



Stall Holder Information

Saturday, 14th November 2026 | 3.00pm - 7.00pm

Thanks for registering to have a stall at the 2026 Twilight Fair!

Payment

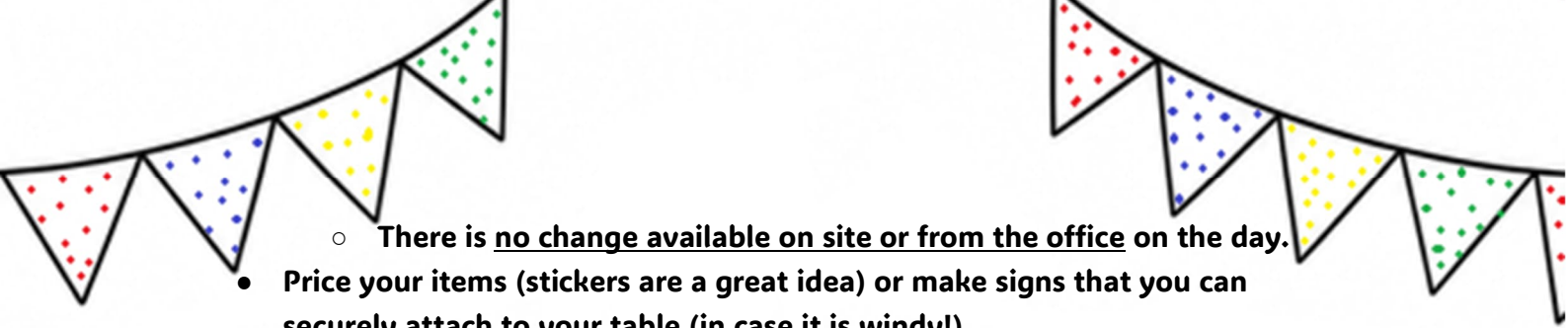
- \$30 per stall space (2.0m space)
- Payment is due on the day.

Payment options

- Directly into the Wanaka Primary School Parent Teachers Association – 02-0673-0023784-01. Reference your payment with “FAIR” and the Booking Name.
- An envelope with cash handed to the PTA Desk outside the Office. Write the Booking Name and “FAIR” on the envelope.

Preparing for the market

- You **MUST** bring your own table, chairs and set up.
- This event is being held outside. Make sure your stall will cope with sun, heat, a little rain and wind.
- We are happy for you to use a shelter or gazebo. Please note you will be located on tarmac, these **MUST** be held down. No ropes are to be used as this is a trip hazard. We recommend they are only used in light wind. Please note the PTA reserves the right to get them removed if they are deemed unsafe or the wind is too strong.
- Your table or tables can be up to 1.8m in length, or a picnic rug of the same size.
- Ensure you Organise your own float of change;



- There is no change available on site or from the office on the day.
- Price your items (stickers are a great idea) or make signs that you can securely attach to your table (in case it is windy!).
- Fair Money - Please confirm with Vicki if you will be accepting Fair Money. This is 1 ticket = \$1. You will be required to display signage on your stall if you will be accepting Fair Money (provided on the day). Please see Setting up on the day and Pack up for further information.
- Make sure everyone has sunscreen and a hat on!

What can I sell at the market?

- Homemade fudge, sweets, baking, drinks...
- Homemade arts & crafts, sewing...
- Home grown plants, fruit, produce...
- Please, no items intended for commercial sale. This includes Temu, sorry folks!

Health & Safety at the market

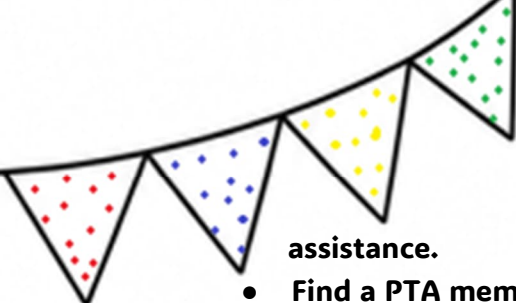
- If the Stall is being run by Children: A Parent Helper **MUST** be present at all times. You will be required to provide the Name and Contact Number of the Parent Helper. Parent helpers are responsible for the health & safety of their children when setting up, operating and packing down their stalls.
- Stall holders selling or using food items must show appropriate food handling hygiene actions:
 - Using clean gloves and tongs where appropriate.
 - Ensuring food items are stored and displayed appropriately.

The PTA reserves the right to request a stall to be taken down if it is deemed to be inappropriate, unsafe or not meeting basic food hygiene requirements.

We encourage all stallholders to think sustainably about their products for sale - create as little waste or rubbish as possible. Use products that can be disposed of sustainably or reused.

Setting up on the day

- Tables will NOT be available on the day. Bring a table with you or you could use a picnic rug.
- You can set up your stall from 12pm.
- You will need to carry everything into the school (no parking available on site).
- The stalls will be located from Pod 2 round to the Library – Please see the Fair Map attached.
- Make sure your stall can withstand some mild weather (wind, sun, a little rain). This will be on tarmac and therefore no locations for pegging down Gazebos etc.
- Spaces will be marked out for you. Please see Vicki or a PTA Member for



assistance.

- Find a PTA member wearing a HiViz vest or go to the PTA Stall which will be set up in front of the office to get your space number.
- Be set up and ready for your customers by 3.00pm!
- Fair Money - If you will be accepting Fair Money on your stall you will be provided with a sign to display. You will also receive a form to complete and to return with the tickets. You will need to complete the form and provide the tickets to match for reimbursement. Payment will be made by direct debit to your bank account as provided within 5 working days.

Pack up

- Keep your stall setup until 7.00pm (unless you sell out earlier!)
- Pack up your stall at 7.00pm.
- Take all your belongings and unsold items with you.
- Fair Money – If you have taken Fair Money. Please complete the form provided with your bank details to the Fair Money Stall. Payment will be made by Direct Debit to bank account details provided within 5 working days.
- Take all your rubbish with you - Wanaka is a Pack In Pack Out school.

Cancellation

Cancellation due to weather will be advised as follows:

- **Call 1** made 10 days out: **Wednesday, 4th November.**
- **Call 2** made 3 days out: **Wednesday, 11th November.**
- **Final Call** made: **Friday, 13th November at 10am.**

Please note: there will be no back up plan and the Fair will not have a rainy day date.

Any further questions Contact **Vicki** on **029 1211 388** or email: pta@wanaka.school.nz

