

Wanaka Farmers & Gardeners Market Incorporated Society  
c/o 18 Lachlan ave  
Hawea Flat, RD2 Wanaka  
Email: [wanakafarmersmarket@gmail.com](mailto:wanakafarmersmarket@gmail.com)

## VENDOR PACK

Thank you for your interest in trading at the Wanaka Farmers & Gardeners Market which brings together large numbers of motivated buyers with knowledgeable sellers of produce, added-value regional food and beverages, plants and flowers.

The Wanaka Farmers & Gardeners Market is held each Saturday morning at Pembroke Park on the corner of Ardmore and Dungarvon streets.

Trade is only possible by successful application to the Wanaka Farmers & Gardeners Market Incorporated Society via their Vendor Application to Trade form.

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

If you plan to sell value-added consumable products (prepared foods, wine, jams, baking), you must also prove compliance with all relevant national food safety regulations. This is done by first completing a separate QLDC Food Safety Registration form which is submitted directly to Lakes Environmental. Once their approval has been granted, attach that completed and signed form with any other attachments that may be relevant to your completed and signed Vendor Application to Trade form.

Please return all necessary forms to:

Claudine Pelosi  
Wanaka Farmers & Gardeners Market Incorporated Society  
18 Lachlan Ave  
Hawea Flat, RD2 Wanaka

# 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. Added-value products should be based on locally produced goods. 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 Wanaka Farmers & Gardeners Market Incorporated Society 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. The Society also reserves the right to judge people on past behaviour. Strong preference is given to local, Upper Clutha, Otago, Southland and South Westland products in that order.

3. The Wanaka Farmers and Gardeners Market aspires towards the highest quality produce being offered within the marketplace and favours locally produced goods, however, it is recognized by the management committee that the Upper Clutha 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 prior to the beginning of each market selling season.

4. The Wanaka Farmers & Gardeners Market encourages sustainable business practices and has implemented a zero-waste policy at the market site (see details below).

5. The Wanaka Farmers & Gardeners 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

6. Traders once accepted by the Wanaka Farmers & Gardeners Market Incorporated Society 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.

7. The Wanaka Farmers & Gardeners Market Incorporated Society 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.

8. The Wanaka Farmers & Gardeners Market venue is on Pembroke Park opposite the lake front on the corner of Ardmore and Dungarvon streets.

9. The Wanaka Farmers & Gardeners Market hours of trade are each Saturday morning, regardless of weather, between the hours of 8.00am and 12:00pm unless otherwise determined by the Operations Manager. The site is open to approved traders from 6.00am until 2.00pm each Market Day. Exceptions to these hours are only when, in the opinion of the Society, it would be hazardous to continue or on any public holiday where public trade is restricted by legislation, such as when Christmas Day falls on a Saturday.

10. 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

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

12. Site fees due are payable to the Operations Manager (or other authorised person) on demand, unless otherwise provided for in advance. A receipt will be issued.

13. The Wanaka Farmers & Gardeners Market retains the right to alter fees at any time.

#### TRADER VEHICAL PARKING

14. Vehicle parking may be allocated.

#### ZERO-WASTE, RECYCLING & RUBBISH

15. The Society provides recycle & rubbish bins on site for the use of the public. Each Trader is responsible for disposing of his/her own rubbish and waste off site, on the day.

16. In keeping with & supporting Sustainable Wanaka practices, the market has a no-plastic bag policy in order to encourage customers to bring their own bags. Traders are requested to use paper bags or boxes for goods sold.

17. Furthermore, as part of a zero-waste policy, we ask traders to use biodegradable / compostable cups & containers.

#### INSURANCE AND DAMAGE TO SITE

18. Traders shall indemnify the Society 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 Wanaka Farmers & Gardeners Market.

19. Traders are required to ensure all equipment is properly anchored in the interests of public, trader and staff safety.

#### GENERAL APPLICATION REQUIREMENTS AND CONDITIONS

20. Applications must be made on the Wanaka Farmers & Gardeners Market Vendor Application to Trade form. No other form of application will be considered. On the first day of a Trader's trading, that Trader will also be required to complete a Queenstown Lakes District Foodstall License Application, but there is no extra cost to the Trader as the Market maintains a general license that aims to cover all Traders.

21. All relevant information must be made known to the Society at the time of application.

22. A separate application must be made for any goods or services intended for sale but not previously described and approved for trade.

23. Terms and Conditions of Trade are subject to change by the Society without prior notification and will be binding on all traders.

24. Vendors are expected to provide their own table/stall requirements. No power is available on site.

25. Vendor Application to Trade forms or any query regarding trade at the Wanaka Farmers & Gardeners Market should be forwarded to:

Claudine Pelosi

Wanaka Farmers & Gardeners Market Incorporated Society

18 Lachlan Ave

Hawea Flat RD2, Wanaka

Email: [wanakafarmersmarket@gmail.com](mailto:wanakafarmersmarket@gmail.com)

# VENDOR APPLICATION TO TRADE

Venue: Pembroke Park at the corner of Ardmore and Dungarvon streets

Date: Every Saturday from November into April

Trading Hours: 8am-12noon

## CONTACT DETAILS

Name of Applicant:.....

Contact Person:.....

Address:.....

Phone:.....

Email:.....

## INTENDED GOODS / PRODUCTS FOR SALE

.....  
.....

## FEES

Fees until further notice are \$15 per day (for table frontage of up to 3m). Over 3m frontage will be deemed a double site incurring a fee of \$25 per day. Half sites or smaller may be charged at the Manager's discretion.

## CONDITIONS

All prospective Traders wishing to sell either value-added food products or alcohol MUST attached copies of all relevant documentation and certificates. Evidence is required that food produced for sale at the Market has been prepared in a licensed food premises.

## STATEMENT

I have read and understand the terms and conditions of the Wanaka Farmers & Gardeners Market Incorporated Society and agree to abide by them whole heartedly.

Signed:.....

Date:.....