



www.timarufarmersmarket.org.nz

timarufarmersmarket@gmail.com

Market Manager: 022 685 7978

Please Keep for Your Records

**Terms and Conditions of Trade: 2013 - 2014 Season
Commencing 5th October, 2013**

Stallholders' Information

Vision Statement - "Local Produce for the local community in the farmer's market spirit."

Thank you for your interest in trading at the Timaru Farmers Market. We aim to bring together local producers of fresh seasonal produce, value added products, beverages, plants and flowers, thereby offering the Timaru community an opportunity to purchase local produce direct from producers and suppliers.

Timaru farmers market is held every Saturday Morning, from 9am until 12.30pm October through April and from 9,30 am until 12:30 pm May through September. We are located at Community House Carpark, 27 Strathallan Street, Timaru.

Trading as a stallholder is only by successful application to the Timaru Farmers Market Committee on the enclosed *Stallholders Application Form*.

To ensure that the Timaru Farmers Market trades in a manner that is beneficial to all and to ensure fair trading conditions for producers as well as safety, a range of *Terms and Conditions of Trade* must be complied with. Signing of the Stallholders Application Form indicates you agree to comply with these Terms and Conditions of Trade.

All stall holders must comply with the Timaru District Council Environmental Health guidelines and Food Hygiene Regulations 1974 which are outlined on the council web site under "Farmers Markets" www.timaru.govt.nz. Value added food producers will need to provide a copy of their kitchen's current certificate of registration from the council at the time of application. Alternatively, the stall holder may have a NZFSA risk management programme / food safety programme registered with NZFSA, this is also acceptable. Value added

producers also need to fill in the “*Application for Food Stall*” and send to Timaru District Council.

Timaru Farmers Market Committee is a subgroup of Transition Timaru Inc. Transition Timaru is a not for profit community organisation, working to build economic resilience, reconnect local communities and promote a strong local economy.

Stallholders are required to renew their annual application to trade at the start of every season, which is the first market in October.

Terms and Conditions of Trade: 2013 – 2014 Season

Aim of the Timaru Farmers Market

We aim to bring together local producers of fresh seasonal produce, value added products, beverages, plants, flowers, and artisan crafted products. This will offer the Timaru community an opportunity to purchase local produce direct from producers and suppliers. All products must be grown, or produced by the stall holder themselves, **no on-selling is allowed**

Stallholders are only entitled to sell **primary produce** (freshly grown food), **value added produce** (processed), and **crafted primary produce**. For a list of preferred products see appendix.

Primary Produce and Value Added

Selection will be made by the following:

- Stallholders must have grown or produced the produce themselves, **no on-selling is allowed**
- **Primary produce**: You can only sell fresh produce you have grown.
- **Value added produce**: You are allowed to use ingredients that are sourced outside the region, preference will be made in the following order. Produce that is a) locally sourced from our region b) NZ sourced. c) International ingredients will be at the discretion of the committee. An exception will be made for sugar, cocoa, salt, pectin or other ingredients used to preserve or conserve local primary produce.
- Similar stallholders should ideally provide a point of difference between each other.
- Stallholders must comply with our stated aim

Selection Criteria and Trading Policy

- Admission or non-admission of stallholders to the Timaru Farmers' Market shall be at the discretion of the Farmers' Market Committee. The committee decision will be final.
- Applications are welcomed from stallholders that are within a 100km, north, south, east and west radius of Timaru. This has been subdivided into a primary zone extending south to the Waitaki River and north to the Rangitata River, then a secondary zone extending south to Moeraki and north to the Rakaia River. Priority is given to stall holders in the primary zone.
- The stall must be operated by a producer or someone directly involved in the production (family member or employee). The seller must have knowledge of the product. One of the key principles of a farmers' market is for the customer to have direct contact with producers.
- The stall holder is responsible for the behaviour of their staff and the clean, tidy and safe presentation of the stall.
- Value added products must be made in a registered kitchen or under the terms of an approved Food Control Plan. A copy of the current registration certificate must be submitted at the time of application.
- All produce must be of highest possible standard.
- Timaru Farmers' Market excludes goods purchased for resale
- Timaru Farmers' Market encourages sustainable business practices
- A separate application must be submitted for produce not previously approved for trade.

- Producers must trade within the requirements of the Ministry of Health and Timaru food hygiene regulations. Cooked, baked or processed food must be prepared in a registered and/or approved kitchen as per local council regulation. All documentation must be displayed or made available by request. It is expected that an officer of the Timaru District Council will monitor compliance. It is the stall holder's responsibility to ensure they are familiar with and comply with all regulations and safe practices associated with the making and selling of their products.

Crafted Primary Produce

In November 2012 the market committee voted to accept applications for ***Crafted Primary Produce Stalls*** at the market, subject to the following requirements:

Producers of crafted primary produce are required to make a demonstration to the committee as part of the approval process. All crafts will be considered on their own merit. Selection will be made by the following:

- Stallholders must have produced the craft primary produce themselves.
- Raw materials should be sustainably sourced and with regard to the health and safety of consumers. Further they should preferably be of agricultural- or “farm”-related origin.
- You are allowed to use raw materials that are sourced outside the region but preference will be given to produce that is locally sourced, then NZ sourced; international ingredients will be at the discretion of the committee.

Selection Criteria and Trading Policy

- Application to sell crafted primary produce is by application form and presentation of “Goods For Sale” to the market committee.
- Only those applications fully completed and receiving a favourable vote from the committee will be accepted
- The committee may accept entry of applicant subject to requirements for further compliance such as labeling, production, display, warranty and sale of products
- Stallholders wishing to sell both food and crafts should include details of both categories on their application form. Acceptance of both categories is required before both food and crafts can be sold at one stall. You may sell one category if the other is declined.
- The Farmers Market is a food market by definition, hence priority will be given to stall holders that offer consumable primary and value added produce. Further the number of craft primary produce stalls is not to exceed 30% of all stalls present at the market; with possible exception of 'event-matching' stalls for special occasions such as themed events at the market.

Product examples

flax, wool, merino, body products, beeswax, felting, wooden products, stone, metals, some forms of painting - pounded flax into paper, clay,

This list is not exclusive. Please apply to the committee if you feel your produce meets our guidelines.

Site Fees and Payment

- Payment of site fees are due on market day
- Payment is either weekly or by an advanced 4 week booking
- Site fees due are payable to the Market Manager on demand unless otherwise paid in advance. A receipt will be issued.
- A weekly booking is \$30
- A four week booking is \$100
- A four week booking is \$75 – for first time stallholders only
- Powered sites are an additional \$5 per week. Please let us know if you require power. These sites are limited in availability
- Timaru Farmers Market Committee reserves the right to amend stallholder fees. One months written notification will be given.

Gift Vouchers

- Timaru Farmers Market produces a line of gift vouchers that may be redeemed at any participating stall at the market.
- Stall holders are not required to participate in the gift voucher scheme
- Participating stall holders may redeem any valid, accepted gift voucher at the Community Stall for cash.

Market Location, Day and Time

- Timaru Farmers Market is located at the Community House Carpark, 27 Strathallan Street, Timaru
- Timaru Farmers' Market will operate on a Saturday morning from 9am until 12:30pm From October through April and from 9.30 am until 12:30 pm from May through September.
- Stall holders are permitted on site from one and a half hours before the official market starting time.
- Stall should be set up and ready for trading by at least 15 minutes before the official start of the market.
- No stalls can be removed until close of market at 12:30 pm
- Stall holders who sell out early are required to leave their stall assembled until close of market at 12:30 pm. If you sell out of produce before this time a "Sold Out" sign should be displayed

Cancellation and Confirmation

- Confirm your attendance at the market with the Market Manager so that a space may be allocated to you for market day.
- If you are unable to attend the market for any reason, contact the Market Manager as soon as possible by email, phone, or text:
022 685 7978
timarufarmersmarket@gmail.com

Site Allocation and Use

- Approved stallholders will be allocated a site 3m x3m for use only for the sale of goods as described on their successful *Stallholders Application Form* and where no hazard is created by their occupation of that space. The site must be left in at least as clean a condition as that in which it was found.
- Stall sites are allocated by the committee and market manager. Vendors may be required to move to alternative sites at short notice.
- Vehicles are only permitted onto the site for loading and unloading. All vehicles must be clear of the site by 8.45am. Vehicles are not permitted back onto the site until the market has closed.
- Any essential vehicle parking required for service or access to the stall during the market opening hours (ie refrigeration trucks) must be detailed at the time of application, and will be considered by the committee
- Stallholders must clearly display the name of their business/farm and prices for all items to be sold.
- All signs, prices and banners are to be of professional quality and clearly written. No signs are to be placed in the pedestrian walk area.
- Stallholders are responsible for pricing their own produce. All weights and measures must be correct, descriptions accurate, and labeled as per MAF requirements.
- Produce must be displayed at least 40cm off the ground as per food safety requirements

- All processed food when being displayed must be protected at all times from insects, dust etc;
- Any produce labeled as 'organic' must be certified by a recognised New Zealand organic association such as Bio-Gro, Certenz, OFNZ, (Organic Farm NZ) Asurequality.
- Stallholders shall provide their own tables/trestles and umbrellas/gazebos.

Vendor Vehicle Parking

- There is limited vehicle access to the market site mainly for loading and unloading.
- Stallholders vehicles must be parked off the market site at the location indicated by the market manager.

Rubbish

- Stallholders must provide covered refuse containers for collecting stallholder and customer rubbish at your stall. Please dispose of all rubbish off site
- Keep your stall area clean and tidy, and clean up your area before you leave.
- A clean up fee will be issued if your site is not left clean. If there are repeat offenses the stallholder will be removed from the market.

Insurance

- Insurance cover for loss or damage to stallholders goods or property on site is the full responsibility of the stallholder. We advise stallholders to consider Public Liability Insurance. The Farmers' Market Committee will not accept responsibility for loss or damage to goods, property and vehicles of participating stall holders.
- All equipment should be securely anchored in the interest of safety.
- Stallholders' belongings are their own responsibility at the market.

Community Stall

- A “Community Stall” is available for producers with a limited amount of produce who would like to sell at the Farmers Market but have insufficient produce for a stall.
- Producers should have their produce at the Community Stall by at least 15 minutes before the official market start time on Market Day. They should also provide:
 1. A means to display their produce
 2. A product tally sheet available at the Community Stall
 3. Packaged for sale
- 80% of the total cost of produce sold will be provided to the producer and the Farmers Market will take 20% of the total cost of produce sold. Unsold produce must be collected at the end of the market day, or it will be donated to individuals or community groups.
- Producers must coordinate with Market Manager for payment at the end of the Market Day.
- The Community Stall is run by volunteers.
- Please refer to the “Community Stall Terms and Conditions” available at the Community Stall for further details regarding the sale of products on the Community Stall.

General Conditions

- Dogs are not allowed in the area of the Market (TDC bylaw)
- Timaru Farmers Market Committee reserves the right to amend stallholder fees. One months written notification will be given.
- Timaru Farmers Market Committee reserves the right to amend these Terms and Conditions of Trade. One months written notification will be given.
- For further information on Timaru Farmers Market requirements refer to TDC web site www.timaru.govt.nz then follow the links: Environment, Health, Farmers Markets. Alternatively, phone the TDC Health Office: 03 687 7470.
- In the event of a complaint or dispute on “Market Day” this should be taken up initially with the Market Manager who is authorised to make decisions accordingly. Any subsequent issues should be addressed in writing to the Timaru Farmers Market Committee who will discuss the issue at the next scheduled meeting. The outcome will be communicated in writing to the complainant.
- Timaru Farmers Market Committee reserves the right to cancel acceptance of a stallholder without notice for failure to comply with these *Terms and Conditions of Trade*.

Appendix

Product Examples

All goods offered for sale must be the stall holder's own whether grown, made, reared, caught, brewed, pickled, preserved, smoked or otherwise produced.

Primary Produce:

- Fresh Fruit
- Vegetables
- Herbs – potted and cut
- Meat (with approval of TDC. Contact the committee for further details)
- Cured Meats (canned meat, cooked meat, sausages, cured ham, bacon)
- Juices
- Milk
- Poultry & Eggs
- Fish, Seafood or aquaculture produce
- Honey & hive products
- Nuts, seeds, and berries
- Wild food or game (homekill cannot be offered for sale – all products must be processed through the abattoir)

Value Added Produce:

Prepared foods must be made in a registered kitchen or under the conditions of a registered Food Control Programme as specified by the NZFSA. and the stall holder's certificate must be displayed at the market

- Baked Goods, Muffins, Desserts
- Muesli's
- Breads
- Dairy Products – yoghurts, cheese, butter, ice cream
- Preserves, Jams
- Delicatessen goods
- Beverages & Drinks: non-alcoholic and alcoholic (an off licence is required from the council)
- Food prepared and consumed on site i.e.: hot breakfast and coffee/tea (no commercial vendors ie: hotdog & hot chip stands, snow freezers etc)
- Edible oils, spices, herbs and condiments
- Dried foods
- Confectionery – old fashion fudges, coconut ices, hokey pokey, toffee apples etc

Accepted but limited:

- Trees & Shrubs
- Flowers – Cut & Potted
- Bedding plants

- Ornamental plants
- Compost
- Natural fertiliser
- Worm farms

Crafted Primary Produce:

- Felting
- Flax
- Stonework
- Woodwork
- Clay
- Paper
- Body Products
- Beeswax
- Metalwork

This list is not exclusive. Please apply to the committee if you feel your produce meets our guidelines.