



Our rules and eligibility criteria are set out in our Market Charter and Eligibility Chart, available at the Information Table at the Markets or at www.waikatofarmersmarkets.co.nz. Please read both thoroughly before submitting an application.

The Application Process:

The Market Managers 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 Managers are expected and entitled to use their discretion in deciding which applications are successful. Managers decisions are final. Please submit your application at least a month before your intended start date, as the trust meets 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. **Produce list to be filled in page 4.**

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 like: 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: www.foodsafety.govt.nz. Also products sold by weight must comply with NZ legislation: www.legislation.govt.nz.

Market Food Permits:

NEW stallholders: must contact their local Council to implement either a food control plan (FCP) or a national programme (NP), vendors 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 vendors are exempted from such a process, please ask your Council if that is your case. When you have your current registration certificate, please attach it to the markets application form.

EXISTING stallholders: please contact your local Council if any information about your current situation is needed.

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, running a traffic safety system, etc. The annual membership runs from 01/07 until 30/06. Membership has to be paid by internet banking to: 06-0317-0967914-00 or by cheque sent to the PO Box here below within 10 days of the application approval, otherwise the approval will expire (this applies to all year round and seasonal stall holders).

Thank you for applying to the Waikato Farmers' Markets, please note that photos taken with a phone are not allowed, if you cannot scan the completed application form please give it to the market manager in one of the markets or post it to: **The Hamilton and Cambridge Farmers' Markets Trust**

PO Box 10528, Te Rapa, Hamilton 3241

If you can scan it please email your completed application form to:

waikatofarmersmarkets@gmail.com

Waikato Farmers' Markets' Stallholder Application Form

Applicant Name:

Applicant Personal Address:

Business Name:

Trading As:

Business Address:
(If different from above)

Tel:

Cell:

Email:

Website:

Applying for 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**

Please list the produce and/or describe the value added products you wish to sell at the market, specifying the months each item is available(Please use page 4 if needed):

Please describe the 'origin' of produce & ingredients and relevant processing details.

This must include the following:

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

The ratios (percentages) of Waikato grown/produced ingredients incorporated into value added products.**Please note that the defining ingredient of a value added product should be produced locally (Waikato)**

Site details and cost:

(Tick the option you require)

All year round & seasonal stall holders:

- Annual Membership Hamilton \$80
- Annual Membership Cambridge \$80
- Cambridge Standard stall (up to 3m x 3m) \$40 per Market
- Cambridge Double stall (up to 6m x 3m) \$55 per Market
- Hamilton Standard (stall up to 3m x 3m) \$45 per Market
- Hamilton Double stall (up to 6m x 3m) \$60 per Market

Short season stallholders (for up to 6 consecutive weeks), no annual membership:

- Cambridge Standard stall \$55 per Market
- Cambridge Double stall \$70 per Market
- Hamilton Standard stall \$60 per Market
- Hamilton Double stall \$75 per Market

- Power per Market: \$6 /10 Amp
 \$8/16 Amp
 \$10/32 Amp

Conditions of Market Entry and Continued Trade:

An initial physical audit of the business operation of any new perspective stallholder is required prior to trading at the Markets. This 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 audit of their operation and any additional audits that may be necessary to ensure that compliance is being maintained, should the Managers feel that this is required.

Additional audits generally relate to investigation of on-selling, bulking up and cross-over, which are not permitted and are defined below:

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 actually 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 non-FMNZ markets that permit on-selling. This is fine, but any brought-in product or produce that is left over from these markets may **not** be taken along and then sold at the Hamilton and Cambridge Farmers' Market.

Attendance: After three un-advised absences producers/vendors will need to re-apply before they start trading again.

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.

