



Christchurch Farmers' Market
Taste Catering Ltd.
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Christchurch Farmers' Market Application

Thank you for your interest in trading at the Christchurch Farmers' Market, Canterbury's largest authentic gourmet food & Farmers' market. The Christchurch Farmers' Market is a food market where local growers, Farmers' and artisan food producers sell their produce directly to consumers. The market is held Saturdays from 9am to 1pm.

The right to trade at our market requires a successful application with the Christchurch Farmers' Market. The application process contains the following steps:

- 1) Written application: Proposal of your product and stall to market management via email.
- 2) Application assessment: Market Management will assess your application. If your proposal looks suitable for the market you will receive an invitation for an interview/ tasting. Otherwise we will decline your application.
- 3) Interview with Market Management: Market Management will invite you to come in for an interview which enables us to assess the quality of your product, the suitability for the market, presentation of your product, your story, branding and labeling, packaging, and stall layout.
- 4) Follow up: You will be notified whether you are accepted as a trader at the market.

If accepted, we require you to sign and submit our Terms and Conditions, transfer applicable fees, provide us with all materials required for social media, and confirm starting date, prior to your first attendance.

With signing the Terms and Conditions you agree to comply with all requirements and regulations outlined by the Christchurch Farmers' Market.

If you are not accepted, we will notify you.

For general regulations and fees please see:

Christchurch Farmer's Market Terms and Conditions to Trade

All regulations and policies outlined below refer to the Christchurch Farmer's Market and Christchurch Farmer's Market Management.

Selection Criteria and Trading Policy

- 1) Preference is primarily given to producers in the Canterbury region. Any supplier outside these areas will be decided upon on a case-by-case basis.
- 2) All goods offered for sale must be the stallholder's own whether grown, made, reared, caught, brewed, pickled, smoked or otherwise preserved. Non-food items that possibly can be included are cut flowers and vegetable/herb plants or further processed herb and plant products. Inclusion of such products remains CFM's discretion.
- 3) Stallholders agree to comply with the latest Health & Safety Regulations relating to their products of sale. Stallholders must ensure to have all necessary certificates and licenses in place.

- 4) Every potential stallholder and their product must be viewed by Market Management prior to acceptance and commencement at the market.
- 5) If existing stallholders want to introduce new products, the products must be advised to and approved by Market Management.
- 6) The CFM's Trading Policy excludes the sale of goods purchased for resale. The CFM obtains the right to make case by case decision which may vary from this rule.
- 7) Stallholders, once accepted by the CFM, will comply with current terms and conditions.
Disregard of the regulations, by either the stallholder or employed staff, may result in fines or exclusion from trading at the market.
- 8) The CFM trading hours are Saturdays, between the hours of 9am and 1pm, unless otherwise determined by Market Management.
Stallholders can access the site from 6.30am - 2.00pm on the market day.
Stallholders are required to complete set up of their stall before commencing to trade. Set up **MUST** be completed by 8.30am.
- 9) As market trading hours are 9-1pm, **stallholders are required to keep their stall site occupied until the end of the market at 1pm.**
- 10) If stallholders sell out early **the site cannot be packed down before 12.30pm. Pack down between 12.30pm and 1pm can only partake under the following conditions:**
 - a) No car movements on the grounds (incl. the driveway leading towards the car park area).
 - b) A personalised and for market customer easily visible **"sold out"-sign** that also states the name of the business has to be put up. The sign has to be removed by 1pm; this remains the stallholders' responsibility and the sign is not to be left behind. Christchurch Farmers' Market is not responsible for uncollected and lost signage.
- 11) For safety reasons there is **strictly no vehicle movement** on the grounds between 8.15am and 1pm (**including** the driveway leading towards the car park area). In order to enforce this safety measure, one side of the gate will be shut to block off access from the driveway to Kahu Road from 8.15am – 1pm.
- 12) **Failure to comply with 8., 9. or 10. can result in exclusion from trading at the market.**

Regulations

1. All fresh and processed meat stalls are to provide written confirmation of certified processing and handling, i.e. certified butchering and processing by a registered abattoir and/or butchery.
2. The stallholder is responsible to ensure that all prepared food is prepared in a registered premise/kitchen.
3. Any new ready-to-eat stalls need to use **approved compostable** packaging.
Any current ready-to-eat stallholders are required to be using **approved compostable** packaging by the end of 2018.
The CFM advises all non-ready-to-eat food stalls to use approved compostable packaging where possible.
4. Stallholders must comply with all statutes, regulations, local by-laws and other rules of any governmental or local body authorities including current **Food safety, Health & Safety Act, Fair Trading Act and Consumer Guarantees Act**. Visit www.ccc.govt.nz for more information.
5. If stallholders would like to employ staff to sell the goods on their behalf this has to be proposed and agreed upon by Market Management.
If Christchurch Farmers' Market Management agrees to this
 - a) Stallholders are to ensure that their staff is highly familiar and knowledgeable about the products for sale.

- b) Stallholders must ensure that their staff has read, understood and submitted the current CFM T&C's (page 9). Furthermore, stallholders are required to notify Market Management about any staff running their site on their behalf.

Market Management must also be notified about any staff changes throughout the year **prior** to attendance of the staff in question.

If new staff are employed, T&C's (page 9) for each new staff have to be submitted to Market Management.

- c) Stallholders must ensure that their staff are notified about all other announcements made by Market Management.

Market Management reserves the right to add all staff to the weekly map-email-list.

- 6. Please be aware **animals are not allowed in the market area** during the market on Saturdays. CFM is a dog-free market between 9am - 1pm.

Signage displaying this information is at both entrances to the market. All stallholders are required to comply with this regulation.

- 7. The market is a smoke free zone; please adhere to this.

Signage displaying this information is also at both entrances to the market during market trading hours.

- 8. For general noise control for the surrounding neighbourhood as well as market customers stallholders are not permitted to play music at their site during set up in the morning, market trading hours and during pack down.

General Requirements and Conditions

- 1. CFM reserves the right to cancel the market at any time for conditions outside of our control. If the market has to be cancelled, 50% of the stall fee will be refunded.
- 2. CFM reserves the right to cancel any stallholder at any time for any reason.
- 3. The CFM T&C's will be reviewed annually.
- 4. All relevant information must be made known to the CFM at the time of application.

Insurance

- 1. CFM will not accept responsibility for loss or damage to persons, the grounds, products, goods and vehicles, due to theft, weather or other factors.
- 2. If the market is cancelled for any reason, CFM is not responsible for any loss or damage incurred. Please refer to General Requirements & Conditions, Point 1.
- 3. If any damage to the grounds or property on the grounds is caused by a stallholder, the stallholder is responsible for any costs incurred for repairs.

Terms & Conditions (CFM T&C's) & Membership Fee

- a) Christchurch Farmers' Market Terms and Conditions To Trade (CFM T&C's)

- 1. Regular stallholders are required to agree and complete the CFM T&C's annually every August to become and remain stallholders at the market.
- 2. Seasonal or new stallholders are required to complete the CFM T&C's once approved as a stallholder by Market Management and prior to their first attendance at the market.

In both instances the latest date for submission of the CFM T&C's is two weeks after having received the CFM T&C's from Market Management.

Failure to complete and submit the CFM T&C's within two weeks may result in exclusion from the market or pending attendance until the CFM T&C's have been completed and submitted. This refers to the stallholder section (page 8) as well as the staff section (page 9) of the document.

b) Membership Fee

1. All **regular stallholders** must pay an **Annual Membership Fee** to become or remain a registered member of the CFM. Bank details are stated above (please reference "Annual Membership Fee").
2. The regular membership period runs from the 1st of September to the 30th of August each year. The regular Membership Fee is due on the 1st of September of each year.

The latest possible payment date for the Membership Fee is two weeks after being provided with the CFM T&C's Document. Failure to pay the Membership Fee within this time frame results in suspension of attendance until the fee has been paid.

3. The Membership Fee for any new stall joining the market later in the year depends on the remainder of the annual term. New stallholder will be advised by Market Management regarding the fee and payment date.
4. For all **seasonal stallholders** the Membership Fee is replaced by an **Admin Fee** which also must be paid prior to first attendance.

Membership & Admin Fees (all incl. GST)			
Membership Fee (for regular/weekly stallholders):			
31st of August '17 – 1st of September '18			\$69
Admin Fee (for non-regular/ non-weekly stallholders):			
One-Off:	\$20	Multiple Attendances (2-3 attendances)	\$39
Any other time frames:			\$49

Site Fees, Payment and Leave

1. All site fees to be paid by **Direct Debit** from the stallholder's bank account to the CFM bank account.

The fee **must** show in the CFM bank account by **Thursday morning 8am in the week of attendance**. The **stall name** has to be stated clearly as reference in the bank transaction. Failure to pay stall fees will result in not being able to attend the market.

No stall fees can be paid on the day.

2. Stall fees are to be paid **weekly in the week of attendance**.

When making your **payment** the **stall name** **must be stated clearly and** identical with the name specified on the "Terms & Conditions to Trade" - form; failure to comply may result in exclusion from the market.

MARKET FEES (all incl. GST)	
Permission to trade at the market (weekly fee)	\$65
One-Off-Attendance	\$85 (\$65 stall fee plus \$20 admin cost)
Power – Stallholders MUST provide their <u>own</u> extension cord!	\$15**
Table Hire	\$15 **
Please note: If your stall size exceeds the average stall size of 3x 1.5m a surcharge may apply.	

* Limited number of spaces available - we cannot guarantee availability

**limited number of power sites / tables available for hire - we cannot guarantee availability

3. Absence from the market

a) General Absence Notification

Any Absences (foreseeable and unforeseeable) must be communicated to Market Management to ensure the proper running's of the market and to provide customers with the best market experience.

Foreseeable cancellations are to be communicated via email; short notice/ late cancellations (on Saturdays) are to be communicated via text.

If you choose to stay absent from the market on a frequent basis without notifying Market Management, you may lose the right to trade without notice being given.

b) Refunds

Paid stall fees can be refunded if the Market Manager is being notified **via email by Thursday 8am** about non-attendance.

Refunds can only be admitted if the absence notification is communicated in writing **via email until Thursday 8am**. If this timeline is missed no refund can be admitted.

4. Leave regulations for regular and seasonal stallholders

Please note that classification of seasonal vs. non-seasonal stallholders is subject to Market Management.

A) Leave regulations for regular stallholders

a) 4-week-leave period:

Stallholders are entitled to four weeks of absence from the market without any hold fee occurring. The four weeks can be taken consecutive or throughout the year.

b) Longer absence from the market:

If you wish to be absent longer and would like to retain your site a weekly hold-fee of \$35 will occur. If the hold-fee is not paid the site will be offered to another stall and the right to trade at the market is forfeit.

Longer absences must be agreed upon with Market Management beforehand.

B) Leave regulations for seasonal stallholders

a) Attendance longer than 3 months: Please see regulations for regular stallholders.

b) Attendance up to 3 months:

2-week-leave-period: Seasonal stallholders that attend less or up to three months are entitled to 2 weeks of absence from the market without any hold fee occurring. The two weeks can be taken consecutive or throughout the year.

5. Stallholders resigning from the market are required to give **two weeks' notice**.

Code of Conduct

The Christchurch Farmers' Market is committed to providing an environment that is enjoyable, safe and secure for all members of the public, stallholders, staff and volunteers.

As a stallholder at the market you will:

- Take responsibility for your own and your staffs behaviour
- Treat all individuals and property with respect and care
- Communicate ideas or concerns with market management
- Inform the Market Manager via email or txt if you are not going to attend the market, even at short notice. No reason has to be given.

- Respect and comply with decisions and changes made by Market Management.
- Have awareness for the well-being and safety of others
- Support the market to become zero waste
- Comply with Smoke Free Zone requirements

The following behaviour is not acceptable at the Christchurch Farmers' Market and may result in disciplinary action and exclusion from the market:

- Failure to comply with the CFM T&C's
- Disruptive behaviour which interferes with the rights or working/selling opportunities of others
- Language or behaviour which is offensive, verbal or written
- Being under the influence of alcohol or drugs
- Any threatening speech or acts of aggression or intimidating behaviour
- Stealing
- Vandalism

Site Allocation and Use

1. Approved stallholders will be allocated a site for the sale of goods as described on their Agreement of Trade Form only. All stallholders will be responsible for maintaining a clean and safe stall.

At the end of each market the stallholder is responsible for ensuring that their stall site is clean and rubbish free (please refer to Rubbish section).

2. Stallholders will be provided with a gazebo site which may be shared with other stallholders.
3. No shared stalls are allowed, i.e. two stallholders selling each their products together in one site.
4. CFM will, to its best endeavor, keep stallholders in the same location, however, the market site plan may vary week to week (due to varying attendance, weather, ground damage, resources etc.) so you may be moved around to fit the environment and the flow of the market. A site map is sent out each week prior to the market on Thursday or Friday. Stallholders are expected to check their position.
5. Stallholders are to provide their own setup, signage, cash float, etc.
6. As CFM is a high-quality market stallholder are expected to provide the highest quality and freshest produce, thus ensuring a top-quality market. CFM obtains the right for quality control regarding quality and presentation of the goods for sale.
7. CFM retain the right to request low quality items to be removed from the stall. Second grade produce needs to be approved for sales by management and labeled accordingly.
Failure to comply with this request may result in exclusion from trading at the market.
8. Stalls using power are requested to provide their own extension leads. Furthermore, they are requested to comply with the current Health & Safety regulations and to regularly check extension leads and appliances for hazards such as exposed terminals, or wiring insulation pulled out of housing. When using tools or appliances outdoors, stallholders are requested to always use an isolating transformer or residual current device (RCD).
9. Stalls working with hot oil and fat and other food spoilage need to have appropriate catchment trays (e.g. fat trays) to protect the grounds.
10. Stalls using any kind of open flame, gas stoves, barbecues or similar are required to have appropriate fire prevention measures in place, e.g. fire extinguisher on site.

Stallholder Vehicle Parking

1. No vehicles are to be driven on any grassed area or pedestrian footpaths.
Access to the car park will be closed at 8.15am in the interest of public safety.

Vehicles situated on the Riccarton House & Bush property must not be moved until the end of the market at 1pm.

2. There are limited spaces available along the drive way entering the property. Once these spaces are taken the remaining stallholders are asked to park their vehicles on the nearby streets (Titoki, Kahu, Rimu and Ngahere Streets).
3. During market hours **no cars are to be parked anywhere in the market area**; except vehicles that have been authorised to be parked behind the stallholder's gazebo. Authorisation is by Market Management only.

Any free space in the car park area is **UNLOADING** space only and stallholders are asked to unload quickly and remove their vehicle promptly.

4. CFM reserves the right to reserve car parks and Riccarton grounds space for private functions being held at the homestead.

Rubbish

Each stallholder is to respect the heritage listed site the CFM is operated at.

Each stallholder is responsible for **disposing his/her own rubbish and waste produced through their dealings at the market offsite**.

CFM provides **rubbish bins onsite for the use of the public only**. No stallholders are to dispose of their rubbish in the CFM rubbish bins.

Any stallholder who leave behind rubbish of any kind on either their site, Riccarton Grounds or who dispose rubbish in the Riccarton Bush or CFM rubbish bins will be subjected to a \$50 rubbish fine. Higher fees may be applied depending on amount of rubbish disposed in the CFM rubbish bins or left behind at stall site.

Social Media and Branding

1. All applicants and stallholders acknowledge that the CFM will make names and contact details available to interested parties from time to time for promotional and other purposes and all applicants and stallholders grant permission for the CFM to use any images or photographs of stalls and stallholders for any promotional purposes considered appropriate and beneficial to the market by Market Management.
2. **Please refer to the market as the Christchurch Farmers' Market only (i.e. #chchfarmersmarket or #christchurchfarmersmarket).**
3. All stallholders are asked to refer to the market in a positive way when using social media. Comments about the market on social media need to uphold the market values and be written in a supportive manner. Please be considerate of other stallholders when you comment via social media about the market.
4. The CFM logo is intellectual property.

Individual use of the logo requires the CFM Management approval.