

Stallholder Information Pack – Poutama Indigenous Artisan Village

WORLD INDIGENOUS BUSINESS FORUM (WIBF) 2018
ROTORUA ENERGY EVENTS CENTRE | OCTOBER 10TH & 11TH



Huihuia ngā tangata, tuituia ngā whenua
Gather our people, bind our lands

Table of Contents

Introduction	2
Event dates and times:	Error! Bookmark not defined.
Location:.....	2
Patronage:.....	2
Team contact:.....	2
Event Information	3
Key dates.....	3
Hours of operation	3
Village location and facilities	3
Stallholder cost.....	4
Stallholder criteria.....	4
Health & Safety	4
How to apply.....	5
Poutama clients.....	5

Introduction

The 9th Annual World Indigenous Business Forum (WIBF) 2018 is coming to Rotorua and is specifically designed to be the world's leading Indigenous business conference — a place for the most influential Indigenous business people, economic thought leaders and inspiring speakers to come together and share cutting edge commercial ideas - based in science, technology and human capability and the latest opinions on how to future proof Indigenous business success.

This year the Poutama Indigenous Artisan Village will be a showcase and celebration of Indigenous Artisans and Entrepreneurs from around the world. Typically there are vendors selling goods and services including crafts, art, handmade musical instruments, jewelry, delicatessen, sweets and preserves, organic handmade personal care products, among others.

Location:

Rotorua Energy Events Centre, Queens Dr, Rotorua 3010.

Patronage:

WIBF 2018 is expecting up to 500 international delegates from over 20 countries and up to 500 domestic delegates from around Aotearoa.

The Poutama Indigenous Artisan Village is also open to the public for the duration of the conference.

Team contact:

Tatiana Kiwi-Knight is main contact for the Indigenous Artisan Village.

E: tatiana@kiwiknight.nz Ph: 027 746 5079

This pack contains all the information you need to apply for a stall at this year’s event, and outlines details of the event and the application process. Through the planning process details and elements may change, and stallholders will be updated as new information becomes available.

Event Information

This section outlines everything you need to know about the event, the event site and other important details to take into account.

Key dates

- Tuesday 18th September 2018: Applications close. All applications must be received no later than 12.30pm.
- Friday 21st September 2018: Stallholders finalised. The WIBF planning committee will decide the applications that will be accepted and all stallholders will be notified of the application outcome by 4pm on Friday 21st September.
- Friday 28th September 2018: All contracts will be executed and stallholders invoiced.

Hours of operation

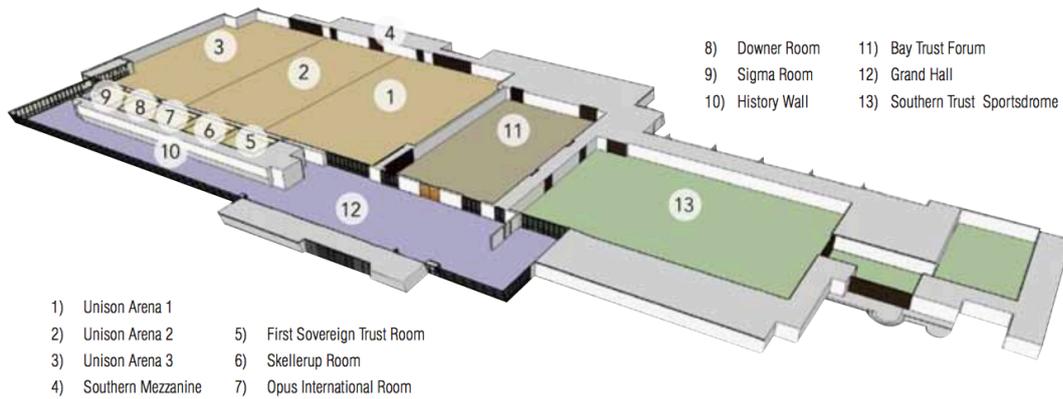
Date	Time	Activity
Tuesday 9th Oct	1pm - 6pm	Energy Events Centre open for registrations and stallholder set up
Wednesday 10th Oct	7am – 6pm	Poutama Indigenous Artisan village is open Day One of WIBF
Thursday 11th October	8am – 4pm 4pm – 7pm	Poutama Indigenous Artisan village is open and Day Two of WIBF Stallholder pack down

While the village will be open during the hours indicated above, we also want to encourage stallholders to participate in the conference where possible.

Stallholders will have access to the main plenary and the food/networking area. Volunteers will be assigned to the village throughout the conference and may be utilised to “mind” your stall. However, this will be at the stallholder’s own risk.

Village location and facilities

The Poutama Indigenous Artisan Village will be located along the History Wall (area 10 in map below).



What is provided:

- A standard stall is approximately 3x3 metres and is provided with a table and chair.
- Electricity is not available for stallholders at this stage. If you require electricity, please make that clear in your application email.
- Any additional requirements (extra space or walls, for example) will be charged at cost price.
- Morning/afternoon teas and lunches provided.

Stallholder cost

The standard fee per stallholder is \$150 + GST. This is solely to cover food costs.

Please note that each stallholder receives **ONE** registration tag meaning that only one person is permitted to be the key representative of each stall and have access to the conference.

Stallholder criteria

- All interested entities must be Indigenous-owned.
- Any vendors participating should be committed to increasing community spirit and pride and to celebrate cultural heritage and diversity.
- The WIBF planning committee reserves the right to make the final decision on who is accepted into the Artisan Village. The WIBF planning committee is striving for high-quality, diverse and interesting stallholders.

Health & Safety

All stallholders will be required to complete a Health and Safety Induction, on Tuesday 9th September, time to be confirmed. They will also be required to comply with the WIBF Health and Safety Plan.

How to apply

To apply, please contact Tatiana Kiwi-Knight at tatiana@kiwiknight.nz. Please include the following:

- a brief of your business including background, years in operation, number of FTEs, key contact information
- any additional requirements at WIBF (electricity, extra space, walls, for example)
- any images you may have of your products

Please note that acceptance is at the complete discretion of the WIBF planning committee and their decision is final.

Poutama clients

As the major sponsor of the village, 20 stalls are reserved for Poutama clients free of charge. If you are a Poutama client, please contact Jeanna Love to apply.