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## Auckland Chinese Community Centre Inc

1 New North Road, Mt. Eden, Auckland, New Zealand  
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Dear Prospective Stall Holder

14 September 2009

### **Re: Code of Conduct to be 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.

We wish to advise the Code of Conduct for all stall holders to ensure safe and smooth arrangements for the day.

1. **Set Up Time:** Please arrange to set up your stall from **6.00am to 8:30am (no later)** on 13 February (Saturday). In order to make a good atmosphere, we would request you to decorate your stall to the highest standard
2. **Stall Holders Unloading:** Vehicle access to Hall 1, 2 & Outdoor Food Stall area are via lane on the Western side of Public Parking area. **6.00 am – 8:30 am (no later)**. After unloading goods, indoor stall holders will be directed to special stall holders parking areas at the rear of Halls 1 & 2, and outdoor stall holders will park in a special area behind the arena, as designated on the site plan.  
**A Stall Holder Pass will be supplied for displaying on the dashboard of your vehicle to obtain free parking within the Showgrounds.**
3. **Public Safety Regulations:** All vehicles must be cleared from stall holders areas before members of public are allowed in. Official Safety Officers will be on duty to ensure compliance.
4. **Traffic Control:** All approaching traffic using the Southern Motorway are requested to exit at Market Rd. and enter Showgrounds from Manukau Rd end of Green Lane Road. (Right hand turning into the Showgrounds will not be permitted).
5. **Closing Time: 4.00pm:** Public will be asked to leave area cleared by **4.00 pm** Stall holders 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.
6. **Rubbish:** Each stall holder must dispose of their own rubbish otherwise future participation may be jeopardised.
7. **Food Stall:** have to comply with Auckland City Council Health Regulations in all respects otherwise you will not be allowed to trade.
8. **All Halls and Showgrounds area** must be vacated by **5.15pm** to avoid expensive extra charges.

We hope everyone has a very successful and enjoyable time.

Yours Sincerely

Kai Luey  
Events Organiser