

Stallholder Application



Contact Details

Company or Trading Name _____

Contact person _____

Address _____

Phone Number _____ Emergency Contact _____

Email _____ *(Please circle preferred method of contact)*

Facebook _____ Instagram _____

Intended Goods for Sale

Category: *(please tick all relevant options)*

Primary Produce Value Added Crafted Product
Fundraising Awareness/Non-Vending Other

Please provide a detailed list. Include goods to be sold now and goods that may be sold later. (Please let us know if there are any changes to goods sold.)

Do you require mains power for your site? YES NO

Please list all equipment to be operated on site. You will need to provide your own electrical equipment, ie extension cord, multibox.

If you are an Organic Certified Producer YES NO

- If yes, please provide a copy of your current certification.

Have you got Food Licence Registration through Timaru District Council?

YES NO If yes please provide a copy of your current certificate.

Do you have registration/certification through another authority such as MAF or MPI

YES NO If yes, please provide a current certificate.

Weekly or Casual: (please tick option)

Weekly – Booked stall space each week. Attendance is assumed. Non-attendance must be notified by Thursday 5pm.

Casual – Market attendance is not booked or assumed and must be notified by Txt or Phone to the Co-Ordinator by Thursday at 5pm.

A Single site is (3m x 3m) - Gazebo or Umbrella Double (3m x 6m) *(please tick one)*

Weekly or Casual Site fees - Single: \$10 Double: \$20
(please tick option) - Single Powered: \$15 Double Powered: \$25

Either pay the Market Co-Ordinator on Saturday morning or our Bank Account – 38 9009 0548962-01

Signed _____ Date _____

Thank you for your application, we look forward to seeing you at the market. For any queries please contact us:

Market Co-Ordinator: Andrea Hutton - 0211398601 or Eddie Lee - 0274839907

Email – timarufarmersmarket@gmail.com

Facebook Messenger - @timaruartisanfarmersmarket

About the Market



Location and Time

1. The market is every Saturday morning between 9:00am and 12.30pm, rain or shine at

Heritage Square, 2 George Street, Timaru.

2. The Market is open for Stallholder set-up from **7:45am until 8:45am** each Market day. Stallholders are required to fully set up their stall prior to commencement of trade.

3. As per **Timaru District Council Rules NO** vehicles are permitted on the Market site.

4. Trailers and Caravans are allowed on site but as not vehicles are allowed on site they must be pushed in place. Access is at the chained entrance at the far end of the market.

5. Smoking is not permitted within the Market area.

Food Handling and Health & Safety

6. Stallholders must comply with Timaru District Council and Ministry of Primary Industries and other regulatory body regulations.

8. All foods, other than fresh unprocessed produce, must be prepared in a registered kitchen.

Site Allocation and Use

9. Each stallholder will be allocated a 3x3m site and must operate within the boundaries of their allocated site. Should a Stallholder require more room they must tell the Co-ordinator prior to the 5pm Thursday.

10. The site must be left in a clean condition as that in which it was found.

11. The stallholder must set up in accordance with the official weekly site plan and as directed by the Co-ordinator.

12. The Stallholder must not pack up or leave the site before 12.30pm unless agreed to by the Co-ordinator.

13. Stallholders should display clearly the name of their business.

14. Any produce labelled as “Organic” must be certified by a recognised New Zealand Organic Association such asASUREQuality, Bio-Gro, Certenz, OFNZ.

15. Stallholders must provide their own Tables, Equipment, Umbrellas or Gazebos

Stallholder Vehicle Parking

16. There is limited vehicle parking for loading and unloading, please be patient.

17. Stallholder vehicles must be parked away from the close parks near the market as these will be used by our shoppers. There is free parking at the car park at the end of Station Street.

Fees and Payment

18. Site fees are paid each week in cash to the Co-ordinator at the Market, or by internet banking no later than the Thursday 5pm preceding the Market.

19. The Operator retains the right to alter fees at any time with reasonable prior notice in writing to all vendors.

Rubbish & Site

20. The Stallholder must dispose of their own rubbish and waste off-site in accordance with sustainable business practices. (Not in public rubbish bins nearby).

Insurance

21. Insurance cover for loss or damage to Stallholder goods or property on site is the full responsibility of the Stallholder. We advise Stallholders to consider Public Liability Insurance. The Timaru Artisan Farmers Market will not accept responsibility for loss or damage to goods, property and vehicles of participating Stallholders.

22. The Stallholder is required to ensure all property and equipment is properly anchored in the interests of public, vendor and staff safety. Use of tie downs is recommended to secure gazebo. Operator accepts no responsibility for damage or injury to the Stallholder or public.

General Conditions

23. For further information of Market requirements refer to Timaru District Council website or phone 036877470.

24. All Stallholders acknowledge that the Operator will make Stallholders' names and contact details available for interested parties from time to time for business promotional purposes and all Stallholders grant permission for the Operator to use any images or photographs of Stallholders' stalls and Stallholders for promotional purposes.

25. COVID-19

Level 1 – Market Open

Level 2 – Market Open with Contact Tracing Register, Covid App and Hand Sanitiser, social distancing and limit to 100 people on site.

Level 3 & 4 – Market Closed

Vouchers

26. Timaru Artisan Farmers Market has \$5 vouchers that may be redeemed at any participating stall at the market. Stallholders redeem any valid voucher with the Market Co-Ordinator for cash.

Cancellation and Confirmation

27. Confirm your attendance at the market with the Market Co-Ordinator by 5pm Thursday so that a space can be allocated to you for market day.

28. If you are unable to attend the market for any reason, please contact the Market Co-Ordinator as soon as possible by email, phone or txt – 0211398601 or timarufarmersmarket@gmail.com

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