



星洲華僑會
Auckland Chinese Community Centre Inc

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5 September 2025

Dear Prospective Stall Holder

Re: Terms & Conditions for Stall Hire to be Strictly Followed By All Stall Holders

On behalf of the Auckland Chinese Community Centre, I wish to thank you most sincerely for your continued support of our annual Chinese New Year Festival & Market Day. We wish to advise the Terms & Conditions for Stall Hire which must be strictly followed by all stallholders to ensure safe and smooth arrangements for the day.

Packing In & Packing Out Stages: All persons must be inducted on Auckland Showgrounds Site Safety Rules as attached and must wear Hi-Viz Vests (orange or yellow), other safety gear as appropriate and closed toed footwear. No children 15 years or under will be allowed on site. ACCC will have a limited number of vests available on site for sale at \$10 each.

Electrical Equipment: All electrical equipment is required to be tested & tagged including leads & multi-boxes. ACCC can arrange testing & tagging for \$5 per item on site on Friday from 10am to 4pm and Saturday 6am to 9am.

Furniture Hire: Plastic chairs & trestles for indoor stalls can be hired through ACCC. Furniture supplied by ACCC must be ordered at the time of application for a stall. Delivery of furniture to the stalls on Friday or Saturday of the event only after stallholders are on site and instruct the furniture stall manager. Stallholders must sign confirmation of delivery and return of their furniture.

Set Up Time: Indoor stallholders can set up on Friday, 13 February 2026 from 1.00pm to 5.30pm, and both indoor and outdoor stallholders can set up from 6.00am to 8:30am (no later) on Saturday, 14 February 2026. Please note the Auckland Showgrounds management have specifically banned the use of nails for fixing signs and other material to the side walls or moveable doors.

Stall Holders Unloading: Vehicle access to Halls 3 & 4 is via the lane on the Western side of Public Parking and Outdoor Food Stalls via the front road directly opposite the main gate from 6.00 am – 8:30 am (no later). After unloading goods, stall holders will be directed to special stall holders parking areas at the rear of the Halls or in a special area behind the arena, as designated on the site plan.

Car Parking: Please note in particular that Auckland Showgrounds have a parking policy to charge all vehicles \$10 for the first three hours and \$2 per hour thereafter to a maximum of \$20 per day AT ALL TIMES. However, ONE free car parking exit ticket per stall will be distributed on the day or can be collected from the ACCC information counter.

Traffic Control: All approaching traffic using the Southern Motorway are requested to exit at Market Rd. and enter the Showgrounds from Manukau Rd end of Greenlane Rd. (Right hand turning into the Showgrounds will not be permitted).

Closing Time: 4.00pm: Public will be asked to leave stalls area by 4.00 pm Stallholders vehicles will only be allowed in after 4.15pm when all members of the public have left. Official Safety Officers will again ensure strict compliance.

Rubbish: Each stall holder must dispose of their own rubbish otherwise future participation may be jeopardised.

Food Stalls: have to comply with Auckland Council Health Regulations in all respects otherwise you will not be allowed to trade. Temporary licences will not now be issued to food stall operators who only trade for one day a year. All gazebos must be securely anchored to the ground to ensure safety in windy conditions.

All Halls and Showgrounds area must be vacated by 5.30pm to avoid expensive extra charges.

Yours sincerely

David Tai
Chairman
Auckland Chinese Community Centre Inc.