



## **OUT IN THE SQUARE**

**Wellington's 25<sup>th</sup> Gay and Lesbian Fair**  
In partnership with Wellington City Council

**Saturday 23 January 2010**

**10am – 5pm**

(Rain date Sunday 24 January 2010)

### **STALLHOLDER AGREEMENT**

**This agreement outlines the different but reciprocal roles and responsibilities Stallholders and Out Wellington Inc. have at Out in the Square.**

#### **Publicity**

Out in the Square is part of the Summer City Festival and is accordingly included in many national media sources. Out Wellington Inc. has also arranged for publicity in other, complementary sources. We are working hard to ensure Out in the Square has the biggest possible turnout.

Any individual advertising costs outside Out Wellington Inc.'s approved media campaign are at the expense of the stallholder.

#### **Safety**

Out Wellington Inc. is working in partnership with Wellington City Council to ensure that Out in the Square is a safe event for all individuals. Security and emergency services have been notified of the event, and a food safety inspector will make an inspection on the day. We expect all stallholders to conduct themselves and their business in a safe manner.

#### **Fees and Payment**

There are two types of stallholder fees; the community rate (\$30) and the commercial rate (\$150). The appropriate rate is assigned by Out Wellington Inc. and can, in rare circumstances, be negotiated.

In return for the stall fee Out Wellington Inc. will allocate each stallholder a stall (including the stall area, a trestle table, space for other physical arrangements as negotiated, and access to all amenities) at Out in the Square on Saturday 23 January 2010.

Out Wellington Inc. will consider applications for stalls and invoice approved stallholders the appropriate non-refundable stall fee. All stallholders will pay the non-refundable amount in full by Friday 15 January 2010.

#### **Stallholder Liaison**

Carl Greenwood is the primary contact for all stallholders in the lead up to Out in the Square, however you may have contact with other Out Wellington Inc. members during this time.

During the course of the day members will regularly check with you that everything is going smoothly and that any issues are resolved swiftly and to everyone's satisfaction. Any issues can be escalated to the Out Wellington Inc. stall any time throughout the day.

I/We \_\_\_\_\_ agree to the points outlined above, and agree to pay Out Wellington Incorporated the appropriate non-refundable stall fee invoiced to me/us by Friday 15 January 2010 to secure a stall.

**Thank you for signing the Stallholder Agreement!**

Please forward your signed Agreement along with your Application Form to:

Carl Greenwood  
Awhina Centre  
Level 1  
187 Willis Street  
Wellington 6011

Carl.Greenwood@nzaf.org.nz

**When Carl receives your completed Stallholder Application form and signed Agreement, he will then invoice you for the appropriate non-refundable stall fee.**

**Stall sites and positions will only be allocated once the non-refundable fee has been paid in full.**

*Out Wellington Inc. is looking forward to working with you and would like to thank you for supporting Out in the Square!*