



Stallholder Information & Application Form

Carterton Farmers Market is a not for profit Incorporated Society.

Our goals are to make the Wairarapa more resilient and to promote local business.

Please read the following information carefully:

Stallholders Terms & Conditions

Code of Conduct

Vendor Application Form

Food Vendor information

Food Safety Guidelines

Food Safety Registration Form

Outside Market

The Carterton Farmers Market is an all-weather outdoor market.

Gazebos must be situated on the paved areas of Memorial Square.

Mats must be used on the grass. You may bring your own or use the CFM mats, located on the trailer, stationed in Pete's Creative Kitchen's driveway.

Please **do not use the grassed areas** without a mat.

This is a CDC requirement.

Stall Sizes and Pricing

Standard stall	3m by 3m.	\$10.00 per market
Double stall	6m wide x 3m deep	\$15.00 per market
Triple stall	9m wide x 6m deep	\$20.00 per market.

Fundraising Stalls No Charge

Budding Entrepreneurs (School Children) No Charge

Please Note: You must complete an application form to attend the market.

Food Vendors – Please Note:

Read the **additional regulations** on <http://www.cartertonmarket.co.nz/> relating to food.

You must complete the Carterton Farmers' Market food safety form and return with your application.

This is a CDC requirement.

Enquiries

For enquiries please Email info@cartertonmarket.co.nz

Or call Iris **027 291 6846**

Stallholder Terms and Conditions

Registration

All stallholders **must register** prior to market attendance.

Registrations **must be received** on the **Thursday** before your attendance day.

This is a CDC requirement.

Payment of Site Fees

Site fees are payable at rates set by the Carterton Farmers' Market Executive Committee
Changes in site fees will be advised with one month's notice.

Carterton Farmers' Market prefers payment by Internet banking.

Please use your business name and invoice number as a reference.

Registered Casual stallholders may pay cash to the site manager on Sunday.

This does create more work for the volunteer committee, so please make the effort to pay by internet banking.

Notification of attendance

Please inform us by Thursday of your plan to attend.

We like to advertise our sellers by Saturday morning.

Days of Operation

The market operates every Sunday except for **Christmas Sunday**.

New Year's Day opening is decided by a consensus of stallholders.

Hours of operation

Market hours are: 9.00 am to 12:30 pm.

Stallholder Set Up: Before 9.00 am

Stallholder Pack Up: 12:30 pm.

Thank you for keeping to these times, our customers expect consistent hours.

Regulations

Carterton Farmers' Market operates in accordance with relevant regulations including:

Trading Standards, Environmental Health, Occupational Health & Safety,

Liquor Licencing and Carterton District Council conditions.

Certification

Vendors must display in a prominent position:

Food Hygiene Certificate, Bio Grow or other Organic Certification you hold.

Vendors may not advertise goods as organic unless appropriate certification is held.

Failure to follow this rule will result in suspension from the market.

EFTPOS

CFM does not have EFTPOS facilities. There is a Westpac ATM on Belvedere Road,

BNZ ATM on High Street and ANZ ATM at "Take Note Carterton" High Street

Your own bank can provide ATM services on your smart phone.

Electricity

Vendors must provide their own generator if you require electricity.

Please consider the public and other stallholders in the placement of your generator

Health and safety issues are always a priority.

Stallholder Terms and Conditions – continued

Livestock

Sale of live animals is not allowed in the market.

This is a CDC regulation.

Gazebos, Covers & Awnings

Food vendors **must** shade their products. This is a Food Licensing requirement.

Vendors must anchor awnings, etc. with containers filled with water. **Stakes are not allowed.**

A water tap is on site.

Grass Mats

Supply your own or use the **CFM** mats. Mats must be returned to the trailer at the close of the market.

Please use the mats always. If you damage the grass you will be liable for the cost of repair.

This is a CDC requirement.

Advertising and Promotion

It is your responsibility to promote your business.

CFM will assist you in the following ways:

Posting a weekly Facebook Event for the Market

Advertising special promotions like “Daffodil Festival” Annual Plant Sale,” New Year’s Day Opening, etc.

Advertising in local newspaper and radio as the budget allows.

Targeted FB posts about your business. You must supply FB or Website links for pictures, etc.

Advertising your stalls on the CFM Website. You must provide us with your preferred information.

Writing a monthly column in the Carterton Crier, as time allows.

Please help us to Promote YOUR Business

Follow our Facebook Page: <https://www.facebook.com/cartertonmarket/>

Like and share our posts. This is the best way to promote your business or fundraising event.

Join our PRIVATE FB page: Carterton Farmers' Market Stallholders

<https://www.facebook.com/groups/677855808984093/>

Casual stallholders or fundraising organizers are encouraged to join.

This page is an easy way to notify ALL stallholders about your attendance at the market.

It is an excellent page for feedback and event notices. Your comments are very helpful to the committee.

We all need to work together – communication is the key.

Join the Carterton Farmers Market Committee

We welcome your suggestions. You can implement change by joining the committee

Become a Volunteer

We don't expect you to work for us when you are at the market.

Your talents can be used at other times, even if you only have a spare hour per month.

Please email for details: info@cartertonmarket.co.nz

Code of Conduct

CFM is committed to providing an enjoyable, safe and secure environment for all. Stallholders and their staff should observe a respectful standard of behavior. CFM reserves the right to exclude a stallholder who does not meet this requirement.

Vendors, staff and volunteers must:

Treat all individuals and property with respect and care

Be concerned about the well-being and safety of others

Keep your stall area clean and clear of all hazards, return the grass mats to the trailer, remove all rubbish and clean your area before you leave the market.

Smoking is not permitted within the market grounds.

Complaints Process:

Stallholders, please try to resolve any issues between yourselves.

If this is unsuccessful speak to the Market Manager.

The Market Manager will assess the situation and make a final decision.

The involved parties must comply with the Market Managers recommendations.

Stallholder Application Form

Your Name		
Trading Name		
Contact Address		
Contact Phone		
Mobile Number		
Email address - required		
Website address		
Name of stall manager		
Are you selling food?	Yes	No

If yes, please read the food vendor information and complete the food safety registration form.

Product Information

What products are you selling at Carterton Farmers' Market? (Use additional page if required)

Do you produce all the goods that you will sell at the Market?

Yes No

If no, please note the products you do not make and where they are sourced

Third party certification

Please include a copy of any certification you hold.

Declaration

I have read and understand the Carterton Farmers' Market terms and conditions.
I certify that the information in this application is true.

Signed: _____

Date: _____

Please sign and scan the application to

info@cartertonmarket.co.nz

Mail or deliver to

Carterton Farmers' Market
c/o Wairarapa Web Design
34 High Street North, Carterton, 5713