

**ARROWTOWN POST OFFICE MARKET DAY 2017  
WEDNESDAY 27TH DECEMBER  
10:00AM – 4:00PM**

**STALLHOLDER CONTACT INFORMATION**

Name:

Company Name (if applicable):

Address:

Mobile phone number:

email:

**STALL INFORMATION**

\*Please note: we will not be providing powered sites. Please let us know if you will be bringing your own generator. All electrical equipment must be tagged and fit for purpose in a public space.

I will bring my own power source:  (please tick)

What goods will you be selling?

Will you be selling any imported goods? If yes, please detail:

Our market day is intended to showcase locally made products. The organisers have the right to refuse a stall that stocks primarily imported goods.

**Please read the  
information on the next  
page**

## **Important information – please read carefully:**

- **Stall sites are 3m x 3m**
- **Sites are \$50 each.**

1. Applications and payment must be received by the 30<sup>th</sup> November 2016. Email your application to us at [arrowtownpostmarket@gmail.com](mailto:arrowtownpostmarket@gmail.com)

**Your stall is not booked until payment is received. Stalls are \$50 each.**

2. Stalls are allocated on a 'first in, first served' basis. If you have any requests as to your location, please ask. We will do our best to accommodate your request but we **cannot guarantee** your preferred space.

3. Volunteers will be on site from 8:00am on the morning of the market.

4. Payment is via internet banking. Please enter 'PO Market' and your name or company name as a reference. So that we can easily allocate your payment, please make sure that the name you enter is the same as the one on your application form.

Our account number is: BNZ 02-0948-0017755-00

If you prefer to pay by cheque please post it with your completed application form to:

Lakes District Museum  
49 Buckingham Street  
Arrowtown 9302

Attn: Market Day

6. Once we have received your payment we will email your receipt to you. Stall numbers will be allocated in early December.

If you have a food stall you **must** have a permit from the Queenstown Lakes District Council. If you are a community group you do not need a permit. We will send Food Safety information to you in due course

Contact them at [www.qldc.govt.nz](http://www.qldc.govt.nz) or call them on (03) 441 0499. You will need to have your permit with you on the day of the market.

**Thank you for supporting the Arrowtown Post Office.**