

Welcome

to the



Fresh From Farm Gate to Dinner Plate®

Marlborough Farmers' Market

Criteria which will influence the success of your application to become a stallholder

1. Produce to be sold must be grown/caught/processed within the area of the Whangamoia Saddle to the North and the Conway River to the South. Produce from outside this area will be considered according to the needs of the market.
2. All products for sale must be edible. Exceptions to this rule are: – cut flowers, edible plants/seedlings, compost, natural fertilizer and worm farms.
3. Preference will be given firstly to stallholders who have grown or reared the product themselves and secondly to those who have added value to local produce through a process such as cooking, smoking or pickling
4. Marlborough Farmers' Market committee controls the number of stalls able to sell any particular product. The number of stalls selling similar products is dependent on customer demand and may be restricted for this reason.

How to apply to become a stallholder

1. Applications to be a Stallholder must be submitted on the official Application Form and will be considered at the next committee meeting (usually the last Monday of the month). Stallholders wanting to sell products not listed on their original application will be required to complete a new application form for committee approval.
2. All stallholders must become members of the Marlborough Farmers' Market through an annual subscription which is currently \$30.00 (2015). Membership fees are due during October of each year or at your first market attendance post 1st October of each year.
3. Only goods approved in the original stallholder application can be sold. If the stallholder wishes to sell additional products another application will need to be made.
4. Stallholders who are inconsistent in attendance or absent from the market for more than 3 weeks without notifying the Site Manager and/or committee may be required to re-submit their application to become a stallholder.
5. Two representatives of the committee may visit any stallholder's business operation to ascertain the authenticity of goods sold. Prior warning will be given for any such visit.
6. The committee reserves the right to make changes to the conditions outlined above. Any changes made will be implemented with adequate (at least 2 weeks) notification and will be binding on all vendors.
7. Application forms are available at the Information Stall and on the MFM website. Completed applications should be left at the Information Stall or completed on line.

Operating rules

1. The responsibility for operating the Market and ensuring that all stallholders adhere to these Terms and Conditions rests with the Site Manager. The identity of the Site Manager will be displayed at the Information Stall.

2. The Site Manager has the authority, to refuse entry or ask to any person or group of people to leave the market place in the event of non compliance with any of these terms and conditions or for any other reason deemed appropriate at the time. The site manager will give notice which may be verbal as to the reason for the decision.
3. In the event of any disagreement to being refused entry or being asked to leave the person or people must abide by the decision but may lodge a formal complaint with the MFM committee through the procedure identified below.
4. The stall must be operated by the producer or someone directly involved in the production of the goods. The applicant is considered to be the stallholder and is at all times responsible for the behavior of his/her staff, payment of stall fees, and presentation of the stall.
5. The market is held on Sundays from 9am to 12 noon at the A&P showgrounds. Stallholders will be allocated a site by the site manager. Stallholders should be ready to trade by 8.45am each market day and will not dismantle their stall until after 12 noon, even if their product has sold out.
6. Unless permission has been given by the site manager, Stallholders may only sell the produce which they have listed on their application form and which has been approved by committee.
7. It is the stallholder's responsibility to inform the site manager if they are unable to make a market. To avoid a cancellation fee, 24 hours notice must be given to the site manager of any change in attendance.
8. All stallholders must abide by the regulations set by Marlborough District Council and relevant National bodies. This includes current food licences, electrical and gas certificates (if appropriate) which must be displayed at all times.
BioGro and other organic certification must also be displayed by stallholders with these credentials. Only stallholders with this certification can advertise their goods as 'organic'.
Labeling of products must comply with the Australia and New Zealand Food Standards Code (www.foodstandards.govt.nz)
9. Site fees must be paid promptly –either on invoice each month or weekly to the Administrator. Stallholders may be charged for days of non attendance if sufficient notice (24 hours) was not given to the site manager.
10. A standard Stall site is no larger than 3x3 metres. If you require a bigger area you will need the prior approval of the Site Manager. An additional charge may be levied for larger stall.
11. Signage must include the Vendor's business name and clear pricing of items for sale.
12. Rubbish bins are provided for the public. Each stallholder is responsible for disposing of their own rubbish on the day.
13. Approval to trade cannot be transferred to a third party by a current stallholder. A stallholder who sells his/her business in whole or in part cannot offer their site at the market as part of a sale contract. The new owner must make a new application to trade which will be considered as per criteria above.

Health and Safety Rules

1. For safety reasons, no vehicle movement is permitted within the market site between the hours of 8.45am and 12.05pm.
2. All equipment is to be anchored to avoid accidents such as being blown away by wind, knocked down by children etc.
3. Stallholders who are using gas must have a current fire extinguisher on hand.
4. Power cords crossing walkways should be covered by carpet/matting
5. Any Health and Safety incidents must be reported to the Administrator for recording purposes.
6. In accordance with MDC lease agreement, dogs are not permitted at the A&P showgrounds. Stallholders are requested not to bring their dog(s) to the market.

Code of Conduct for Stallholders

The Marlborough Farmers' Market committee is committed to providing a market experience which can be enjoyed by all participants whether they are customers, staff, or stallholders.

The following behaviors will not be tolerated:

- * Failure to comply with the directions of the Market Site Manager or other designated official of MFM
- * Any behavior which interferes with the rights of other stallholders
- * Making disparaging remarks about the market to customers and stallholders during the course of business
- * Any activity which jeopardize our lease agreement with MDC
- * Smoking within the market area
- * Any anti social behavior such as swearing, abusive language, obscene gestures, intimidation or harassment
- * Any breach of the Stallholder Terms and Condition set out above

Complaints Process

If aggrieved parties are unable to resolve an issue, the Marlborough Farmers' Market has a Complaints Policy and Procedure for formalizing complaints. To lodge a complaint, please discuss the process with either the Administrator, or committee Chairperson or Secretary. Contact details for any of these people can be obtained from the Information Stall.

Chairperson

Marlborough Farmers Market Committee

Dated: 31st September, 2015



Fresh From Farm Gate to Dinner Plate[®]



Stallholder Product Availability Calendar

All stallholders, please record all products you will be selling.

*As a stallholder I am aware, if I intend to change or add produce to my stall,
I am required to contact the Management (before the next Market Day)
to discuss the possibility of selling the product and to arrange a site visit, if required.*

October
November
December
January
February
March
April
May
June
July
August
September



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The Management
 Marlborough Farmers Market, P O Box 991, Blenheim

Email admin@marlboroughfarmersmarket.co.nz
Web www.marlboroughfarmersmarket.org.nz

I, _____ acknowledge I am the primary stallholder under the
 business name _____ and list below the names of other
 persons certified to assist on the stall _____

I have completed a calendar of when my product/s will be available. I am aware if I intend to change or add produce to my stall, that I should contact the Management before the next Market Day to discuss the possibility of selling the produce and to arrange a property visit.

I have read and understood the Marlborough Farmers Market Operating Rules and agree to abide by them.

I understand if I have a grievance or issue I would like to raise, the procedure to follow is as follows:

- Communicate the grievance/issue to the Chairperson
- If the Chairperson's solution is not acceptable to me, I then communicate my grievance/issue in writing to the Marlborough Farmers' Market Committee. I understand the Committee's recommendation/decision is final.

I acknowledge that if my stall is categorised as a Food Stall by the Marlborough District Council, I am solely responsible for ensuring my stall is registered as a Food Stall and certified to meet the criteria as set by the Marlborough District Council.

I acknowledge that if my vehicle requires power it has a Warrant of Fitness for access to power provided.

Signed **Date** ____/____/____

Contact Details:		
Business Name:		
Owner/s Name:		
Postal Address:		
Address of Business:		
Telephone: (Home)	(Business)	(Cell Phone)
E-mail:		



Fresh From Farm Gate to Dinner Plate®



Office Use Only:

Business Name:
Stallholder Name:
Received completed Registration of Interest
Accepted/Declined notification sent:
Received full registration to be a Stallholder:
Copy of full registration passed to Stallholder:
Stallholder details entered into MFM Database
Annual membership fee paid: Yes <input type="checkbox"/> No <input type="checkbox"/>