

HOBSONVILLE POINT FARMERS MARKET EVERY SUNDAY 9AM-1PM

STALLHOLDERS INFO PACK

The Hobsonville Point Farmers Market is operated by the Hobsonville Point Farmers Market Society Incorporated and is a market where local producers sell fresh food directly to the public. Our emphasis is on quality, wholesome, local produce. As a stall holder you must become a member of the society and you will be bound by its rules. The rules are available from www.hobsonvillepoint.co.nz under publications and from the market manager. A summary of the rules and our policies as they relate to stall holders is included on the next page. The market manager and the committee may reject your application or terminate your booking if they feel that your produce or conduct is inconsistent with the rules or objectives.

Please note that we are a new market and that we have not fully developed our policies. We therefore reserve the right to refine and further develop the policies described here through our formal committee process. We undertake to communicate any changes to you clearly and promptly. Regular communications will be via e-mail, please ensure we have your correct details.

We also reserve the right to move your stall location if that is in the interest of the wider market. If this happens we will communicate this with you and do our best to consider everyone's views and desires, however the committee makes the final decision on stall locations.

As a stall holder you must familiarise yourself with the health and safety plan (attached) that applies to the Hobsonville Point site. You are responsible for keeping yourself and any staff or helpers safe and must ensure that your actions do not cause any risks to the public. If you have any concerns about health and safety please speak with the market manager promptly.

You must ensure that you have any relevant licences, whether in relation to food hygiene or the sale of liquor or any other matter. It is also your responsibility that you comply with any laws and regulations that may exist in relation to your stall or business.

The Hobsonville Farmers Market is here to facilitate you being successful in business. While it does not aim to make a profit it is run in a businesslike and professional manner. All revenue generated from stall fees and memberships is invested in running and promoting the market. Protecting the integrity and quality of the market is important and we need your help to do this. Please make sure that your stall is presented accordingly and that you leave your space clean at the end of the day. Please also help promote the market in any way you can. We are also keen to speak with you if you have skills to offer on a voluntary basis – this may be website development, accounting, carpentry or first aid. Please speak to the market manager if you are prepared to help out.

Summary of rules and policies you need to comply with:

GENERAL

As a stall holder you must be a member of the Hobsonville Point Farmers Market Society Incorporated. The societies objectives are:

- a. To provide a venue for local food producers to locally market their produce, operating on the basis that there will be no monopolies of type of stall or products being sold.
- b. To support and stimulate local food producers, in particular, organic food producers, hobby farmers, community and home gardeners.
- c. To facilitate the community's learning about the nutritional and environmental benefits of eating foods within their season, and that are produced locally.
- d. To establish a market that the community can be proud of, and is a popular place to visit regularly.
- e. To help the market contribute to the region's economic and social development.
- f. To be a growers' market, where consumers meet directly with the grower. A means to taste the food and talk to the growers.
- g. To sell food sourced from a defined region, which is Auckland from the Coromandel/Thames and Franklin districts in the south to North Cape, incorporating all the marine resource north of the Firth of Thames. It also incorporates the island groups of Samoa, Tonga, Nuie, Tokelau and Rarotonga that can supply the market on a regular, weekly basis.

YOUR STALL

The Hobsonville Farmers Market is a fresh food market. It is not a place to sell crafts, 2nd hand goods or processed packaged food. Generally you should produce, grow, slaughter or catch what you sell. However we understand that it may not always be practical for the producer to staff the stall. Until we establish more detailed policies we will make decisions on a case by case basis. As a general guide the person at the stall should either be the producer or have a close relationship with the producer and understand how and where the produce was grown, made, etc. Several growers may for example take turns staffing a common stall or a farmer may send a staff member.

We encourage you to sell organic produce or produce that comes from a farm working towards organic production. Please be clear in any labelling – only label things as organic if they are certified, otherwise you may want to choose words such as 'spray free' or 'free range'.

We also place importance on sustainable practices. Please do not sell produce in polystyrene packaging and aim to minimise packaging as far as practical. Please also encourage your customers to use their own bags.

On your form we have asked you to detail what you are selling. If you are planning to add items to your range you will need to advise us. Please e-mail the market manager. This is so that we can manage the overall range of produce available and avoid any potential conflict between stall holders.

Be creative in the way you set up your stall. We are after a vibrant, authentic look!

WASTE, TIDINESS

Please take any large packaging items, such as cooler boxes, crates, boxes, etc with you when you leave. The provided rubbish bins, are for customer use.

Keep your stall tidy and especially keep the area behind your stall and any public circulation areas free, these are emergency egress routes and not areas for storage.

HEALTH AND SAFETY

You are responsible for your own health and safety and must familiarise yourself with the current health and safety plan (attached). You also must comply with any directions the market manager gives you in regards to health and safety.

FEES AND MEMBERSHIP

Stallholders Fees: \$45 plus GST (\$51.75) per stall per week.

As a stallholder you must be a member of the Hobsonville Point Farmers Market Society Incorporated Membership to the Hobsonville Farmers Market Society Incorporated is:

\$200 plus GST (\$230) annually, or
\$125 plus GST (\$143.75) for 6 months, or
\$75 plus GST (\$86.25) for 3 months, or
\$50 plus GST (\$57.50) for one month.

Fees and membership subscriptions are payable in advance by direct credit into 38-9011-0402663-00. When your stall application has been approved we will e-mail you an invoice. You will need to pay this before your first day at the market.

SET UP AND PARKING

Please be set up and remove any vehicles from the site by 8.45. The parking closest to the market is for our customers, not for stall holders. The traffic marshalls will be able to point you to the stall holders parking area.

DOGS

Please do not bring your dogs to the market. While we are a dog friendly market and allow customers to bring their dogs, this does not extend to stall holders.

LEAVING EQUIPMENT AT THE MARKET

If you wish to leave equipment, including more permanent stall structures, at the market, please discuss this with the market manager. Please note that it is your responsibility to ensure that any equipment you leave behind is secured and covered by insurance. The market will take no responsibility for things going missing.

CONTACTING US

Your first point of contact is the farmers market manager:

Margo Hartman:
022 697 8175
hpfmmanager@gmail.com

You can also contact the farmers market committee, the member responsible for liaising with stallholders is:

Rob Velseboer
Heirloom Organix
021-023 23555
murraynrob@xtra.co.nz

Please discuss any question you may have with Margo.