



The market rules and eligibility criteria are set out in the Market Charter and Eligibility Chart, available at the information table at the Markets or at www.waikatofarmersmarkets.co.nz .

Please read both documents thoroughly before submitting an application.

Application Process

The Market Management Team and/or the Trust review all applications to join the market against set criteria. Decisions are based on the following criteria:

- Type of produce (% of local produce and/or ingredients)
- Seasonal production
- Current market composition
- The applicant's demonstrated adherence to food safety and other regulatory guidelines.

The Market Management Team and/or the Trust are expected and entitled to use their discretion in deciding which applications are successful. Their decisions are final. Please submit your application at least a month before your intended start date, as the Trust meets only once a month on or around the 20th of the month to process and audit applications. Applicants must contact the Market Managers within 2 weeks of the approval, otherwise their permit will expire.

By signing the Waikato Farmers' Markets application form you are indicating that you understand and agree with the Market Charter and Conditions of Trade.

Food Categories

Category 1: For Primary Farm Produce (fruits, vegetables, meats, eggs etc.) the 'Stall holder Produce List' has to be completed, otherwise the application will not be considered. Please be specific; note that generic expressions like: 'seasonal vegetables, fresh flowers, meat etc.' are NOT accepted. As per the Markets Charter meat and eggs must be free range.

Category 2: For Value Added Products you must provide a detailed list of all products (& ingredients) you wish to sell at the market; be specific and note that generic expressions are NOT accepted. Value added products are things such as jams, pickles, cheeses, baked goods etc. As per the Markets Charter, meat and eggs must be free range. Products sold at the markets must be labelled as per NZ Food Standards Code. Products without the right label will not be accepted. For more information please go to www.foodsafety.govt.nz . Products sold by weight must comply with NZ legislation: www.legislation.govt.nz.

Market Food Permits

All applicants must contact their local Council to implement either a Food Control Plan (FCP) or a National Programme (NP). Stallholders CANNOT trade until they have a registered FCP or a NP. Please contact your local Council for advice on what you need to do. Some stallholders are exempted from such a process, please ask your Council if that is your case. Your current registration certificate must be submitted with your application form. If you are selling organic products, your relevant organic certification must also be supplied.

Annual Membership

Waikato Farmers' Markets have an annual membership fee for both Hamilton and Cambridge Farmers' Market of \$80 each. This fee goes towards paying Council compliance costs e.g. resource consents, audit fees, running a traffic safety system, etc. The annual membership runs from 01/07 until 30/06. **Membership is to be paid by internet banking to: 06-0317-0967914-00 within 10 days of the application approval**, otherwise the approval will expire (this applies to all year round and seasonal stall holders). Payment must be made prior to commencement of trading at the markets.

Attendance

Market Managers require all applicants to predict their attendance on page 8. It is understood that things change and you may not be able to attend all markets that you indicate, but it gives the Market Managers valuable information for planning purposes, organising floor plans and to avoid gaps within a market. Any changes need to be communicated with the Managers as soon as practicable, at the latest The Thursday night prior to the market. After three un-advised absences members will need to re-apply before trading can recommence.

Conditions of Market Entry and Continued Trade

An initial physical site check/audit of the business operation of any new perspective stallholder is required prior to trading at the Markets. This site check/audit is to confirm that the product(s) proposed to be sold at the market are being genuinely grown or produced directly by the stallholder and to ensure that the product and the conditions of production meet both local council and food safety regulations. To continue trading at the Markets all stallholders must consent to an annual site check/audit of their operation and any additional site checks/audits that may be necessary to ensure that compliance is being maintained, should the Managers feel that this is required. Additional site checks/audits generally relate to investigation of on-selling, bulking up and cross-over, which are not permitted and are defined as:

On-Selling This is the practice of buying in goods from another producer or grower in order to sell these goods at the market. This is strictly forbidden at the Hamilton and Cambridge Farmers' Markets. Stallholders may only sell what they themselves produce or grow.

Bulking-Up This is the practice of buying in a line of produce that you also grow and then 'blending or mixing' it in with your own stock to increase volumes for sale.

Cross-over Some of our stallholders also trade at other markets that permit on-selling. This is fine, but any brought-in product or produce that is left over from these markets must not be sold the Hamilton and Cambridge Farmers' Market.

Farmers' Market stallholders should be proud of what they produce and as such must be prepared to stand by their business practices with nothing to hide. The Market Manager has the right to immediately suspend the sale of any goods in question pending an investigation. Failure to comply with the Trust request for a site inspection will result in the permanent suspension of the trade of the goods in question and may also lead to the stallholder losing their trading permit and market membership. Stallholders can only sell the products that they have listed or itemised within this application. **Stallholders are not permitted to add any new products or significantly alter any product that they already sell at the market without first gaining approval from the Market Managers.** A new application form will first need to be submitted and additional audits may be required.

Plastic Free

The Cambridge and Hamilton Farmers' Markets are proud to be plastic-free. Only backyard compostable bags are permitted for your goods, all other packaging should at least be commercially

compostable. This includes all packaging (meat, fish and cheese are the only exceptions due to food safety regulations). Most market attendees come prepared with their own bags to transfer goods into from your display containers.

Sales Figures

It is a requirement for all stallholders to provide (anonymously) a gross weekly sales figure. This statistical data is important to the market – to confirm seasonal trends, for funding applications, knowledge of how much money is spent in the local economy, supporting our parent body (FMNZ), and lobbying. We know you may feel hesitant about providing this information, and want to assure you that it will be anonymous and for a purpose.

A form will be provided to you at the beginning of the month, you complete it and put into a locked collection box at the end of the month. The form will not have any identifying marks on it, will be collated by the market administrator and destroyed after the data is noted. You only need to put the gross sales figure and indicate if you are primary producer, added-value or ready to eat. So, July figures are handed in end of July, August figures at end of August etc.

Collated data will be communicated to stallholders on a quarterly basis.

Submission of Application

The preferred method receiving your application is for the form to be scanned and emailed to waikatofarmersmarkets@gmail.com.

Or hand it to the Market Manager.

You can also post your application form to:

The Hamilton and Cambridge Farmers' Markets Trust
PO Box 10528
Te Rapa
Hamilton 3241

Please note that photos of your application form are not an accepted form of application.

If you have any questions about the application form or process, please contact:

Hamilton Market Manager Fleur Foreman 022 639 1995 hfmsitemanager@gmail.com

Cambridge Market Manager Caleb Clemens 027 261 6998 cfmsitemanager@gmail.com

Administrator Kathryn Hunter 021 115 4610 waikatofarmersmarkets@gmail.com

Thank you for your application to be a stallholder at the Waikato Farmers' Markets. We look forward to welcoming you to the market community, or your continued support if you are a returning stallholder.

This page is purposefully blank so you can retain Pages 1-3 for your records, separately to the application form.

| |
|---|
| Waikato Farmers' Markets' Stallholder Application Form 2020/21 |
|---|

Applicant Name:**Applicant Address:****Business Name:****Trading As:****Business Address: (If different from above)****Website:****Main Contact Name:**

Tel:

Mobile:

Email:

Secondary Contact Name:

Tel:

Mobile:

Email:

Market you wish to trade at: (Tick the option/s you require)

- Hamilton Farmers' Market
- Cambridge Farmers' Market

Food Category (Tick the option/s you require)

- Category 1 - Primary Farm Produce
- Category 2 - Value-Added Products
- Category 3 - Ready to Eat

Please list the produce and/or describe the value-added products you wish to sell at the market, specifying when each item is available: *use a separate piece of paper if required*

| Produce/value-added/ready to eat | Months available (if all year round, put 'all year') |
|----------------------------------|--|
| <i>EG Cos Lettuce</i> | <i>Jan, Feb, Mar</i> |
| | |
| | |
| | |
| | |
| | |
| | |

Describe the 'origin' of produce, ingredients, and relevant processing details: (continue on separate paper if required)

The location of growing plots owned or leased by the applicant:

The ratios (percentages) of Waikato grown/produced ingredients incorporated into value added products:

For free range meat and eggs please indicate your supplier:

Site Details and Cost *Tick the options you require*

Year-round & seasonal stall holders

- | | | |
|--------------------------|-----------------------------|--|
| <input type="checkbox"/> | Hamilton Annual Membership | \$80 |
| <input type="checkbox"/> | Hamilton Standard Stall | \$45 per market |
| <input type="checkbox"/> | Hamilton Double Stall | \$60 per market |
| <input type="checkbox"/> | Hamilton wooden stand | \$5 per market (subject to availability) |
| <input type="checkbox"/> | Cambridge Annual Membership | \$80 |
| <input type="checkbox"/> | Cambridge Standard Stall | \$40 per market |
| <input type="checkbox"/> | Cambridge Double Stall | \$55 per market |
| <input type="checkbox"/> | Power 10 amp | \$6 per market |
| <input type="checkbox"/> | Power 16 amp | \$8 per market |
| <input type="checkbox"/> | Power 32 amp | \$10 |

Short season stallholders - for up to 6 consecutive weeks, no annual membership

- Hamilton Standard Stall \$60 per market
- Hamilton Double Stall \$75 per market
- Cambridge Standard Stall \$55 per market
- Cambridge Double Stall \$70 per market

Please indicate the weeks you will be attending the Market(s):

CAMBRIDGE**Winter 2020**

| | |
|--------|--|
| 4-Jul | |
| 11-Jul | |
| 18-Jul | |
| 25-Jul | |
| 1-Aug | |
| 8-Aug | |
| 15-Aug | |
| 22-Aug | |
| 29-Aug | |
| 5-Sep | |
| 12-Sep | |
| 19-Sep | |
| 26-Sep | |
| 3-Oct | |
| 10-Oct | |
| 17-Oct | |
| 24-Oct | |
| 31-Oct | |

Summer 2021

| | |
|--------|--|
| 2-Jan | |
| 9-Jan | |
| 16-Jan | |
| 23-Jan | |
| 30-Jan | |
| 6-Feb | |
| 13-Feb | |
| 20-Feb | |
| 27-Feb | |
| 6-Mar | |
| 13-Mar | |
| 20-Mar | |
| 27-Mar | |
| 3-Apr | |
| 10-Apr | |
| 17-Apr | |
| 24-Apr | |

HAMILTON**Winter 2020**

| | |
|--------|--|
| 5-Jul | |
| 12-Jul | |
| 19-Jul | |
| 26-Jul | |
| 2-Aug | |
| 9-Aug | |
| 16-Aug | |
| 23-Aug | |
| 30-Aug | |
| 6-Sep | |
| 13-Sep | |
| 20-Sep | |
| 27-Sep | |
| 4-Oct | |
| 11-Oct | |
| 18-Oct | |
| 25-Oct | |
| 1-Nov | |

Summer 2021

| | |
|--------|--|
| 3-Jan | |
| 10-Jan | |
| 17-Jan | |
| 24-Jan | |
| 31-Jan | |
| 7-Feb | |
| 14-Feb | |
| 21-Feb | |
| 28-Feb | |
| 7-Mar | |
| 14-Mar | |
| 21-Mar | |
| 28-Mar | |
| 4-Apr | |
| 11-Apr | |
| 18-Apr | |
| 25-Apr | |

Spring 2020

| | |
|--------|--|
| 7-Nov | |
| 14-Nov | |
| 21-Nov | |
| 28-Nov | |
| 5-Dec | |
| 12-Dec | |
| 19-Dec | |
| 26-Dec | |

Winter 2021

| | |
|--------|--|
| 1-May | |
| 8-May | |
| 15-May | |
| 22-May | |
| 29-May | |
| 5-Jun | |
| 12-Jun | |
| 19-Jun | |
| 26-Jun | |

Spring 2020

| | |
|--------|--|
| 8-Nov | |
| 15-Nov | |
| 22-Nov | |
| 29-Nov | |
| 6-Dec | |
| 13-Dec | |
| 20-Dec | |
| 27-Dec | |

Winter 2021

| | |
|--------|--|
| 2-May | |
| 9-May | |
| 16-May | |
| 23-May | |
| 30-May | |
| 6-Jun | |
| 13-Jun | |
| 20-Jun | |
| 27-Jun | |

Declaration

I declare that the details given in this application are true and up to date. I have read, I understand and agree to abide by the terms and conditions of the **Market Charter** and the **Application Form**.

Name: _____

Signature: _____

Date: _____