



Local & Regional Delights

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

Remarkables Market will be running its annual summer season on Saturdays from 8.30am – 1.00pm starting from Saturday 22 October 2011 up to and including Saturday 7 April 2012. The season will run for 23 weeks excluding Christmas Eve (24/12/11) and New Years Eve (31/12/11).

The 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 improving the availability, variety and high quality of in season fruit and vegetable produce and craft in Queenstown and the Southern Lakes District - all in an environment that is enjoyable for both Vendors and public alike.

Remarkables Market is seeking stallholders. If you are interested in applying to become a stallholder, please read the attached Terms and Conditions, and complete an Application Form.

We are approaching potential stallholders from Central Otago to Bluff so that we can offer a wide variety of locally produced products and goodies for the home; including works from artisans, crafts, clothing, lamb, beef and venison, wine, garden herbs, chocolate, cheese, seafood, and much more.

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

For further information or assistance please contact:

Sherryn Smith – Market Manager
market@remarkablespark.com
0221090748
03 442 3084 Ext 5

Olivia Porter – Public Projects Coordinator
03 442 3084 Ext 5

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



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Terms and Conditions

Selection Criteria

1. **Remarkables Market** is principally a produce and artisan market. Priority will be given to goods for sale from Otago and Southland.
2. **Remarkables Market management** reserves the right to select 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 and presentation as Market management sees fit.
3. **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.
4. **Remarkables Market** strongly encourages Vendors to provide information on the process of making or harvesting of their products.
5. **Remarkables Market** encourages a zero-waste policy at the market site, and requests all effort be undertaken by Vendors to use recycled bags. Encouragement will be made to customers to bring their own bags.
6. **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

7. **Remarkables Market** hours of trade are each Saturday 8.00am to 1.00pm. Exceptions are when, in the opinion of **Remarkables 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).

The site is approved for Vendors from 7.15am – 2pm each Market Day. All stalls must be set up and ready to trade by 8.00am, and remain on site until 1.00pm, unless product is sold out.

8. **Remarkables Market** requires that its Vendors operate in strict accordance with all 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.

9. 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.
10. Approval for trade cannot be transferred.

Food Stall Conditions

11. **Remarkables Market management** can advise what foods are classified as low risk and can assist with preparation of documentation that may be required for LE approval.
12. 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.
13. 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 Lakes Environmental (LE) (RPL will check and then file the application together with other applications in bulk to LE)

Sites

14. 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, and actively encourages Vendors to trial different stall placements.
15. Vendors requiring more than 1 stall site are required to book and pay for 2 sites.
16. **Remarkables Market** will provide site services as follows: rubbish bins, port-a-loos, running water, hand sanitizer, carparking for stall holders, and an information stand.
17. Trestle tables are provided and are included in the stall fee. Power is not available except by special arrangement in the barn.
18. Vendors are responsible for the provision of gazebos, any table coverings required, and stall signage.
19. It is the responsibility of the 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. This includes wiping trestle tables down with cleaning product if no covering has been used.

Fees

20. Stall fees for 2011 are as follows (all GST inclusive):

Stall description	Whole Season (Early Bird payment)	Half Season (11 weeks) (Early Bird payment)	Weekly Rate (non- Early Bird payment)
Inside Barn 1 x Table Stall	\$28 per week (\$24.35+GST = \$28) (x 23 = \$644)	\$35 per week (\$30.40+GST= \$35) (x 11 = \$385)	\$40 (\$34.78+GST=\$40)
1 x Outside Stall	\$24 per week (\$20.87+GST=\$24) (x 23 = \$552)	\$28 per week (\$24.35+GST=\$28) (x 11 = \$308)	\$32 (\$27.83+GST=\$32)

21. For Vendors taking the Whole Season or Half Season options, full payment of the Early Bird rate for the season must be made no later than 7 working days prior to the start of the Whole or Half Season.
22. All other Whole Season or Half Season Vendors, who do not make full payment as detailed in point 21 above, will be charged on the weekly rate detailed above.
23. All other Vendors, are required to pay weekly stall fees in advance no later than 7 working days prior to the week of trade.
24. Stall fees do not include fees payable to QLDC for 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).
25. **Remarkables Market management** retains the right to alter its weekly fees at any stage and other fees on an annual basis.

Advertising & Promotion

26. **Remarkables Market** will undertake regular advertising to promote the market including local radio stations, advertisements in the Lakes Weekly Bulletin, QT Magazine, and other tourism publications, several event websites including Destination Queenstown.
27. **Remarkables Market** maintains a Facebook page and market website (www.remarkablesmarket.co.nz) to promote market specials and events.
28. **Remarkables Market** will provide weekly email updates to Stallholders and are planning to engage with friends and visitors with a bi-weekly email bulleting with specials, updates and profiles.



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Application Form for Remarkables Market

Please email this information to market@remarkablespark.com or post to Remarkables Park Limited, PO Box 1075, Queenstown 9348

Name of Applicant/Trading name _____

Contact Person _____

Web/facebook page _____

Email _____

Address _____

Phone _____

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)

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)

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?

Trading Option

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

Stall description	Whole Season (Early Bird payment)	Half Season (11 weeks) (Early Bird payment)	Weekly Rate (non- Early Bird payment)
Inside Barn 1 x Table Stall	23 weeks = \$644.00	11 weeks = \$385	\$40 xwks = \$.....
1 x Outside Stall	23 weeks = \$552.00	11 weeks = \$308	\$32 x wks = \$.....
Number of stall sites required <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)

My First Market Day will be:							
Market Days <i>(please tick the option that applies & circle the relevant dates)</i>	Oct 2011	Nov 2011	Dec 2011	Jan 2012	Feb 2012	Mar 2012	Apr 2012
<input type="checkbox"/> I will be attending		5/11	3/12	7/1	4/2	3/3	7/4
<input type="checkbox"/> I will not be available		12/11	10/12	14/1	11/2	10/3	
	22/10	26/11	24/12	28/1	25/2	24/3	
	29/10		31/12			31/3	
My Last Market Day will be:							

Payment

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

Documents

- I have attached a copy of my QLDC permit

Statement

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

Signed _____

Dated _____