

General Guidelines for the Riverton Heritage Harvest Festival

Each year, the Heritage Harvest Festival (HHF) takes place on the weekend (Friday, Saturday and Sunday) before Easter. The following guidelines apply to all people attending the Festival in any capacity.

1. Pets are not permitted on the grounds or tied up in the parking areas.
2. No smoking or vaping on the grounds.
3. Audio and video devices audible to the general public are prohibited at the festival unless they are part of a workshop or demonstration.
4. Skateboards, bicycles or other unauthorised wheeled vehicles are prohibited on the grounds.
5. The South Coast Environment Society assumes no liability for damage to or loss of personal property.

We ask all participants to act with respect in their interactions, presentations, and marketing.

Guidelines for Stallholders in the Festival market

Purpose: The purpose of the market at the festival is to share the goods, produce, and wares of local craftspeople and food producers, to support the purchase of locally made goods, and share knowledge of skills to support resilient communities.

1. Applicants must read and abide by the general guidelines for the Heritage Harvest Festival (above).
2. Preference will be given to applications from stallholders whose products are made using natural materials and methods, and that feature locally grown, produced, or harvested materials.
3. Preference will generally be given to applications stallholders from Southland and Otago.
4. All goods offered for sale must be listed on the application and approved by HHF staff.
5. To the extent possible, goods should be manufactured from natural materials and made using domestically made materials and ingredients. Food products align with Food ethos (below).
6. Priority will be given to stallholders able to attend both Saturday and Sunday of the Festival.
7. Stallholders do not have the exclusive right to sell any particular item or product.
8. Festival organisers have the right to refuse an application based on whether it is appropriately aligned with the values and themes of the festival.
9. Stallholders may not share booth space unless pre-approved.
10. Stallholders must answer all questions in the application, staff may follow up for clarification.
11. Stallholders with a demonstration or interactive aspect of their stall may be eligible for a fee reduction.
12. Stallholders assume all risk for their property. Neither the Harvest Festival nor SCES will be responsible for any loss or damage from any cause.

Food Ethos

These are guidelines rather than strict rules. Staff will be prioritising stalls that sell food that is:

1. Locally sourced
2. Produced without the use of synthetic chemicals
3. Seasonally appropriate
4. Produced in accordance with [MPI health and safety guidelines](#) specific to your size and product.

The Harvest Festival has the right to close any exhibit or booth, or require the removal of any item from an exhibit or booth that fails to comply with the guidelines set forth.

Stall Operation

1. Stallholders must set up and be ready for business by 9:30 am each day of the Festival (Saturday and Sunday).
2. HFF staff will assign stall spaces to stallholders. Stallholders may not change location or designated boundaries of the space without consultation with festival organisers.
3. HFF has limited stall resources, e.g. tables and chairs. If stallholders require equipment please indicate on the application.
4. Electricity is available however limited. If a stallholder needs access to electricity, they must bring their own equipment (extension cords, multi plug power strips, etc). Stallholders who need electricity should indicate this on their application.
5. Be prepared for inclement weather.
6. If stallholders are cooking or using propane, please indicate on your application. All stalls using propane will be outside in the marquee.
7. Activities including product/service demonstrations held on the stallholder's site must be conducted in a safe manner and in accordance with current Health & Safety legislation. Hazards from your stall must be identified and registered on registration form, highlighting steps taken to eliminate, isolate or minimise hazards.

Move-in/Move-out

1. Stallholders may set up stalls Friday between 4 - 6pm or Saturday 8:30am - 9:30 am.
2. Vehicle access to the hall is limited to Friday.
3. Stallholders are required to pack up their own stalls Sunday by 6pm, and leave their stall area tidy and free of rubbish.

Application Process and Cost

1. Cost \$45 for two days
2. Stallholders will be provided with a 1.5 metre width stall space
3. Applications for stallholders open in early December
4. Applications close Fri, 2 February 2024.
5. Stallholder applications will be assessed and confirmed by Fri 16 February 2024.
6. Payment should then be made via bank transfer or in person at the Environment Centre in Riverton to confirm the stallholder spot by the end of February.

Cancellation Policy

1. The HFF makes no refunds for cancellations made after March 10.
2. The HFF makes no refunds in the event of inclement weather.

Questions or comments contact festival@sces.org.nz