

## Welcome to Growers, Farmers, Craftspeople, Artisans, and Foodies

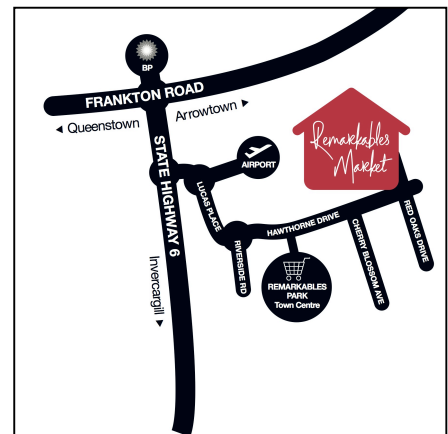
Remarkables Market will be running its annual Summer Season on Saturdays from 9.00am – 2.00pm starting from **Saturday 25 October 2014 up to and including Saturday 18 April 2015**.

Remarkables Market provides an affordable opportunity to offer your product to potential customers. No matter how big or small or seasonal your product, Remarkables Market is dedicated to providing a wide range of market goods including high quality in-season fruit and vegetable produce, and crafts. The Remarkables Market environment is renowned for its views and enjoyable atmosphere for both stallholders (Vendors) and Queenstown's locals and visitors alike.

Remarkables Market is seeking stallholders from Central Otago to Bluff (and further afield) so that we can offer a wide variety of locally and regionally produced products and goodies for the home; including products from artisans – baked goodies, gourmet pies, tea, garden herbs, chocolate, organic cupcakes, cheese, honey, wine, seafood, lamb, beef and venison; and hand made works from crafters – candles, lavender, jewellery, clothing, possum and merino products, artwork, soaps and much more.

Remarkables Market is located at Remarkables Park, Queenstown. You will find us 100m down the road from the turn off into the Remarkables Park Town Centre. The town centre currently attracts in excess of 3 million visitors a year.

Our Red Barn holds 22 inside stalls, and we have unlimited outside stall spaces available. If you haven't been to our fabulous market before, please have a look at our Facebook page where there are lots of photos, or our website [www.remarkablesmarket.co.nz](http://www.remarkablesmarket.co.nz)



If you are interested in applying to become a stallholder, please read the attached Terms and Conditions, and complete the Application Form (pages 6 & 7). Please return your Application Form by post or e-mail, providing a detailed description of your products. If you have not previously been a stallholder, please also include your website details if you have one or attach 2-3 photos of your products if you do not have a website.

**We look forward to receiving your application and are here to help with queries, application forms, food licenses and the preparation of documentation.**

*Please note, submitting an Application Form does not automatically guarantee you acceptance as a stallholder. Products are required to fit our market requirement. Allocation of inside spaces is also limited.*

For further information or assistance please contact:

Sherryn Smith – Market Manager  
market@remarkablespark.com  
☎0221 090748 or ☎03 442 3084 Ext 6

Remarkables Market is a wholly owned entity of Remarkables Park Limited (RPL), Queenstown

## **Terms and Conditions**

### **Selection Criteria**

1. Remarkables Market is principally a produce and craft market. Priority will be given to goods produced from Otago and Southland.
2. Remarkables Market management reserves the right to select Stallholders (Vendors) on such grounds as quantity and type of goods already on offer, quality and uniqueness of product, compatibility with a desired product mix, aesthetics, presentation and physical site considerations including space available and need for power, as Market management sees fit.
3. The Remarkables Market is managed to ensure diversity within its contained setting. If the product type is overrepresented at the market then you may join a waiting list until such position becomes available.
4. Remarkables Market requires Vendors to supply quality products. All goods must be approved by the Market management and it reserves the right at any time to disallow the sale of any goods it deems inappropriate for sale at the market.
5. Remarkables Market strongly encourages Vendors to provide information on the process of making or harvesting of their products, including stall signage.
6. Remarkables Market encourages a zero-waste policy at the market site, and request all effort be undertaken by Vendors to use recycled bags. Encouragement is given to customers to bring their own bags.
7. Remarkables Market management reserves the right to reject any application for any reason or to cancel acceptance of a Vendor, without notice, for failure to comply with these Terms and Conditions.

### **Trading Policy**

8. Remarkables Market hours of trade are each Saturday 9.00am to 2.00pm, irrespective of weather other than extreme conditions. Exceptions are also when, in the opinion of Market management, it would be dangerous to continue operating or where trade is restricted by legislation (e.g., if ANZAC Day fell on a Saturday).
9. The site is accessible for Vendors from 8.15am – 3pm each Market Day. All stalls must be set up and ready to trade by 9.00am, and must remain on site until 2.00pm, unless product is sold out. If you sell out before 2.00pm please leave a 'sold out' sign on your table, this can be collected from the Remarkables Market information stall.
10. Remarkables Market requires its Vendors to operate in strict accordance with all applicable relevant legislation including trading standards, environmental health, occupational safety and health regulations, and liquor licensing. Vendors should ensure that at all times they maintain their site in a tidy and hygienic manner, and ensure they and their staff conducts their business in a courteous, fair, reasonable and honest manner.
11. No responsibility will be taken by the Remarkables Market for the success or otherwise of individual stalls.
12. Vendors wanting to sell additional products to those specified on their Remarkables Market application require clearance from Market management and where

necessary must ensure that their Queenstown Lakes District Council (QLDC) licence covers such products.

13. Approval for trade cannot be transferred.

### **Food Stall Conditions**

14. Remarkables Market management can advise what foods are classified as low risk and can assist with preparation of documentation that may be required for QLDC approval.

15. All proposed food and alcohol produced for sale at the market is required to have relevant documentation and certificates, including details of its preparation in a licensed food premises.

16. Vendors selling food must include with their Remarkables Market application an existing food licence from QLDC which is applicable to the site, or provide to RPL a completed food licence form applying for a QLDC food licence with its Remarkables Market application together with a cheque where necessary for the licence fee made payable to QLDC (RPL will check and then file the application together with other applications in bulk to QLDC).

17. QLDC Food & Alcohol Permits are required to be displayed by Vendors in a prominent position at all times.

### **Sites**

18. **Please Note: The Remarkables Market is currently located in a development area. For this reason RPL has the right to relocate or, if they cannot gain approval to relocate, to discontinue the market at any stage throughout the season.**

19. Successful Vendors will be assigned a site deemed appropriate by Market management for the sale of the approved product(s) and this may be adjusted on a week by week basis by Market management. Remarkables Market management cannot guarantee Vendors the same stall position each week. However, priority will be given to stallholders committed for the entire season.

20. Securing an outside stall does not guarantee vehicle access behind your stall for the duration of the market, this requires prior approval from the Market Manager.

21. Vendors requiring more than 1 stall site are required to book and pay for 2 sites.

22. Remarkables Market will provide site services as follows: rubbish bins, port-a-loos, running water, hand sanitizer, carparking for stall holders, and an information stall.

23. Trestle tables are provided and are included in the stall fee. Power is not available except by special arrangement, there is an additional cost for this.

24. Vendors are responsible for the provision of gazebos, any table coverings required, and stall signage.

25. All gazebos and umbrellas must be securely fastened down in preparation for all weather conditions at all times. Any damage caused by gazebos that are not secure will be at the cost of the stallholder and not the Remarkables Market

26. Storage of Stallholder's equipment is at the discretion of the Market Manager, and there may be an additional cost for this. Any equipment left onsite is done so at the Stallholder's own risk.
27. It is the responsibility of each Vendor to clear all rubbish and surplus stock from their site and to leave their site clean and tidy at the end of every trading day. Please try to reduce non-recyclable items and take the time to 'squash & squeeze' items before placing in the bins provided. Or preferably please take your larger rubbish away with you.

### Taxation of Earnings

28. As part of their focus on the cash economy, Remarkables Market has been advised that the IRD are currently going around Farmers Markets throughout New Zealand to ensure that Vendors are operating correctly in terms of their tax obligations. If you are uncertain about your tax obligations, we recommend that you discuss this with your accountant.

### Insurance:

29. Stallholders shall indemnify the Remarkables Market against claims, demands, proceedings, damages, expenses and losses whatsoever for damages that might occur to persons or property as a consequence of participation in the Remarkables Market, specifically including injury/damage to persons.

### Fees

30. Stall fees for the 2014/2015 Summer Season are as follows (all GST inclusive):

Stall description	Half Season (13 weeks) (Early Bird payment)	Weekly Rate (non-Early Bird payment)
Inside Barn 1 x Table Stall	13 weeks = \$585 (\$45 per week)	\$52 x .....wks = \$.....
1 x Outside Table Stall	13 weeks = \$468 (\$36 per week)	\$42 x ..... wks = \$.....
<b>Number of stall sites required</b> <i>(please circle the one that applies)</i>	1 only 2 (please note this requires payment for 2 stalls)	

31. The 13 week (Half Season) rate has to be a consecutive 13 week period, (with the first half season commencing on 25/10/14) unless pre-arranged with the Market Manager. Additional market days attended (subject to availability), over and above those Half Season dates booked initially, will only be charged at the Half Season weekly rate.
- 32. For Vendors taking Half Season options, full payment of the Early Bird rate for the season must be made no later than Friday 12<sup>th</sup> October 2014 to receive the discounted Early Bird Rate.**
33. All other Half Season Vendors, who do not make full payment of the Early Bird rate by **Friday 12<sup>th</sup> October 2014**, will be charged on the weekly rate detailed in the above table, unless prior agreement has been made with Market management.
34. All other Vendors, are required to pay weekly stall fees in advance, or in cash on the day of the market.

35. If pursuant to clause 18, RPL discontinues the market for the balance of the season, it will refund any fees paid in advance on a pro rata weekly basis.
36. Stallholders who fail to attend any given market, without having notified the Market Manager at least 48 hours in advance will be invoiced for that particular market.
37. Stall fees do not include fees payable to QLDC including but not limited to obtaining a food licence permit, which (when required) must be obtained for or by the Vendor at their cost prior to operating a stall (Remarkables Market can assist with completing any application).
38. Remarkables Market management retains the right to alter its weekly fees at any stage and other fees on an annual basis.

### **Advertising & Promotion**

39. All applicants and Vendors acknowledge that the Remarkables Market will make Stallholders names and contact details available to interested parties from time to time for promotional and other purposes, and all applicants and vendors grant permission for the Remarkables Market to use any images or photographs of stallholders and their products for promotional purposes.
40. Remarkables Market will undertake advertising to promote the market locally and regionally including promotion on several event and tourism websites including Destination Queenstown.
41. Remarkables Market regularly maintains a Facebook page and market website ([www.remarkablesmarket.co.nz](http://www.remarkablesmarket.co.nz)) to promote market specials and events.
42. Remarkables Market will provide e-mail updates to Vendors and we engage with Market Friends (people who have signed up for our newsletter) via a Newsletter with specials, updates and profiles.

## Application Form for Remarkables Market

Please email this information to [market@remarkablespark.com](mailto:market@remarkablespark.com) or post to Remarkables Park Limited, PO Box 1075, Queenstown 9348.

<b>Name of Applicant/Trading name</b>	
<b>Contact Person</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Website address</b> <i>(please provide photos of your products if you do not have a website)</i>	
<b>Facebook address</b>	

**1. Intended Product(s) for sale**

Please include details such as hand dyed t-shirts, earrings, free range eggs, danish pastry, scones, organic certified producer, etc.

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**2. Do you have any existing food stall approvals, food licences, etc? Yes/No**

If yes, please detail below (for example, an attached copy of a current food licence, food handlers certificate photos, logos, price lists)

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**3. Have you previously sold at a Market or do you have an existing business selling your proposed market wares? Yes/No. If yes, where and when?**

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**4. Please describe how your stall will assist with Remarkables Market’s zero-waste policy and our green and recycling focus** (e.g., wrapping your goods, rubbish disposal, recycling options for your customers).

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### 5. Trading Option

Please circle the option that you prefer (note all fees below are stated GST inclusive):

Stall description	Half Season (13 weeks) (Early Bird payment)	Weekly Rate (non-Early Bird payment)
Inside Barn 1 x Table Stall	13 weeks = \$585 (\$45 per week)	\$52 x .....wks = \$.....
1 x Outside Table Stall	13 weeks = \$468 (\$36 per week)	\$42 x ..... wks = \$.....
<b>Number of stall sites required</b> <i>(please circle the one that applies)</i>	1 only 2 <i>(please note this requires payment for 2 stalls)</i>	

### Trading Dates (if not taking Whole Season option)

<b>My First Market Day will be:</b>							
<b>Market Days</b> <i>(please tick the option that applies &amp; circle the relevant dates)</i>  <input type="checkbox"/> I will be attending	Oct 2013	Nov 2013	Dec 2013	Jan 2014	Feb 2014	Mar 2014	Apr 2014
		1/11		3/1	7/2	7/3	4/4
		8/11	6/12	10/1	14/2	14/3	11/4
		15/11	13/12	17/1	21/2	21/3	18/4
		22/11	20/12	24/1	28/2	28/3	
<b>My Last Market Day will be:</b>	25/10	29/11	27/12				

### Food Documents

I have attached a copy of my **QLDC Food Permit form** and **QLDC Registered Kitchen certificate**.

### Electricity

I require power for my \_\_\_\_\_ *(insert item name)*, which draws \_\_\_\_\_ watts.

Subject to availability, \$12 per market.

### Payment

I have attached my payment by Cheque

I have paid by Direct Credit to Remarkables Park Ltd, ASB account  
12-3221-0071893-00

I intend to pay in cash on the day of the Market

### Statement

I have read and understood the Terms and Conditions of Remarkables Market and agree to abide by them.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_