Mobile number:	
Postal address:		Email:	
Website:		Facebook:	

Stall information:

<input type="checkbox"/> Food Truck	<input type="checkbox"/> Pop up/ Gazebo	<input type="checkbox"/> Trailer
What type of cuisine are you? E.g. Mexican, Greek		

Please list your main menu items and price: (please provide a copy of you menu)

Provide details of your Health Certificate. Please attach a copy of your current food permits to your application.

Electricity:

Do you require power?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you have a Generator?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is your equipment tagged and tested?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date of testing: DD/MM/YYYY	/ /	
Do you have Public Liability Insurance?			<input type="checkbox"/> Yes (Please attach a copy of your public Liability Insurance certificate to this application)	<input type="checkbox"/> No	

Terms & Conditions

1. This is an Expression of Interest (EOI) form. It does not guarantee that you will be offered a site. If you are invited to become a Vendor at Pop up Eats, the EOI will constitute a formal registration form.
2. If accepted as a vendor, you must comply with the rules and Responsibilities of Pop Up Eats. These will be included in your information pack.
3. Vendors must only sell items that are described in the application form. This is to insure there is a variety of food and to no two vendors competing against each other.
4. All food vendor must be registered to sell food and display a current copy of their registration certificate while they are trading. If you have a mobile food businesses that is registered outside of the Horowhenua District you are required to apply for a permit to trade at events within the District.
5. It is the responsibility of the vendor to acquire public liability insurance to cover risks within their control as a vendor. Pop Up Eats has its own public liability insurance to cover risks arising from operating a community event. However, where risk is within the vendors control, Pop up eats will not accept liability for losses, damages, costs and expenses incurred.
6. All terms and conditions are subject to change. Pop Up Eats will expressly notify you of any changes should they arise.

By signing, I confirm that I have read this form and accept its terms and conditions. To the best of my knowledge, all the information I have provided is valid and correct. I shall advise Pop up eats of any changes as soon as I am aware of such changes.

Yes, I Agree

No, I do not Agree

Signature:

Date:

Full name: