



Balloons Over Waikato

NEW ZEALAND

VENDOR KIT 2025

**FOR ENQUIRIES PLEASE EMAIL
INFO@BALLOONSOVERWAIKATO.CO.NZ**

**TO APPLY PLEASE USE
THIS APPLICATION FORM**



PLANNING IS WELL UNDERWAY FOR BALLOONS OVER WAIKATO 2025.

Apply now to be a vendor at the ZURU Nightglow - a free ticketed event that consists of live entertainment on the One NZ stage, food and market vendors, carnival rides and the stunning balloon glow choreographed to music, finishing off with the Sky City fireworks extravaganza. The information contained in this kit forms the terms and conditions for vendors at Balloons Over Waikato 2025.

WHEN & WHERE

Saturday 22 March 2025
at Claudelands Oval, Hamilton
Rain date: Sunday 23 March

Anticipated attendance: 30,000
Gates open at 4:00pm, event ends at 9:00pm.



WHAT WE ARE LOOKING FOR - FOOD VENDORS

A great range of food options for attendees at a reasonable price. Fast and great service, and can cater for standard dietary requirements.

Food vendors will be required to commit to using certified compostable containers, plates, cups and cutlery. No polystyrene or plastic.

It is essential that vendors are prepared for the crowd size and length of event, so that they do not run out of food.

WHAT WE ARE LOOKING FOR - MARKET VENDORS

A great range of market stall options for attendees at a reasonable price.

Multi use and environmentally sustainable toys, merchandise or activity products that are family friendly. It would be a bonus if the products relate to hot air ballooning.

Preference will be given to local products and vendors.

TIMELINE

- Applications will close at 5pm on Friday 7 February 2025.
- All applicants will receive notification of the outcome of their application via email no later than 5pm on Friday 14 February.
- Successful applicants will receive event details via email, including all pack in and pack out information no later than 5pm on Friday 7 March.
- All vendors have a pack in time of 7am to midday on Saturday 22 March, all vendor vehicle movement will cease at midday - no exceptions.
- All vendors, rides and entertainment are to be closed by 9pm (strictly enforced).
- All vendor vehicle movement can recommence at 10pm on event day, and pack out must be complete by midday on Sunday 23 March (*rain date pack out by midnight on Sunday 23 March*).

SITE COSTS

- Hot food: \$640 + GST
- Coffee, confectionary and sweets: \$320 + GST
- Market stalls (Non-Food): \$320 + GST
- Activity/Entertainment site: By negotiation

WASTE AND CLEAN UP

Vendors will be responsible for placing all of their rubbish into the relevant vendor skip bins provided. Additional cleaning costs will be charged for any waste not removed or placed in the incorrect bins.

Vendors are expected to leave their site after pack out how they found it before pack in.

VENDOR STAFF PASSES

All vendors will be issued up to 4 vendor staff passes, additional passes can be requested as part of the application process. Additional charges may apply.

VENDOR VEHICLE ACCESS

- Vehicles must display the correct pass type at all times to access the site.
- One Vehicle Pass will be provided for your vehicle (food truck, caravan, etc) to access your site.
- One Parking Pass will be provided for a vehicle to use the vendor parking area in our car park.
- Most sites will allow for parking a chiller unit behind the site.
- Speed is to be restricted to walking pace and hazard lights must be on while moving within the site. Please exercise caution at all times.

POWER AND ELECTRICAL COMPLIANCE

All vendors are required to provide their own power source. The power source must be quiet. Units deemed too noisy will not be allowed to operate.

- All generators will need to be test run before the event and approved for noise levels.
- All electrical installations on site are installed in accordance with AS/NZS 3002:2008, electrical installations - shows and carnivals. It is expected that all electrical equipment brought to site by vendors also adheres to this standard. If it is found not to, the festival site electrician reserves the right to enforce disconnection.
- No alterations or modifications to electrical connections or to the power supply system shall be made. Do not access any power distribution boards. Only site electricians will be permitted access.
- All electrical equipment and leads must comply with New Zealand Electrical Regulations and current proof of testing tags must be clearly visible.
- Balloons Over Waikato reserves the right to refuse the use of faulty or unsafe equipment.

SERVICES

Vendors shall under no circumstances dig holes or drive long tent pegs into the site without prior onsite approval. Vendors will be liable for any damage caused to the grounds or underground services if they fail to comply with this clause.

PAYMENT SYSTEM

We strongly recommend all vendors operate cashless for security reasons, but vendors can decide, at their own risk, what payment types to accept.

WATER

Vendor sites do not have direct water access. Should water be required, it can be collected from nearby taps in suitable containers provided by the vendor.

SALES RESTRICTIONS

- **Coca-Cola** has the exclusive supplier rights for beverages at all Balloons Over Waikato events. All vendors will be required to sell Coca-Cola drink range only - prices and sales information/conditions are being finalised and will be sent out via email to all vendors.
- Vendors will only be permitted to sell the product/s that are listed on their approved menu/product list. Permission to sell items or ranges of products that have not been pre-approved prior to the festival will not be granted.
- Vendors are not permitted to sell alcoholic beverages.

CODE OF CONDUCT

- All vendors and staff are required to adhere to the festivals code of conduct.
- Vendors and staff are required to wear festival passes (wristbands) at all times. These will be provided in your vendor packs. Replacement wristbands will be charged for if lost.
- Any person who is jeopardising the safety of others or themselves, or is acting in a way deemed unacceptable, or poses a health risk to themselves or others, or acts in an unlawful manner will be ejected from the event.

INSURANCE

In the unlikely event of the festival being cancelled for any reason prior to opening to the public, vendors site fees will be fully refunded. Please note this does not include any loss of vendor income, staffing or stock costs.

Vendors are responsible for the insurance cover of their stall during the show (including festival pack in/pack out period), including vehicles, equipment, product and money.

Balloons Over Waikato carries no insurance covering vendors personal or business items.

SECURITY

- While Balloons Over Waikato takes all reasonable security and safety precautions, the festival shall not be held liable for any loss/damage to vendors property whilst at the event.
- Security personnel will patrol the food vendor area for the duration of pack in, delivery and pack out.
- Balloons Over Waikato takes all care, but no responsibility. Vendors will be responsible for any personal valuables and for the security of their site at all times. It is suggested that vendors pack down their site at the close of business.

PAYMENT TERMS

Vendor fees are payable to confirm a site, with payment in full required at least 21 days prior to the event. If payment in full is not received by the due date the vendor will be denied entry to the event and any funds already paid will not be refundable.

Vendor withdrawals must be via email. Withdrawal before 5pm on 28 March will receive a 50% refund of their site fee, withdrawal after this time will not receive a refund.

FIRE, HEALTH AND SAFETY

Balloons Over Waikato takes all reasonable precautions to avoid accidents. Vendors are also required to do everything in their power to maintain high safety standards.

You will be required to participate in a Health and Safety induction specific to the event and venue prior to pack in. All processes and procedures will be in line with the Health and Safety at Work Act 2015 and must be adhered to by all vendors and their staff at all times.

ADVERTISING RESTRICTIONS

- Vendors who use signage to advertise their site must have clear and aesthetically appealing signage. Vendors must provide their own means of displaying signs securely. All signage must be within the boundary of the vendors site.
- Event Management are permitted to move or remove any signage should the placement, quality or design of it breach festival standards and/or H&S regulations.
- Event Management are permitted to remove any signage that is not deemed appropriate for this family friendly event, or that conflicts with the products and services of an event sponsor.
- Vendors will not be permitted to use sound to attract attention to their site. All noise must be kept within the confines of the site.

GENERAL INFORMATION / ADDITIONAL TERMS AND CONDITIONS

- Balloons Over Waikato Event Management shall be the sole judge of whether the vendor terms and conditions have been adhered to in a proper manner. If a serious breach has taken place a vendor may be required to remove their stall within 2 hours of notice being given. In such case all fees paid or due shall be forfeited.
- Vendors will be selected and confirmed at the sole discretion of Event Management. We will not enter into any consultation or negotiation around these decisions.
- Food vendor site placement will be decided by Event Management. We will not enter into any vendor consultation or negotiation around placement. Event Management reserves the right to alter the site plan if considered necessary.
- Vendors are not permitted to sleep in their vehicles/onsite.
- Vendors are not permitted to sublease all or part of their site.
- Vendors must be open for service from when gates open until 9pm.
- Vendors are responsible for obtaining all necessary permits, licences and permissions to operate a food service. Proof of such licences must be sent to info@balloonsoverwaikato.co.nz as part of your site confirmation process.
- Vendors will provide all requested information, including menu, product lists and prices by the required due dates as set out by Event Management.
- All vendors must be available for the rain date - Sunday 23 March as well as the main event date Saturday 22 March 2025.
- Co-operation - No vendor shall permit their site to be used to conflict with the event's purpose or the rights of other vendors. In the event of any dispute arising between vendors, in relation to the event such disputes shall be submitted to Balloons Over Waikato in writing for consideration, and the decision of Balloons Over Waikato shall be accepted by all parties as final and conclusive in all respects.
- Vendor Movement - All vendor vehicles and units must remain stationary where sited for the duration of the event. Any breach of this condition may result in the closure of the offending vendor's operation until the end of the event. This stipulation is not negotiable.
- Competitions or Contests - Vendors desiring to run any form of competition must first gain approval from Event Management in writing. Competitions or contests must be free of charge to attendees.