

VENDOR INFORMATION

**AFRIKA
BAZAAR** 2026
WAIKATO 6

Setup, Pack-down, Health & Safety



Questions? Contact Us
hello@afroconnect.co.nz

Kia ora,

Thank you for being part of **Afrika Bazaar Waikato 2026**. We're excited to have you join us for a fantastic day celebrating African culture, food, music, art, and community.

Please take the time to read through this information carefully, along with any other documents provided. If you have any questions before the event, please contact one of the event organisers listed below.

Event Details

Event: Afrika Bazaar Waikato 2026

Date: Saturday, 19 September

Time: 11:00am – 5:00pm

Location: Claudelands Event Centre

Entrance via **Brooklyn Road, Gate 4** (see attached map)

Key Contacts

Akeem – 021 0800 0078

Nadine – 021 038 1070

Ala – 021 100 6692

Vendor Information

Setup

Vendor access is available from **8:00am – 10:00am**.

- All vehicles must be removed from the venue area by **10:00am**.
- Please ensure your stall is fully set up and ready by **10:30am**.
- The unloading area may be up to **20 metres** from your allocated stall space, so please bring sufficient assistance and a trolley if required.

Pack-Down

Pack-down begins at **5:00pm**.

- Vehicles will be permitted back into the loading area from **5:15pm**.
- All stalls must be fully packed down by **6:00pm**.

Stall Information

Detailed stall allocations and the event site map will be shared with vendors closer to the event date. As this is an indoor event, gazebos and Ezi-Ups are generally not required.

If you choose to bring your own gazebo:

- Side walls must remain removed at all times.
- Gazebos must not obstruct neighbouring vendors or visitor flow.

Stall Inclusions

3m x 3m Stall

- One 2.4m table
- One chair

6m x 3m Stall

- Two 2.4m tables
- Two chairs

Please bring your own tablecloths and any additional display equipment required.

Vehicle Access

Vehicles are permitted in designated loading areas during setup and pack-down only. No vehicles are permitted within the event space or venue driveways during event operating hours.

Food trucks operating within the venue are the only exception.

Vendor Parking

Each vendor will receive **one complimentary parking pass** for the vendor parking area closest to the venue and must be displayed upon arrival. Your parking pass will be issued along with your stall number and site map closer to the event date.

Upon presenting your parking pass, event staff will direct you to your **allocated vendor parking area.**

Please note:

- One parking pass is provided per vendor stall.
- Additional vehicles must use public parking at their own cost.
- Vendor parking spaces are limited and cannot be reserved beyond the allocated pass.

Crew Food Vouchers (Food Vendors Only)

Event crew will receive Afrika Bazaar food vouchers to use throughout the day. Food vendors are asked to please –

- Accept vouchers as payment.
- Retain collected vouchers safely throughout the day.
- Present collected vouchers to an event organiser between **4:30pm** and **5:00pm** for reimbursement.

Vouchers may be issued in denominations of **\$5, \$10, or \$20**. Please round purchases appropriately when accepting vouchers. Change is not required.

For example: An \$18 meal may be redeemed using two \$10 vouchers.

Sustainability

We encourage all vendors, particularly food vendors, to minimise waste wherever possible.

Please use:

- Compostable plates
- Compostable bowls
- Compostable cutlery

and avoid single-use plastics where practical.

Dress for the Weather

Although the event is indoors, the venue can become cool during the day.

We recommend bringing:

- Warm clothing
- A rain jacket
- A windbreaker
- Comfortable footwear

Things to Bring

- Reusable water bottle
- Sunscreen
- Trolley (if required)
- Headlamp or torch for pack-down
- Tablecloths and display materials

Health & Safety Overview

NOTE: The safety of our vendors, volunteers, performers, and visitors is a priority. Please take a few moments to read the following information before arriving at the event.

During Setup & Pack-Down

The following rules apply during setup and pack-down:

- No children under 12 years of age are permitted in the venue during setup or pack-down.
- Covered footwear must be worn. You may change into sandals or other footwear once the event is open to the public.
- Vehicles must travel at no more than 5km/h while on-site and must have hazard lights on.
- Large vehicles must use a spotter when reversing.
- Keep work areas tidy and free from unnecessary hazards.
- Use correct lifting techniques when moving heavy items. Loads over 20kg should be split where possible.
- High-visibility clothing is strongly recommended during setup and pack-down.

During the Event

- Keep your stall and surrounding area tidy at all times.
- Remove any trip hazards as soon as they are identified.
- Report any hazards to an event organiser immediately.

Illness & COVID-19

Please do not attend the event if you are feeling unwell or experiencing symptoms of **COVID-19** or any other contagious illness.

Emergencies, Incidents & Accidents

In an emergency:

- Call **111** immediately.
- A First Aid Kit will be available at the Information Tent.
- Report all incidents, accidents, injuries, or near misses to an event organiser as soon as possible, no matter how minor they may seem.

Contact:

Ala Farah – 021 100 6692

Nadine – 021 038 1070

Found Child

If you find a child who appears lost:

- Escort them to the Information desk.
- Contact Ala or Nadine immediately.
- We will make an announcement over the PA system.
- Please do not offer the child food or drink.

Lost Child

If a parent or guardian reports a missing child:

- Contact Ala or Nadine immediately.
- We will make an announcement over the PA system and begin the lost child procedure.

Help Us Spread the Word

We would love your help promoting Afrika Bazaar Waikato 2026.

Attached you'll find:

- Event poster
- Social media tiles
- Promotional assets for sharing online

Please share these with your customers, friends, family, and followers to help us make this year's event our biggest yet.

Thank you again for being part of Afrika Bazaar Waikato 2026. We look forward to welcoming you on **Saturday 19 September 2026** and celebrating with you.

Ngā mihi,
The Afrika Bazaar Waikato Team