



Event applications are open from Monday 19 February - Thursday 15 March 2018

Read the following information and go to www.kidsfest.co.nz to apply.

KidsFest is New Zealand's largest and longest-running winter school holidays festival and has entertained millions of children and families for the past 26 years.

KidsFest provides the opportunity for a broad range of community groups, businesses and organisations to produce special events just for children aged 0-13 while showcasing themselves at the same time. It is a fantastic opportunity to get your event noticed during the Winter School holidays.

The Christchurch City Council (CCC) runs the overall administration and marketing for KidsFest. We help promote your event via the KidsFest Brochure, website, Facebook page and other marketing avenues. CCC also produces a few key events for the festival, but most KidsFest events are managed and run by independent event organisers, businesses and organisations from the Canterbury region.

2018 KEY DATES & INFORMATION

KidsFest 2018 Theme	Our World
Mon 19 Feb – Thur 15 March	Event applications open at www.kidsfest.co.nz
5pm, Thursday 15 March	Event applications close. NO late entries will be accepted
Thur 29 Mar	Notification of acceptance or non-acceptance to applicants
Fri 27 Apr – Thur 3 May	Event providers MUST proof their brochure listing
Fri 4 May	Brochure goes to print
Mon 21 May	ALL event info and ticket booking systems must be ready on website(s)
Mon 28 May	Website live to view & brochure available to public (tickets sales NOT live)
Fri 1 June, 9am	KidsFest event bookings and ticket sales are open! No ticket bookings prior to this date.
Sat 7 – Sat 21 July	KIDSFEST 2018

EVENT CRITERIA

KidsFest aims to offer a wide variety of entertainment and activities for children aged 0 to 13. To be considered as an event provider for KidsFest your event should meet the below criteria.

- Your event must be suitable for children within the ages of 0-13.
- Your event should be safe and provide opportunities for fun, creativity and learning.
- If your event is held at any other time during the year, it should be adapted to make it unique for KidsFest or relate to the KidsFest annual theme as much as possible.
- You must manage your own event ticket bookings and listings, and must not take bookings for your events prior to 1 June 2018.
- You accept you are responsible for managing all aspects of your event(s) including Health & Safety.
- Your event and venue must have adequate facilities. Venues are not to be within a private residence.
- Caregivers are compulsory for children 7 years & under for KidsFest events. You should allow space for caregivers to be with their children if they are required.
- You must provide evidence of an Event Safety Plan for your event(s).
- You agree to comply with the KidsFest Terms & Conditions.

MARKETING FOR ACCEPTED EVENTS

The information you provide during your application will be included in the KidsFest brochure and on the website. We also have a KidsFest Facebook page and other marketing avenues to promote our festival events.

The KidsFest brochure provides a short listing of every event, more detailed information is shown on the website listing. If you wish to also advertise within the brochure for a larger profile, please contact kidsfest@ccc.govt.nz. A rate card will be sent out to all Event Providers soon.

If your event is accepted into KidsFest you must agree to include the KidsFest logo on any of your marketing material with the aim of publicising your event as part of KidsFest, in line with KidsFest brand guidelines. There will be a 2018 KidsFest Logo Pack available for accepted event providers.

The closing date for all applications is Thursday 15 March 2018, 5pm. No late entries will be considered.

If possible, please do not leave your application until the end of the application period. There is a large amount of event information for KidsFest administration to get through in a short space of time once applications close. So if you do already know all of your event details and have your Health & Safety documentation in place, help us by applying early. Thanks!

We look forward to receiving your event application soon!

Please feel free to forward this on to anyone we might have missed, we welcome all event enquiries.