

SECTION A

VENDOR INFORMATION FOR THE 2019/2020 SEASON

Background Information

The Arrowtown Farmers Market (AFM) is principally a food & produce market of (largely organic) produce, food, beverages, plants and flowers. The high quality products, mainly organically grown, are largely sourced locally and sold by the producers.

**The AFM operates under a
Reserve Permit from October 2019 to April 2020
and under a
Resource Consent from October 2018 – April 2023.**

This community-led organisation (an Incorporated Society) is supported by various local Arrowtown businesses and community groups in either time or sponsorship. Proceeds may pay for one contracted Market Coordinator, ongoing expenses including Marketing, Public Liability and Statutory Liability policies and associated Council consent costs. Any remaining funds may go to an local charity of choice on an annual basis. The market is run by a small committee of volunteers and has the Arrowtown Business and Promotion Association's approval and Arrowtown Village Association's support.

The Arrowtown Farmers Market is held each Sunday from 10am to 2pm at the Library Green on Buckingham Street from Labour Day weekend 2019 (Sunday 27th October) to Easter weekend 2020 (Sunday 12th April) across 25 market days in total.

The following terms and conditions are current as at 28th August 2019, however we reserve the right to update and amend as necessary from time to time.

STALLS

1. Vendors have a 3mx3m space adjacent to, or on the Library Green with either a shade/cover/umbrella or a gazebo up to a maximum of 2.5m height and 3m wide, or a pre-approved vehicle such as a caravan.
2. Gazebos or umbrellas will need to be secured using sand bags or similar.
3. Storage of products or produce is kept within the stall area.
4. Anyone preparing food will need to have their certificates on hand, unless you are a community group (who are still required to follow MPI food safety guidelines).
5. The requirements for stall holders are in the application form.

OPERATIONAL DETAILS

6. The market is open from 10am to 2pm.
7. Set up of the market starts at 7.30am. Vendors are allowed to unpack their goods alongside

- Buckingham Street and Wiltshire Street for 10 minutes only until 9.30am then move vehicles to public parking. No vehicles are permitted on the Library Green at any time unless they are approved to operate under the AFM Resource Consent.
8. Stall holders have designated places marked decided by the Market Coordinator. Please do not set up without being clear on where your stall is supposed to be – this leads to a large amount of confusion and frustration amongst vendors and is best avoided.
 9. The Market Coordinator (MC) either collects casual stall holder money on the day of the market or vendors pay in advance. No payment is required from Community Stalls.
 10. The MC will have a weather forecast and/or plan accordingly.
 11. The MC ensures the market runs smoothly and upholds rules and regulations, checking food compliance certificates.
 12. 70% of our visitors to come by foot. The remaining visitors will park their car in the nearby streets.
 13. Disabled access will be via the Library parking area on Wiltshire Street.
 14. Vendors take home their own rubbish. The AFM encourages zero waste, no plastic bags, and recycling, providing a recycling bin and food waste bin on site.
 15. During market hours (10am to 2pm) visitors will come and go via the Wiltshire Street entrance to the market. Waste bins will be positioned near the entrance/exit of the market.
 16. Acoustic musicians may perform at the market from 10- 2pm. Any musician will be located near the entrance of the market. No other activities than the ones previously described are allowed.
 17. Break down of the market is not allowed before 2pm unless there are extreme weather conditions and/or agreed with the Market Coordinator. From 2pm to 3pm stall holders clean up their market space. Vendors are allowed to pack their goods alongside Buckingham Street and Wiltshire Street for 10 minutes only. No vehicles are permitted on the Library Green unless they are approved under the AFM Resource Consent. The Market Coordinator ensures the entire space is cleared and no rubbish remains.
 18. We are aware that the Pétanque area is used every Sunday following the market. We will ensure that we leave in the same condition each week.
 19. We support the 2018 submission to council of a CBD plan to implement traffic calming and improve pedestrian access around the periphery of the market area.
 20. Based on previous Arrowtown Farmers Market numbers of up to 25 stalls, the need to use public toilets has been minimal. Council has recently provided extra toilets in Ramshaw Lane.

BECOMING A VENDOR

- We welcome suppliers who want to trade in the Arrowtown Farmers Market for food, produce, plants/flowers and beverages. We are planning to trial a small number of local Arts and Crafts vendors in the 2019/20 season.
- Applications use the Vendor to trade application form available online. All applications need to be provided with a copy of relevant supporting documentation such as copies of Certificate of Registration with either QLDC or MPI.

- To ensure the Arrowtown Farmers Market will continue in a manner beneficial and safe to all, a range of standard Terms and Conditions of Trade must be complied with.

SECTION B: TERMS & CONDITIONS OF TRADE

SELECTION CRITERIA

1. All goods offered for sale must be the trader's own whether grown, made, reared, caught, brewed, pickled, smoked or otherwise produced. All items for sale should be original and of high quality, preferably handmade. Added-value products should be locally produced. There will be occasional exceptions where the base product cannot be grown in the region or even in New Zealand, but the stall holder has added the majority of the value (examples include roasted coffee or bread).
2. The Arrowtown Farmers Market reserves the right to select traders on such grounds as quantity and type of those goods already on offer, quality and uniqueness of product, compatibility with a desired product mix, tangible local economic development benefit, timing, aesthetics & presentation and on physical site considerations including space available. Strong preference is given to Arrowtown, Wakatipu, Otago, Southland and South Westland products in that order.
3. The Arrowtown Farmers Market aspires towards the highest quality produce being offered within the marketplace and favours locally produced goods. However, it is recognised by the management committee that Arrowtown has a challenging environment and a particularly short growing season. Therefore, to foster growth of the market, joint ventures between local producers and those within the Otago, Southland and South Westland regions will be considered to enable constant supply and help maintain the market's viability. Any such proposals should be made to the management committee.
4. The Arrowtown Farmers Market discourages goods purchased or repackaged for resale. However, at the Committee's discretion, stalls that sell goods such as these, that are farm-origin products, may merit a place at the market.

POLICY AND INFORMATION

5. Traders once accepted by the Arrowtown Farmers Market must comply with current Terms and Conditions of Trade as stated above. The Society reserves the right to cancel acceptance of a trader, without notice, for failure to comply with these Terms and Conditions of Trade.
6. The Arrowtown Farmers Market operates in strict accordance with all relevant legislation including trading standards, environmental health, occupational safety and health regulations, liquor licensing and with those conditions imposed on it under its license to occupy the current or any subsequent market site. Please refer to the latest **Health and Safety Manual** information.
7. Vendors are encouraged to provide information on their growing / production practices

such as listing ingredients and whether something has been produced naturally or with the aid of chemicals.

SITE ALLOCATION USE AND FEES

8. Fees are based on stall holder commitment per market for each trader/business for a space of 3x3m (unless a pre-approved wheeled vehicle).
9. **Full Season Vendors** can sign up for a full season package by paying their fees in advance. The 2019/2020 seasonal rate is 25 weeks x \$50, less 25% discount = \$937 (this is the equivalent of six free market days). This fee must be paid in full to the AFM bank account before Wednesday 16th October 2019. Full Season Vendors will be given preferential treatment for stall position.
10. **Casual Stallholders** must pay cash on the day of the market at a rate of \$50.
11. Approved traders will be allocated a site suitable for their business, solely for the sale of goods/products as described on their successful Vendor Application to Trade form, provided no hazard is created by their occupation of that space.
12. The site must be left in at least as clean a condition as that in which it was found. Vendors are encouraged to bring their own shade as none is provided by the Market.
13. Site fees due are payable to the Market Coordinator (or other authorised person) on demand, unless otherwise provided for in advance.
14. The Arrowtown Farmers Market retains the right to alter fees at any time.

TRADER VEHICLE PARKING

15. Vehicle parking is not available on site at the market on Sunday unless a vendor has a pre-approved caravans or equivalent.
16. Space for unloading on market days is limited and the unloading area can become congested. Traders must unload their vehicles as quickly as possible (before 9.30am) and then remove their cars to public parks.
17. Under no circumstance will any other vehicles be tolerated on the Library Green for setup, pack down or any other purpose – no exceptions.

WASTE POLICY

18. The Arrowtown Farmers Market encourages sustainable business practices and encourages a zero-waste policy.
19. Each Trader is responsible for disposing of his/her own rubbish and waste off site, on the day.
20. The market encourages customers to bring their own bags and encourages a no-plastic policy. Traders are requested to use paper bags, recycled bags or boxes for goods sold. We ask traders to use biodegradable / compostable cups & containers.
21. The Market Co-ordinator covers the public rubbish bins with up-ended polythene bags so they can't be used, while providing the market's own rubbish bins in their place. The market is responsible for taking away all waste.
22. A minimum of 3 bins supplied by the AFM are each labelled Recycling, Composting and Residual.

23. A Zero Waste Form is supplied to council in the resource consent to QLDC detailing the above 5 points.

INSURANCE AND DAMAGE TO SITE

24. Traders shall indemnify the Arrowtown Farmers Market against claims, demands, proceedings, suit costs, damages, expenses and losses whatsoever for damages that might occur to persons or property as a consequence of participation in the Arrowtown Farmers Market.
25. Traders are required to ensure all equipment is properly anchored in the interests of public, trader and staff safety.

GENERAL APPLICATION REQUIREMENTS AND CONDITIONS

26. All relevant information must be made known to the Society at the time of application.
27. A separate application must be made for any goods or services intended for sale but not previously described and approved for trade. Only products approved may be sold. Further applications to trade must be submitted for any additional products you may wish to sell.
28. Terms and Conditions of Trade are subject to change by the Society without prior notification and will be binding on all traders.
29. All applicants and vendors acknowledge that the Arrowtown Farmers Market will
30. make vendor names and contact details available to interested parties from time to time for promotional and other purposes and all applicants and vendors grant permission for the Society to use any images or photographs of vendor sites and staff for promotional purposes.
31. Vendors who are absent from the Market for more than three weeks are asked to inform the committee in advance in order to best manage site allocation in their absence.
32. Vendors are expected to provide their own table/stall requirements.
33. The bulk of goods are to be displayed on tables not tarpaulins on the ground.
34. Food & beverage vendors are not encouraged to bring dogs to the market.
35. Members of the public may bring dogs on the Library Green, however all dogs must be kept on a leash and cleaned up after immediately if needed.