



The “Gisborne Farmers’ Market Incorporated”

Stallholders’ Agreement.

Definition of the “Gisborne Farmers’ Market Incorporated”.

The Farmers Market is a place where produce growers and makers of artisan products can sell their wares directly to the consumer.

It is a place for the sale of quality fresh produce, genuine artisan food products and products that form part of the food production cycle such as compost, worm farms and vegetable plant seedlings, locally produced.

By signing this agreement the stallholder agrees to abide by the rules and guidelines laid down by the Gisborne Farmers Market Incorporated committee. These rules and guidelines have been developed to benefit and promote the market as a whole, in order to give the consumer the widest possible range of produce and products from a diverse range of stallholders. The rules and regulations are subject to change at the discretion of the Committee.

Stallholders must be full ordinary members of the “Gisborne Farmers Market Incorporated” .

1. **Eligibility**

There are two categories of stallholder -

- a) The farmer/grower
- b) The artisan producer

The farmer/grower’s produce must be grown by him/herself in the Wairoa and Gisborne districts.

For the artisan producer their produce must contain a minimum of 75% Wairoa and Gisborne districts produce.

- c) It is agreed that there will be exceptions in cases where the product cannot be sourced locally, and it is the opinion of the Market Committee that they have two products or product types that warrant a place at the market:

Bakery products – these must be baked from traditional individual ingredients and must not include any pre-packed or pre-mixed items.

The baking must obviously be of an artisan nature.

- d) Artisan Products must be made in a licenced registered kitchen. The license must be displayed at the Market. All stallholders must comply with local council regulations.
- e) Every effort should be made to maintain a good balance between fresh produce and artisan products.
- f) The committee will continually review this as season's progress but acknowledge that this balance will vary depending on the time of year.
- g) A stallholder or prospective stallholder will have the right to come to a committee meeting to put forward their proposal or air a grievance.
- h) Each stallholder must give one week's notice of his or her intention to resign as a stallholder. Seasonal producers must give at least one week's notice of their impending season's end. When, due to unforeseen circumstances such as weather interrupting or delaying harvest, which will result in the grower missing a market, the grower should inform the Market Manager committee as soon as possible.
- i) Those grower/producers wishing to become stallholders at the market must give notice of their intention to join. If their product type is over-represented at the market (see 1.e) then they may join a waiting list until such time as a stall becomes available.
- j) All stalls to have proper signage of a style approved by the committee.

2. Fee

- a) Joining fee of \$250 for membership.
- b) An annual fee set by the committee of not more than \$250.
- c) The stallholder fee has been set at \$25 per 4m wide stall or \$12.50 per 2m, per market, another \$11.50 for another 4m space. Although one or more persons may share a stall site, the fees may not be shared. The committee to cover genuine expenses may raise the fee. Stallholders must be notified one month in advance of any increase. Notice of the increase will be in writing and contain an explanation of the purpose of the increase.
- d) Stallholders who fail to attend any given market, without having notified the Market Manager at least 48 hours in advance (i.e. Friday prior) will be invoiced for the particular market. Exceptions will be granted for valid reasons, which must be disclosed to the Market Manager.
- e) The market will be Saturdays 9.30am – 12.30pm, weekly.

3. Setting/Clearing Up

- a) Each stallholder is responsible for setting up his or her own stall. This involves arriving in sufficient time to be ready to start trading at 9.30am promptly.

- b) Each stallholder is responsible for dismantling his or her own stall and clearing it away at the conclusion of the market.
- c) Each stallholder must remove any rubbish generated by his or her stall, and when inside must sweep his or her stall area. A fee of \$20 will be charged for cleaning stall areas that have been left unclean by the stallholder at the end of the market.
- d) The Market Manager committee will draw up a duty roster to assist in the general clearing up and the storing away of market equipment. While stallholders may exchange duties with others, failure to carry out duties will incur a \$10 penalty.

4. Hot Food

- a) It is agreed that only selected hot food stalls to be allowed at the market as approved by the committee.
This does not preclude stallholders from offering hot food for “tasting” purposes but it may not be supplied in large quantities or sold.

5. Freshness

- a) Goods intending to be sold at the market must be of top quality. Inferior product will not be tolerated as it goes against everything the market represents, that is – Quality, Fresh Gisborne Produce. Second grade produce, if sold must be clearly marked as such. If selling second grade produce, first grade produce must also be present for sale.

6. Price Guideline

- a) It is the intention of the market that this is the producer’s retail outlet.