



HERETAUNGA WOMEN'S CENTRE CHRISTMAS MARKET STALLHOLDER APPLICATION FORM

Event Date: Sunday, 30 November 2025

Event Time: 10:00 am – 3:00 pm

Venue: Heretaunga Women's Centre & Civic Square, Hastings

Stallholder Details

Business/Trading Name: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Website Address: _____

Facebook Page: _____

☐ I am a current HWC Volunteer (I have volunteered in the last 12 months)

Stall Type & Site Selection (please tick one)

☐ Indoor Site – \$20 (1.8m table, limited spaces available inside HWC)

☐ Outdoor Site – \$45 (3m x 3m gazebo space in Civic Square or food truck positioned roadside)

Product Information

Describe the products you will be selling (*handmade items only*):

Are you selling food items?

☐ Yes – Prepared & served onsite (Food Safety Certificate required – **please email a copy with this form**)

☐ Yes – Pre-made food for offsite consumption (Health & Safety form required – **link to online form will be emailed**)

☐ No

Important Information for Stallholders

- Set up from 7:00 am. All sites must be fully set up by 9:30 am.
- Vehicles are not permitted to drive onto the Civic Square grass area. Stallholders must be able to carry/transport items to their site.
- *Handmade products* only permitted.
- Stallholders must bring their own tables, gazebos, display equipment, float/EFTpos facilities, etc.
- Food vendors must supply the required certification.
- All rubbish must be removed from your site at the end of the event.
- No power is available. Food Trucks must be self-sufficient ie Generator
- Site fees are non-refundable unless the organisers cancel the event.

Declaration

I/We agree to comply with the rules and requirements of the Heretaunga Women's Centre's Handmade Christmas Market. I/We acknowledge that the organisers accept no responsibility for loss, damage, or injury to stallholders, their staff, or their goods.

Signed: _____

Date: _____

Submission

Please complete and return this form to marketing@hwc.nz or drop off at the Heretaunga Women's Centre. Payment details and confirmation will be sent once your application has been approved.