



Welcome to Dinner at the Lake Summer 2021/22 Vendor Agreement

**By applying to join the Dinner at the Lake (DATL) events,
you are bound to the conditions outlined in this document.**

After an amazing series of events in Summer 2020/21, we are back! We will be running every Thursday through summer from Dec 2nd 2021 to Feb 24th 2022. (Plus one bonus New Year's Eve Event). Fourteen events in total! We're looking for a variety of amazing food vendors to join us and will be trying not to double up on the same style of food, so please make sure you submit your full menu and dates you can commit to on the application form. This will help with the planning process and making sure all gaps are filled at every event.

The Vision:

- 15-20 Food Trucks (all stalls/trucks lit up with fairy lights/festoons)
- Live Music from amazing local musicians
- Seating provided - tables, chairs, beanbags, picnic rugs. (you are also welcome to bring your own seating - the more the better!)
- Licensed bar run by the DATL team
- A bonus New Year's Eve event where we team up with the TDC Events Team and the Little and Big Bang. This event may run to midnight - details to be confirmed.

Operation times: Every Thursday, 5 - 9 pm

Bump in times will be emailed through on Tuesday each week.

2nd Dec (Christmas Opening)

9th Dec

16th Dec

23rd Dec

30th Dec

31st Dec (Friday - BONUS New Year's Eve Event)

6th Jan

13th Jan

20th Jan

27th Jan

3rd Feb

10th Feb

17th Feb

24th Feb

Cost:

\$159 including GST (per event)

includes power



Right of refusal:

If DATL management feel that the food or vendor is not or no longer suitable for DATL, or their foodtruck is deemed by DATL to be unfit for, or cause detriment to the event appearance as a whole, then that vendor will be issued a notification from DATL management advising that they will not be offered a position in the future. The decision to issue such information is at DATL management discretion and for the benefit of the entire event.

Payment:

Invoices will be sent weekly on Tuesday's. You are welcome to pay weekly, split payments or in full but please ensure that you have paid for the day you have been confirmed for before the actual day of that event. Ensure that you include the reference and your invoice number when making payment to avoid any issues. If you prebook and pay for all of the dates, you will receive a 10% discount.

Cancellation / Refund Policy:

We will do our absolute best to make sure that Dinner at the Lake goes ahead. If it is deemed dangerous for the event to go ahead and the Dinner at the Lake management have to make the hard decision to cancel, 100% of the vendor fee will be refunded/or credited to another event.

Vendor cancellations:

- Vendors who cancel less than 7 days before the event will be required to pay their fee in full \$159.
- Vendors who cancel their booking more than 7 days before the event will be required to pay an administration fee of \$75.

Set up/ Pack down Logistics:

Set up from 3.30 pm, pack down from 9 pm. Bump in times will be sent out every Tuesday.

Dinner at the Lake (DATL) operations:

- DATL operation period begins at 5 pm and finishes at 9 pm
- Vendors will have access to their site to begin setup from 3.30 pm (bump in times TBC)
- The event manager is the only one responsible for space allocation
- DATL will allocate sites and provide vendors with a map indicating their area and time allocated to set up before the event, via email
- Layout will be decided by Dinner at the Lake Management and can be changed at any time
- Access to the reserve will be closed at 4.30 pm in the interest of public safety.
- If you sell out of your product, we still need you to stay at the event until closing - we all want to make this event a success so please try to bring enough supplies to last the entire evening.
- DATL provides vendors the space and power only. Vendors must, therefore, bring everything they need for their business with them.
- A waste station will be set up for sorting single-use plates, cutlery, food waste and recyclables. Please use cardboard food containers and bamboo cutlery. No plastic, please.
- All vendors must take their own waste off the premises to dispose of themselves.
- The DATL bar will be run by DATL this year and supplying non-alcoholic and all alcoholic drinks.

Smoke-free/zero-waste market:

Animals will not be allowed at Food trucks and stalls due to Health & Safety regulations

Please note that we are a smoke-free event

The majority of waste that heads to our landfill is unfortunately single-use cutlery, cups and plates. If you have the capacity to bring reusable cutlery, plates and cups for your customers, that would be amazing!

Our zero-waste station sorts all recycling, composting and landfill and distributes it to the right places. We are proud to say that we are diverting as much waste from landfill as possible but we need your help! Please use cardboard food containers where possible and no plastic cutlery or coated containers.

Power:

DATL will be supplying power. We will be plugging into lifeguards for this event. Please make sure that you have long leads and note your exact plug and power requirements in the application form.

Dinner at the Lake Team

If operational decisions have been made that you do not agree with, know that we are only trying to do our best for the event. We are open to discussion if there are any issues that you would like to resolve positively and constructively. We do ask, however, that you make an appointment after the event hours if there is anything you would like to discuss, so as not to disrupt the event.

DATL management will not be answerable to any vendor for any act or default or neglect by any other vendor. All vendors must treat other vendors, visitors to the event and DATL management with respect.

Marketing:

We have an advertising schedule instore for Dinner at the Lake which includes; event listings, flyers, signage, social media, regular newsletters to our database and our website. We encourage all vendors to advertise their own business involvement with DATL on their own social media pages and to tag Dinner at the Lake in their posts.

By applying to join DATL the vendor gives permission to DATL for the right to use any imagery or blurbs from the vendor's business website and/or social media pages to use for advertising purposes.

Social Media:

We encourage any use of social media to draw attention to your business and attract new visitors to our event. So, here are a few tips:

Let your customers know where you are going to be during Dinner at the Lake, by tagging us in your posts @dinneronthedomain

Create interesting posts to promote your menu's on Facebook and Instagram

Please send us your business social media links. We would love to follow you and share your quality posts on Market Central's social pages

Product Quality:

Ensure that the food you sell is of the highest quality - take only your best to Dinner on the Domain.



Food Safety and Hygiene Standards:

- All vendors must trade following the Food Hygiene Regulations
- Safe practices in food handling, cooking and storage are essential to prevent foodborne illness.
- All food trucks must have adequate means of cleaning hands - either with anti-bacterial sanitising gel or wipes. Always clean hands before and after handling food
- All readily perishable food should be stored at a temperature that will protect it against deterioration and spoilage and in accordance with each stallholders Individual Food Licence
- Baked goods must be covered with a 'sneeze guard'
- All food must be individually packaged or covered to protect from cross-contamination
- Care must be taken to protect food from cross-contamination when transported to and from Dinner at the Lake
- Tongs must be used to handle food - not hands.
- Gloves should be avoided if also handling money
- If food is cooked at the event, care must be taken to ensure that the food is cooked through and served promptly to maintain the temperature
- A copy of the current registration certificate for the premises where the food is prepared must be emailed to info@dinneratthelake.co.nz

Presentation:

Vendors will be expected to be neat, suitably dressed and deal with the public in a courteous manner. Vendors are responsible for maintaining their space in a clean and tidy condition at all times and are encouraged to present an attractive truck, in keeping with the theme of Dinner at the Lake.

Please supply your own fairy lights or festoon lighting for the front of your truck or stall. Even though it will be light for most of the event, it will still add to the ambience.

Licence of Area Only:

The use of the Dinner at the Lake area by the vendor will relate to their provided area only. Market Central Ltd/Dinner at the Lake shall always be entitled to use, occupy, and deal with the remainder of the property without reference to the vendor. The vendor shall have no rights concerning it, other than the rights of use provided by Market Central Ltd/Dinner at the Lake

Dinner at the Lake Requirements:

The vendor shall comply with the provisions of all statutes, ordinances, regulations and bylaws relating to the use of the area by Market Central/Dinner at the Lake or other occupants and will also abide by the rules of all licences, requisitions and notices issued by any competent authority in respect of the area or their use by the vendor.



Vendor Obligations:

The Vendor will be responsible for:

- Maintaining their area in a proper manner and to the reasonable requirements of DATL management and maintain their area in clean and tidy order and the same condition it was in at the commencement of this agreement
- Vendors must take all their waste with them and leave their site free of rubbish, pay for any repair of any breakages or damage to hired equipment supplied by Market Central Ltd/Dinner at the Lake or any equipment belonging to other vendors, including any goods
- Please use recyclable, biodegradable and environmentally friendly products and packaging or better still supply reusable products. We will not be accepting vendors with any plastic food containers or cutlery.

Insurance:

The vendor shall not under the control of Market Central Ltd/Dinner at the Lake do anything in the area or the property whereby any insurance effected by Market Central Ltd/Dinner at the Lake or by the vendor be rendered void or voidable or whereby the premium payable shall be liable to increase. The vendor shall pay upon demand all extra premiums payable as a result of any breach of this clause.

The vendor agrees to occupy and use the area at the vendor's risk and releases to the full extent permitted by law Market Central Ltd/Dinner at the Lake and any employees from all claims and demands of any kind and from all liability which may arise in respect of an accident, damage or injury occurring to any person or property in or about the area or the property.

All vendors are recommended to consider Public Liability Insurance, but this is not compulsory for involvement with Dinner at the Lake.

Indemnity by The Stallholder:

The stallholder shall keep Market Central Ltd/Dinner at the Lake indemnified against all claims, actions, losses, and expenses of any nature, which Market Central Ltd/Dinner at the Lake may suffer or incur or for which Market Central Ltd/Dinner at the Lake may become liable in respect of or arising out of; 1. The neglect or careless use or misuse by the stallholder and persons under the control of the stallholder of the area or the property or other services to the area or the property 2. Any accident or damage to property or any person arising from any occurrence in or near the area wholly or in part because of any act or omission by the stallholder and persons under the control of the stall

