



Linwood Youth Festival Experience Stallholder Handbook 2019

Saturday 9th March

12pm – 4pm

Linwood Park

Contents

Page 2	About LYFE
Page 2	An Environmentally Friendly LYFE
Page 3	Stall type Options
Page 5	Stall Site Prices
Page 5	Payment Options
Page 6	Key Dates
Page 6	Contact Information

About LYFE

Welcome to the exciting instalment of LYFE 2019! LYFE is a youth-led community event celebrating youth pride, diversity, culture and youth achievement within the Linwood community; and in 2019 we're celebrating our 21st birthday!

LYFE has performances, community stalls, load of have-a-go activities and food stalls, and we're looking for organisations and people to fill those spaces.

In 2019 we're celebrating a special theme for our 21st birthday, CULTURE! So we're especially looking for more cultural performances, cultural food and cultural experiences than ever before.

LYFE 2019 will be held on Saturday 9th March 2019, 12pm-4pm at Linwood Park.

An Environmentally Friendly LYFE

In 2019 we are looking to see LYFE become more environmentally friendly and encourage stallholders to think about the waste generated by their site by using the 3-R principle when planning their operations (Reduce, Reuse, Recycle). LYFE is not an official 'Zero Waste Event' but would like to aim to generate less waste, and/or the right kind of waste for reuse. For example, marketing material being recyclable, and food and beverage being supplied in compostable packaging.

Reduce

Consider reducing packaging that is not essential to use, distribution, retail use, storage, or safety. You may also consider packaging or utensils that are essential for users being compostable.

If you are not a food or beverage vendor and are planning to giveaway handouts, consider giving away multi-use items to reduce waste.

Recycling

LYFE organizers will provide attendees with bins for separating their waste and recyclables. Ensure that you are only using recyclables and compostable materials where possible.

To be a more environmentally-friendly festival also ensure that you refrain from selling or giving away items that may have a negative environmental impact on the festival site such as chupa chup lollipops, chewing gum, etc.

Tips for being a sustainable stallholder

Being sustainable is easy. Your sustainability role begins in your planning.

- Avoid polystyrene and glass.
- Use compostable plates, bowls and cutlery instead of plastic disposable plates.
- Correctly place items into the recycling and garbage bins supplied by the organizers.
- Use packaging that is constructed from renewable/recyclable sources.

- Avoid unnecessary packaging. E.g. not offering lids for drinks, offering bulk condiments, not offering plastic straws or plastic bags.
- Provide reusable items where possible.
- Help with litter control around your site.
- Take any residual waste with you at the end of the festival.

Stall Type Options

LYFE has several different stall options to suit a range of organizations.

Stall Type	Criteria
Community Stall	A family, church, school, community initiative or group, health or education provider, not-for-profit organization, or healthcare provider that are either fundraising, providing information, taking sign ups or running an interactive activity.
Government Agency	A government agency at the festival to promote and share information, running an interactive activity or engage with the community.
Commercial Food Stall	Food vendors operating a food stall as a commercial business. Includes food caravans and vendors working from a truck and/or trailer.

Application Process

1. Make sure you read and understand the 2019 Stallholder criteria as set out in the Stallholder booklet.
2. Apply online! It is preferred that all Stallholders submit their application via www.lyfe.co.nz. If you have limited internet access you are welcome to request an application form to be sent to you via email or post.
3. If your application form was submitted with all of the necessary information, you will receive an email confirming your application is being reviewed. Please note this is a youth-led event with a crew of young people having input into the stalls and activities that will be at LYFE 2019. All applications will be reviewed by the LYFE Crew. If you have been at previous LYFE Events there is no guarantee that you will have a spot at LYFE 2019.
4. Your application will be approved/declined.
5. You will be asked to provide more information about your site such as size of site required, whether you have access to power, images, what price site you wish to pay, etc.
6. You will be instructed to pay the site fee.
7. Once payment is received your site will be confirmed by receipt of a confirmation pack via email.

Important points to consider

- Payments can only be made by Direct Deposit, Cheque or Cash ONLY.
- Payment is non-refundable.

- We recommend strong consideration be given to the nature of the festival when developing your stall i.e. reflecting the cultural theme where possible.
- By applying you agree to the Stallholders Terms and Conditions and will be bound by the rules and regulations outlined in this booklet.
- The LYFE Crew, LYFE Coordinator, and LYFE Advisory Group reserve the right to decline any application.
- The LYFE Coordinator reserves the right to make changes to the pricing structure and general rules and conditions without notice. Where changes take direct effect affected parties may be advised.
- We ask that ALL activity providers have their own health and safety plan. All food, community, fundraising stalls are required to meet current health and safety guidelines. A copy of the LYFE 2018 Health and Safety plan will be available on request in the week leading up to the event.

Notes for Food Stalls

- Food Stallholders must submit a detailed list of the foods they will be selling at LYFE. This is to ensure Stallholders are allocated the best site possible.
- Please note: Food lists can be amended closer to date if necessary and final amendments will be accepted until Friday, 8th March 2019. There are to be no changes to food lists made during event.
- It is a requirement of your acceptance as a Stallholder at the festival that you meet the Christchurch City Council's Hygiene Regulations. A "Safe Food Handling" guide will be emailed to all confirmed food Stallholders.
- In keeping with the theme of the event, LYFE encourages the sale of traditional cultural food.
- All food vendors are required to remove their own waste products from the site.

Notes for Other (Non-Food) Stalls

- Non-Food Stalls are prohibited from selling food and/or drink
- Non-Food Stallholders who wish to conduct surveys at their site must seek authorisation from the LYFE Coordinator. Please outline this in detail on your application form.
- We encourage sites to look at alternative and dynamic ways of engaging youth and minimising the use of flyers etc.

Stall Site Prices

Stall Type	Cost including GST	
	Site without power	Site with power
Community Group / NGO Organization / Fundraising Stall (Non-Food)	\$10	\$20
Fundraising Stall - Food	\$10	\$20
Government Information/Activity Stall	\$30	\$50
Commercial Food Vendors	\$80	\$100

Stall prices do not include gazebo, table or chairs. Although we have supplied gazebos, trestle tables and chairs for a higher rate in the past, we have decided not to do so in 2019 for easier set up and pack down on the day. If you cannot provide your own gazebo, we do have number a Christchurch City Council gazebos booked for the festival however these are first in first served.

Commercial Food Vendors – Your payment may be split into a \$40 deposit to reserve your place at LYFE, with the remaining being collected on the day, or you can pay it all in advance. Please bring ALL your own equipment, tables and chairs. No equipment will be provided for you.

Payment Options

Preferred Payment Option - Direct Deposits

Once your application has been received and an agreed site confirmed, you will be sent a bank account to pay the amount required including GST. All payments are due by Friday 1st March.

It is also important you include the reference number so the payment can be allocated to the correct stall site. No payments are to be made prior to receiving your registration confirmation.

Cash Payments - This can be accepted upon prior arrangement only

Once you have confirmed your place and paid for your site, all payments made are non-refundable.

Key Dates

2018

Monday 17th December – Applications open 9:00am

2019

Sunday 10th February – Applications close 5:00pm

LYFE Saturday 9th March 2019

Contact Details

LYFE Coordinator: Tayla Reece

Email: lyfe.coordinator@gmail.com

Mob: 021 399 025

www.lyfe.co.nz