



Stallholder Terms and Conditions

Market Philosophy

The Grey Lynn Farmers Market (GLFM) was created to provide the community with access to fresh, local produce in a unique, vibrant inner-city location.

The overriding principles that guide us and are constantly reflected in our goals and direction as a market are:

- **Alternative to supermarkets:** our market aims to be a viable alternative to large supermarket chains. We are supporting a local food economy: local farmers, growers, producers and small food businesses. Our market gives priority to stallholders who are selling staple food products, such as fruit, vegetables, bread, eggs, dairy food and meat.
- **Closing the Gap:** between producers and consumers. Our market gives shoppers the opportunity to interact with the producers of their food and build relationships with these producers.
- **Community Space:** Our market is more than just a shopping opportunity. We provide a community space where people can come together and get to know others in their local area. We have regular classes where people can increase skills and knowledge together. We provide a family friendly space, with regular children's entertainment and a large playground. We encourage charities and community groups to do fundraising stalls at our market.
- **Support small growers and producers:** We aim to give small producers and cottage industries a chance to gain skills and experience in business.
- **Prioritise ethical and local:** We give priority at our market to stallholders who make an effort to use locally sourced ingredients, as well as those who use fair trade, organic and free range.
- **Sustainability:** We focus on waste minimisation as a way of reducing our impact on the environment. We are committed as a market to being trailblazers in the area of sustainability. We aim to be Auckland's first Zero Waste Market.

Some information about the Grey Lynn Farmers Market

The GLFM began in September 2009. It is run by a paid manager who works 15 hours per week and a management committee of volunteers (the committee). The committee meet monthly for management meetings. We have a stallholder representative on the committee.

The GLFM is a 100% community-owned social enterprise operated by an incorporated society. We hold our AGM once a year, when the committee is re-elected and new members can be accepted onto the committee.

The GLFM is a food-only market, although there are some natural health stalls that are accepted on a case-by-case basis. We also allow plant stalls. We do not allow crafts or clothing, even as a one-off stall. GLFM aspires towards the highest quality produce being offered within the market place and favours locally grown fruit and vegetables from within a 200km radius of Grey Lynn that are preferably certified organic, spray-free, homegrown, GE free or free-ranging.

The GLFM has a Friends of the Market scheme. FOTM pay a \$30 annual subscription to support the market. In return for this, Friends are offered rotating and weekly specials, discounted rates on classes, free use of the trading table and other perks. "Friends" are the members of the Grey Lynn Farmers' Market incorporated society.

Acceptance as a Stallholder

1. Applications must be made on the GLFM Stallholder Application to Trade form. No other form of application will be considered.
2. New stallholder applications are reviewed individually by the market manager in consultation with the management committee.
3. All food products and plants are considered and some services. No clothing, craft or similar commodities are admitted to the market.
4. The manager and the committee will consider such things as it, in its sole opinion, considers relevant when making its decision on a stallholder application. These may include but not be limited to the following criteria:
 - Whether the new stall will compliment the current mix of stalls.
 - Whether the new stall and stallholder is in line with the GLFM's philosophy and goals
 - Preference will be given to local producers; to producers of staple items and producers of fresh produce.
5. The vendor must be the principle producer or someone who has in-depth knowledge of the product and/or production process.

6. The stall cannot on-sell products of another producer, unless they have a good understanding of the provenance of the product and producer. This must be discussed and cleared with the market manager.
7. In order to gain acceptance, stallholders must meet the Auckland Council requirements for a food stall and hold any relevant certificates where required.
8. The Stallholder must commit to regular attendance, agreed on with the manager.
9. Stallholders once accepted by the GLFM must comply with current Terms and Conditions of Trade which are subject to updates from time to time; current terms can be obtained from the Market Manager.

Trial Period

1. If a stallholder is accepted into the market, they will be given a three market trial period. This is for the benefit of both parties, to see how things go with the new stall.
2. If both parties are happy to continue at the end of this trial period, then the stallholder will be accepted into the market as a permanent stallholder.
3. Either GLFM or the stallholder can request that the stall not continue after the trial period is up.
4. At the end of the trial period the stallholder will be required to sign this contract and agree on their attendance levels with the manager.

Set up and pack down

1. **Market hours:** The market is open from 9am to 12.30 Sundays at the Grey Lynn Community Centre, 510 Richmond Road (or such other venue within the Grey Lynn community as the management committee may notify to the stallholder), rain or shine, except the last Sunday of the month (when the market is held in the car park at 449 Richmond Road, or such other location as the management committee notifies). Stallholders need to be ready to begin trading by 8.50am, 10 minutes before the market opens and cannot pack down until after 12.30pm.
2. **Holidays:** If a public holiday falls on a market Sunday, then the manager will decide whether or not to open and notify the stallholder no less than one week prior to the relevant Sunday. .
3. **Trestle Tables:** On the days the market operates from the Grey Lynn Community Centre, GLFM can provide a trestle table (1.8m long) and chairs for stallholders, which they must return to the cupboard clean and dry. Stallholders need to bring their own gazebos if they are setting up outside.
4. **Carparking:** Stallholders cannot park their car in the centre carpark unless they have special permission from the manager. They may park there temporarily to load and unload stock, taking into consideration that access is still available for other stallholders and others using the space.

5. **Stall spaces:** While GLFM will try to accommodate the wishes and ideas of the stallholders as much as we can in regard to placement, we cannot guarantee any stallholder a certain spot for their stall and the location of the stall within the market will be at the sole discretion of the market manager. Outside the hall, stallholders must maintain good access for customers on the pavement. They must leave 1 metre free access for wheelchairs to enter into the community centre via the ramp.
6. **Electricity:** Stallholders can use the centre's electricity but will need to bring their own extension cords. This cord must be taped down to the ground if it crosses a path and the Stallholder must ensure that it does not cause a tripping hazard for the public. Stallholders using electricity should allow for extra set-up time.
7. **Rubbish and Cleaning:** All stall areas must be clean, safe, tidy and attractive. Areas between and behind the stalls must be kept clean and tidy. Before leaving the market, each stallholder must remove all rubbish from the area. This includes the area around the stall and in the open areas between the gazebos.

Products

1. Stallholders must represent their products truthfully. Misrepresentation will result in suspension or expulsion from the market.
2. Stallholders should have a sign with the business name and the products sold.
3. All products must be displayed with the proper signage showing the price and, if appropriate, a description of what the product is, how/where it comes from and what to do with it.
4. Stallholders must come fully prepared with the necessary equipment, packaging, change etc.
5. Stallholders should offer taste samples to customers where they could be reasonably expected to do so- for drinks, dips, and fruit.
6. Stallholders must first check with the market manager before selling new products. This is to avoid clashes with other stallholders and also to help with promotion of new products.
7. The GLFM reserves the right for a representative of the market to visit your farm or place of production.
8. All vegetables and fruit brought to the market must comply with the spray-free policy (see appendix) or be certified organic unless the manager is informed and the produce is clearly labelled.
9. The GLFM expects that all meat and eggs are free range, including those used in food preparation. If this is not the case, please inform the manager.

Hygiene and Presentation

1. All stall areas must be clean, safe, tidy and attractive. Areas between and behind the stalls must be kept clean and tidy. Before leaving the market each stallholder must remove all rubbish from their area. This includes the area around the stall and in the open areas between the gazebos.
2. The market is a smoke free zone. If stallholders need to smoke they must do so away from the market and they must carefully wash their hands afterwards.
3. Stallholders themselves should be presented in a neat and tidy manner with long hair tied back.
4. All stallholders must comply with food health and safety regulations These include but are not limited to the following:
 - a. All stallholders must have the means of cleaning hands by way of gel, wipes or water.
 - b. Stallholders must make provision to cover all food if not packaged to stop cross contamination.
 - c. All stallholders must maintain safe food practices in the handling and storage of food to prevent food borne illness.
 - d. Care must be taken when transporting food to the market to stop cross-contamination.
 - e. Tongs must be used to handle food. Do not handle food with gloves and be taking money at the same time.
 - f. If a stallholder is cooking food at the market, the stallholder must ensure that the food is cooked through and served at the correct temperature.
5. Stallholders should not come to the market if they are sick, as they might be contagious.
6. We take pride in our market, please take care to dispose of rubbish thoughtfully (both from your own stall and other rubbish that you see around the place).

Friends of the Market

1. Friends of the Market subscriptions (market membership) provide a valuable revenue stream for the GLFM. The scheme helps us promote the market to people in the local community, encourages regular patronage and helps build brand recognition. These specials need to be enticing if we are to attract new members. To redeem the special, the Friends of the Market need to show their card to the stallholder, who can check the expiry date.
2. Stallholders are encouraged to offer a friends special on a regular basis. The special itself could rotate weekly eg: a different vegetable/cheese/baked good is on special each week. Specials should be discussed and confirmed with the market manager

3. GLFM will promote stallholder Friends specials - on the GLFM website, articles in the news pages, promotion on the banner on the homepage and FB posts and tweets to our followers and fans.
4. Stallholders agree to becoming members of the GLFM (Friends of the Market) at the standard annual membership rate.

Fees and Payment

1. Stallholder fees as of 12 May 2013:

- Single trestle table indoors \$35
- Two tables indoors \$55
- Three tables indoors \$70
- Half table indoors \$25
- Outside gazebo space \$35
- Double gazebo space outside \$70

**10% discount for organic certification

*** Number of tables and size are subject to availability

2. Means of payment: Stallholders can pay in cash or cheque for their stall fee, and the money may be paid in advance or will be collected on market day by the market manager.
3. Electronic transactions: For electronic payments, stallholders should pay for an entire month at the beginning of the month. If stallholders wish to pay weekly the money needs to be in the GLFM account by the Friday two days prior to the market. If the money isn't in the account by then, payment must be made in cash on the day – no exceptions.
4. GLFM retains the right to alter fees at any time.

Zero Waste Policy

The Grey Lynn Farmers Market has the goal of being Auckland's first Zero Waste market. This means that we take full responsibility for our two waste streams:

- Waste that is created during market hours
- Waste that is created from products sold at the market but disposed of elsewhere.

Stallholder's responsibility for waste

- Stallholders need to sort their stall's waste, separating recycling, compostable and landfill waste.
- Compostable waste is to go into the green bin, provided by the market, recycling into the bins provided
- Landfill waste needs to be taken away by the stallholder.

- Last Sunday markets: landfill and recycling needs to be taken away by the stallholder – only compostable waste can be put in the green bin.
- Use of packaging that can be recycled or composted. If there is any reason why this can't take place for food safety reasons, this can be discussed with the market manager.

Stallholders agree to comply with the GLFM Zero Waste Policies to be advised from time to time

Absence

1. Any absence from the market must be communicated with the manager before 12 midday on the Friday prior to the market day.
2. If the stallholder contacts the manager later than this about an absence, it must be only for emergencies. Bad weather is not a reasonable excuse.
3. To contact the manager, the best means is text followed by phone and email. Emails are not always checked on the weekend, so stallholders need to ring or text. Stallholder must not assume that the message has been received if they don't get a reply.
4. Stallholders who have regular absences from the market, even if explained, can also be can be suspended or expelled from the market, at the manager and committee's discretion if the amount of absences are deemed to be unreasonable or adversely affecting the market.

Marketing and Promotion

1. GLFM puts out a weekly newsletter featuring market events, new products and stalls and other market news. This newsletter goes out to over 500 plus people and is a great way to promote a special or new product. Contact the market manager before Thursday if you would like to contribute something about your product and your business and attach a jpeg photo.
2. If stallholders have any press clippings about their stalls, bring them to the market manager to have them displayed on the notice board.
3. GFLM is constantly exploring new avenues for promotion and marketing, we welcome ideas.

Insurance and damage to site

4. Stallholders shall indemnify the GLFM 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 Grey Lynn Farmers' Market Incorporated

5. Stallholders are required to ensure all equipment is properly anchored in the interests of public, Stallholder and staff safety.

Competition Policy

The GLFM endeavours to keep a good balance range of products and produce at the market and. However, there will be some competition. The committee exercises careful judgment in regard to the balance of stallholders at the market, allowing moderate levels of competition in the market.

We cannot guarantee any stallholder protection from competition, but we will try to ensure that stallholder additions to the market are complimentary to what is already on offer. This means offering a range of styles, price ranges and allowing for speciality products around dietary requirements so that we are catering for the diverse tastes of our customers.

The committee will also give preference to local producers or those making an effort to align themselves with our philosophy of sustainability.

Leaving the Market

If a stallholder wishes to leave the market, they will need to give at least 2 market's notice to the market manager.

The GLFM reserves the right to terminate this agreement on two weeks prior notice if, in the committee's opinion, the Stallholder is in breach of any of the terms and conditions, or if in the sole opinion of the Committee.

Location of the Market

The Grey Lynn Farmers Market Committee may decide that it is in the best interests of the market to move to a new location in Grey Lynn, either temporarily or permanently.

Stallholders will be given at least 4 weeks warning of any permanent change and 2 weeks warning of a temporary change in location, and will be consulted about the changes where possible.

Appendix One: Spray Free Policy

Spray-free is a term referring to vegetables that are not certified organic but have been grown using some or mostly organic principles.

Avoiding the use of insecticides is the main focus of the term 'spray-free.' Secondary requirements are minimising chemical fertilizers and using natural systems such as compost to improve soil quality.

To qualify as spray-free, produce must not (at any point in their production) have been sprayed with:

- Any insecticide including so-called organic insecticides such as pyrethrum (naturally occurring virus or bacteria or ground up insect bodies are acceptable)

Any of the present chemicals that fall within the grouping of conventional pesticides (copper fungicides and oils are acceptable).