



VEGAN VIBES



INFORMATION PACK



Vegan Vibes 2020

Background

Vegan Vibes is the Bay of Plenty's first dedicated Vegan festival. The vegan movement is growing in popularity so our aim is to highlight the benefits of a vegan lifestyle, to provide knowledge and experiences to both the local vegan and wider community, and to showcase the food and lifestyle products that are available to support this.

Vegan Vibes will showcase a curated selection of vegan food, food products, body & leisure products, fashion, footwear and much more from around the country.

"Your product must meet vegan requirements as outlined by The Vegan Society of NZ, that it is not produced from any animal products, or contain any animal by-products and has not been tested on animals".

Animal products include eggs, dairy, honey, gelatine, leather, fur, silk, wool etc.

Alongside this we will be featuring guest speakers, workshops, giveaways, music and entertainment, so there will be plenty for the whole family to enjoy.

We are tailoring the event to suit vegans and vegetarians as well as those who are interested in learning more about the lifestyle and amazing products available.



Info

When

Tauranga - Saturday, 22nd October, 2022

Time

10am - 3pm

Location

Tauranga - Soper Reserve

Pricing

- Food Truck - Power: \$450
- Food Stall (3mx3m) - Power: \$400
- Food Stall (3mx3m) - No Power: \$350
- Product Stall (3mx3m) - Power: \$180
- Product Stall (3mx3m) - No Power: \$150
- Botanic Stall (3mx3m) - Power: \$180
- Botanic Stall (3mx3m) - No Power: \$150

NEW Botanical section

This year we are introducing a 'Botanical' section dedicated to plant lovers! If you fall under this category then please select this option when you apply. This includes items such as indoor plants, fresh flowers, dried floral creations, macrame pot hangers, botanical art, anything plant related!

Giveaway product

In conjunction with your site fee, we require you to provide a product or sample on the day as part of Vegan Vibes' promotional initiative where every attendee will get the opportunity to win. We will liaise with you on this closer to event day as we will use this as part of our marketing strategies.

Booking

If you wish to book a site, please fill in the application form. We will then provide you with a booking confirmation if you're successful.

Payment

If your application is successful you will receive a booking confirmation & invoice with payment details.

Please ensure that you reference your invoice number when making payment to avoid any issues with allocating your site

Payment must be made within 14 days of being invoiced. Failure to do so will result in your site booking(s) being cancelled.

A power requirement form will need to be returned for us to ascertain what your requirements are.

New legislations require all power cords to be tagged and valid by a certified technician and all appliances need to be certified by a recognised certification regime. Failure to comply will result in you not being able to use the power and/or trade.

For more information on the new Health & Safety reform please visit: www.business.govt.nz/worksafe

Waste management

Please adhere to the waste management signage, so that you can make an informed decision on the disposal of your waste.

We will have a team of waste warriors making sure the event is kept as clean as possible but you can play an integral part by ensuring your working space is properly maintained.

Customer service

We have no doubt that you and your team are adept in the ancient art of customer service but we just want to emphasize that the customer journey at Vegan Vibes is paramount and we value word of mouth marketing as much as gold bullion.

Postponement Date

TGA - Sunday, 23rd October, 2022



Licenses

Prior to the event you will be asked to provide proof of your food trading license. Please note that licenses must be valid for the Tauranga region.

Signage and styling

This is a great opportunity to put you and your product in-front of a captive audience. We're going to extreme lengths to deliver a next level event and we know you're on the same page.

Marketing

The success of this event will be as much part of your contribution as it is us and our key partners, so we will provide for you every opportunity to market the event and your involvement via your own channels with advertising collateral.

We have included a sample on the last page of this document of how we will be marketing the various segments of the event, being Eat, Body, Learn, Wear and community.

We obviously encourage social reach and so below are just a few pointers to keep in mind;

- Share the supplied Instagram flyer and accept the Facebook co-host request
- Let your customers know where your going to be by tagging us in your posts.
- Create interesting posts to promote your involvement.
- Post your menu prior to Vegan Vibes.
- Be visual - click rates are thought to be more than 100% higher when photo's are used over plain status updates.
- When you sign up for this event, you are agreeing to our social media manager to use any of your online content for marketing purposes across all platforms.

Photography

An event photographer will be taking photos during the event. We'll be making these images available to you post event, so please take the opportunity to share these images where possible.

It would also be great if with any social media sharing your doing on the day to tag @veganvibesnz and use the hashtag #veganvibesnz

Rules & Regulations

What are you selling

You will be required to provide a full menu and offering of what you are selling at Vegan Vibes prior to the event / in your application.

It is your responsibility to ensure that your product meets Vegan standards/criteria

Licence area only

The use of the Vegan Vibes area by the vendor will relate only to their provided area and Vegan Vibes shall at all times be entitled to use, occupy and deal with the remainder of the property without reference to the vendor and the vendor shall have no rights in relation to it other than the rights of use provided by Vegan Vibes management.

Neglect of other vendors

The vendor shall not be responsible to Vegan Vibes for any act or default or neglect by any other vendor.

Event requirements

The vendor shall comply with the provisions of all statutes, ordinances, regulations and by-laws relating to the use of the area by Vegan Vibes or other occupant and will also comply with the provisions 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 shall be responsible to;

- Maintain the area in a proper and workmanlike manner and to the reasonable requirements of Vegan Vibes management, keep and maintain the area in a clean and tidy order and the same condition they were in at the commencement of this agreement.

- Pay for any repair of any breakages or damage to hired equipment supplied by Vegan Vibes, or any equipment belonging to other vendors.
- The vendor shall keep Vegan Vibes rubbish bins or containers in a tidy condition.
- It is required that any food packaging you provide is 100% compostable. Absolutely no polystyrene!

Use of the area

The vendor shall not use any part of their area for any other use other than the business use.

Cancellation / refund policy

We do our utmost to ensure Vegan Vibes can proceed on the date we advertise. We can't, however, control the weather, so if we can't postpone we will cancel the event if we believe it to be a risk to our vendors, employees & the public. In this case, we will transfer your credit to another Vegan Vibes event.

Vendor cancellations less than 14 days prior to the event will require full payment as it is too late for us to on-sell your site. To receive a credit note you must cancel more than 14 days before the event date. Vendor cancellations more than 14 days prior to the event will receive a credit note. Unpaid sites will be cancelled. Please note paid-for sites are nonrefundable.

Please note that it is not our policy to provide refunds or credit notes on a postponed or cancelled event.

Insurance

- The vendor shall not under the control of Vegan Vibes do anything in the area or the property whereby any insurance effected by the Vegan Vibes or by the vendor be rendered void

Rules & Regulations

Insurance

- 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 vendors risk and releases to the full extent permitted by law Vegan Vibes and any employees from all claims and demands of any kind and from all liability which may arise in respect of any accident, damage or injury occurring to any person or property in or about the area or the property.

Indemnity by the vendor

The stall holder shall keep Vegan Vibes indemnified against all claims, actions, losses, and expenses of any nature which Vegan Vibes may suffer or incur or for which Vegan Vibes may become liable in respect of or arising out of;

1. The neglect or careless use or misuse by the vendor and persons under the control of the vendor 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 by reason of any act or omission by the vendor and persons under the control of the stall.

Food Safety & Hygiene Standards

- All vendors must trade in accordance with the Food Hygiene Regulations 1974 Safe practices in food handling, cooking and storage are essential to prevent food born illness.
- All vendors must have effective means of cleaning hands - either with antibacterial sanitising gel or wipes. Always clean hands before and after handling food.

- If food is perishable, it must be maintained at a temperature of 4 degrees or below. This should be in a refrigerated unit or chilly bins packed with ice.
- 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 Vegan Vibes.
- Tongs must be used to handle food - not hands. Gloves should be avoided if also handling money.
- A copy of the current registration certificate for the premises where the food is prepared must be provide

Presentation

- Vendors will be expected to be suitably dressed and deal with the public in a courteous manner.
- Products should be displayed attractively, with due regard to consumers and other vendors.
- Try and limit the amount of plastic used in your stall.

The fine print

- The event site fee is nonrefundable.
- The stall holder agrees that they shall not at any point of time pursue any conflicting operational models to that of Vegan Vibes and that by right of intellectual property not replicate any technology platforms including website(s), publications or databases.
- No warranty or representation expressed or implied has been or is made by Vegan Vibes that the area is now suitable or will remain suitable or adequate for use by the vendor or that any use of the area by the vendor will comply with the by-laws or ordinances or other requirements of any authority having jurisdiction.

Rules & Regulations

COVID-19

If COVID-19 reappears in the community and we enter new restrictions for the planned event date, we will not be able to go ahead. In this case, we will provide all vendors with a credit note which can be used at future Vegan Vibes events. We also need to be mindful of Covid by ensuring that everyone is washing their hands, wiping down surfaces and staying home if you are sick. We will also have our QR code to encourage people to sign in and contact trace, as well as hand sanitiser around the place for people to use.

Disclaimer

Please be aware that the content in the documentation that we provide (copy, illustrations, graphics etc.) is the intellectual property of Vegan Vibes. This means the content has been created with the intention that it's not reproduced, republished, distributed and so on.

Thank you.