



“PISTANG PILIPINO SA WELLINGTON 2026” FOOD, DRY GOODS AND CRAFTS STALL HOLDERS

We would like to invite you to be a part of the “PISTANG PILIPINO SA WELLINGTON 2026” as a Stallholder. This event will be held in Wellington during the Labour Weekend 23, 24 and 25 October 2026.

“Pistang Pilipino sa Wellington 2026” is the annual Filipino community event and Wellington is the host for this year. The event will showcase Filipino culture, food, music, sports, and community activities with the support of various Filipino organisations, groups, businesses and individuals.

Our vision is to set up a Fiesta atmosphere, an outdoor event with Marquee and Gazebo stalls where the public will have an option to taste and buy a variety of Filipino food, crafts and products.

As part of the event planning, we will pursue the application with the Wellington City Council for the necessary permits including Environmental Health approval regarding the retail of food and beverages and other Council event requirements.

Power Usage Requirements:

You need to supply your own equipment to plug into the on-site power sources. It has to be tag tested (i.e. the equipment – crackpot, microwave, outdoor extension cords).

To comply with the Council Health and Safety Hazard requirements, proper outdoor cables should be properly installed (i.e. cables are not within children’s reach and no one is likely to trip over them).

Power Usage Recommendation:

Stallholders are allowed a maximum of 7,000 watts per stall. It is also allowable to use gas for cooking or heating food, as this is the safest option for an outdoor event.

There are few single plug power points with normal household capacity on site, so applications will be reviewed as we receive them.

Stall Operating Days and Selling Times

Stallholders may operate during the following event schedule:

Day	Selling Time
Friday	From approximately 3:00 PM onwards



Saturday	Whole day 8:00 AM to 9:00 PM
Sunday	Whole day 8:00 AM to 9:00 PM

Please note that announcements may be made if there are changes to the Friday start time.

Fees: Covers marquee, table hireage, licence, power/electricity/generator, and cleaning of the site.

Type of Stallholder	Daily Rate Saturday or Sunday (per day)	Weekend Rate 3 nights and 2 days 23,24 and 25 Oct. (Friday Night included)	Site and What's provided
Marquee Food Stall and Dry Goods Stall <i>Marquees are already installed on site and limited to six stalls only.</i>	\$ 775.00	\$ 1,550.00	<ul style="list-style-type: none"> ➤ Marquee ➤ 3x3 space ➤ 2x 2.4 tables ➤ Power from generator ➤ 2x chairs
Install own Gazebo Food Stall and Dry Goods only	\$ 450.00	\$ 850.00	<ul style="list-style-type: none"> ➤ 3x3 space ➤ 1 x 2.4 tables
Install own Gazebo Dry Goods only	\$ 420.00	\$ 800.00	<ul style="list-style-type: none"> ➤ 3x3 space ➤ 1 x 2.4 table
Install own Gazebo Sweets and desserts only	\$ 420.00	\$ 800.00	<ul style="list-style-type: none"> ➤ 3x3 space ➤ 1 x 2.4 table
Foodtruck	\$ 450.00	\$ 850.00	Space for one food truck only (no vehicle parking)
Caravan	\$ 450.00	\$ 850.00	Space for one caravan only (no vehicle parking)
Install own Gazebo Crafts only (no food or drinks allowed to sell)	\$ 125.00	\$ 215.00	<ul style="list-style-type: none"> ➤ 3x3 space
Install own Gazebo Business Promotion only (no selling of products)	\$ 125.00	\$ 215.00	The organisers reserve the right to approve or decline business promotion stalls to avoid conflict with event sponsors.



There are no other site options if the Labour Weekend forecast is rainy. It is very important that the stallholders supply their own provisions for elemental events (rain, sun, hail or wind) as the weather in Wellington is unpredictable.

Penalties:

Council Securities and Site Marshals appointed by the Fiesta Committee will be randomly checking the site during the weekend event.

A stiff penalty from the Council will be imposed on the following, and they reserve the right:

To stop unlicensed premises from being set up in the first place.

To dismantle the site of the Stallholder on the spot, even during the event, if no license can be sighted during inspection checks.

This penalty clause will be implemented without exceptions. Therefore, to avoid embarrassment on your part, please comply accordingly.

Since this is part of the initial planning, we would appreciate that you supply us with your details as part of the Council's requirements. We hope you can fully appreciate and cannot emphasize enough our need for your details so we can complete our Council requirements and the booking of the marquee.

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- All applications with deposit should be submitted by 5:00 pm on Wednesday, 17th of June 2026. There are no exceptions for late applications due to tight deadline requirements from the Council. To help us complete the application, we need you to complete the attached application forms.
 - Health Environmental application form
Application Form – see page 4
Acceptance of Terms and Conditions – see page 8
 - 50% deposit to secure your site location, remaining balance payable on Tuesday, 1st September 2026.
Bank transfer to Pistang Pilipino sa Wellington 2026 (**Bank account**)
Email signed application forms to (**PPsWlg email address**)
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APPLICATION FORM

Name of business or company:		
Name of individual/group/clubs/society representative:		
Contact details:	Phone:	
	Mobile:	
	E-mail:	
What are you selling? (E.g. food, crafts, etc.)		
For those selling food:		
Type of food (e.g. satay, spring rolls)		
Place of preparation (pre-cooked in domestic kitchen, cooked in restaurant or cooked on site)		
Equipment used in preparation (e.g. woks, gas stove, etc.)		
Electrical capacity required on site (e.g. how many watts do you require? What equipment are you plugging in to the power source, e.g. crackpot, microwave)		
Type of stall:	Requirements	Specify and circle if Daily or weekend rate
Food stall		\$
Craft		Marquee, Gazebo, Foodtruck



TERMS AND CONDITIONS

Pistang Pilipino sa Wellington 2026

Stallholders – Food, Dry Goods, Crafts and Business Stalls

Event: Pistang Pilipino sa Wellington 2026

Dates: October 23, 24 and 25, 2026 (Labour Weekend)

Location: Wellington

Section 1: Disclaimer

The organisers of Pistang Pilipino sa Wellington 2026 are not in any way liable for any loss, theft or damage to stallholder equipment, stock, cash, or personal property during the event.

Stallholders participate in the event at their own risk and are responsible for their own stall, equipment, products and staff.

Section 2: Site Care

- Only tent or gazebo pegs are allowed on site unless otherwise instructed.
- Stallholders are liable for any damage to the venue grounds, park surface, plants, buildings or facilities within the area of their stall.
- Any marquees over the allowable size may require a Council permit.
- Cars are not allowed to park on grass areas unless permitted. Please unload and move vehicles to designated parking areas.
- Stallholders must provide their own equipment for setting up and operating their stall.
- Stallholders must not block walkways, emergency exits or access routes.

Section 3: Equipment

- Stallholders are responsible for bringing their own equipment such as microwave, crackpot, fryer, BBQ, tables, extension cords, etc.
- All electrical equipment must be tag tested.
- Outdoor extension cords must be used and properly secured to avoid trip hazards.
- If using BBQ or cooking equipment, stallholders must protect the ground surface (e.g., tarpaulin or mat under BBQ).
- Gas cylinders must be safely secured and used in accordance with safety regulations.

Section 4: Health and Safety Standard



- Food stallholders must have an on-site fire extinguisher or fire blanket, visibly displayed.
- Power cables must be properly installed and safe for public areas.
- Stallholders are responsible for the safety of their stall area.
- Stallholders must ensure their stall does not create hazards to the public.
- Stallholders are responsible for any food safety complaints related to their food products.
- Stallholders must follow all Health and Safety instructions from the organisers.
- Emergency access lanes must be kept clear at all times.

Section 5: Cash Security

Stallholders are solely responsible for the security of their own cash, EFTPOS machines, and valuables.

Section 6: Rubbish and Waste Management

All stallholders are responsible for maintaining cleanliness in and around their stall area during and after the event.

Stallholders must comply with the following waste management requirements:

- Stallholders must keep their stall area clean at all times.
- Stallholders are responsible for disposing of their own rubbish into the designated event rubbish and recycling bins.
- Stallholders must not use public park rubbish bins unless instructed by the organisers.
- All rubbish must be properly bagged before disposal.
- Cooking oil, fats and food waste must not be poured into drains or sinks. Used cooking oil must be taken home and disposed of properly.
- Cardboard boxes must be flattened before disposal.
- Stallholders are encouraged to minimise waste and use recyclable or compostable packaging where possible.
- At the end of each day and at the end of the event, stallholders must clean their stall area and remove all rubbish, boxes and equipment.
- Stallholders may be charged a cleaning fee if excessive rubbish is left behind.
- Failure to maintain a clean stall area may result in stall closure.
- The event organisers will provide designated rubbish and recycling collection areas.

Section 7: Food Hygiene Regulations

All food stallholders must comply with Wellington City Council Food Safety and Hygiene regulations.



Pre-Event Preparation:

- Food must be prepared as close as possible to the event.
- Perishable food must be refrigerated.
- Food must be transported, covered and stored properly.
- Cold food must be stored below 4°C.
- Hot food must be stored above 60°C.
- Food must not be stored directly on the ground.
- Cooking equipment must not be accessible to the public.
- BBQ stalls must have a fire extinguisher or fire blanket.

During the Event:

- Food preparation at the event should be kept to a minimum.
- Serving staff should wear appropriate protective clothing.
- Cooked food must be covered to prevent contamination.
- Cooked food must not come into contact with raw meat.
- Hot food must be placed in a food warmer or served immediately.
- Staff handling money should not handle food.
- Stallholders must have access to hand washing and hot water (thermos).
- All rubbish must be disposed of in designated areas.
- Used cooking oil must be taken home and disposed properly.

Section 8: Noise Control (Residential Area Requirement)

This event is located in a residential area and is subject to Wellington City Council Noise Control regulations.

- Amplified sound, music, generators and loud equipment must comply with Council noise limits.
- Sound levels will be controlled by the organisers.
- Stallholders must follow instructions regarding sound and noise levels.
- Excessive noise may result in equipment being turned off or stall operations being stopped.
- Stallholders must cooperate with event organisers and Council Noise Control Officers if required.

Section 9: Council Compliance

All stallholders must comply with Wellington City Council requirements including but not limited to:

- Food safety regulations
- Health and safety regulations
- Waste management regulations



- Noise control regulations
- Electrical safety requirements
- Fire safety requirements
- Event permit conditions
- Public liability insurance requirements if applicable

Failure to comply with Council regulations may result in stall closure.

Section 10: Penalties Clause

Council officers, site marshals and event organisers may conduct inspections during the event.

The organisers reserve the right:

- To stop unlicensed stalls from operating.
- To dismantle stalls operating without approval or permits.
- To stop stall operations if Health and Safety or Food Safety requirements are not met.
- To suspend stall operations if stallholders do not comply with Event Terms and Conditions.
- To remove stallholders who do not follow noise control, rubbish or safety requirements.

This penalty clause will be implemented without exceptions.

Agreement and Acceptance

I / We _____ (printed full name)

Of _____ (organisation / business name)

Fully understand and agree to comply with the above Terms and Conditions as a Stallholder for Pistang Pilipino sa Wellington 2026.

Signature: _____

Date: _____

Signature: _____

Date: _____

Witness Name: _____

Address: _____

Phone: _____ Mobile: _____

Signature: _____ Date: _____