

rotorua night market



...this little piggy went to market

APPLICATION FOR NIGHT MARKET STALL & RULES

The Night Market will become a premier destination for our community and both national and international visitors to Rotorua to enjoy boutique style shopping showcasing the best the region has to offer in the arts, crafts, produce, food and artisan products.

The following application must be completed in detail with all relevant information and photographic evidence of all your products you wish to sell. If any incorrect or misleading information is received or deemed to not accurately describe the product that is presented in the Night Market, your position will be revoked immediately and you will be asked to leave the Market Place.

WHAT IS THE APPROVAL CRITERIA FOR THE NIGHT MARKETS

The Night Market is a specialist boutique market that will provide for an “Up Market” atmosphere showcasing produce, art and artisan products.

RETAILERS

Product can not be cheap parallel imports or wholesale discounted product or second grade produce.

The decision to approve stalls is totally at the discretion of the Market’s Management and is based on the following considerations:

- a. **Suitable Night Market Culture:** is the product suitable for the Night Market, taking into consideration the Market’s Vision and Objectives
- b. **Potential for Financial Success:** does the product have the potential for financial success
- c. **Quality of craftsmanship:** is the product made with the highest level of quality

ARTISTS

All works will be either designed, produced or reconstructed by the stall applicant or collective with involvement from the designated assigned sales personnel

- a. **Design:** The work is designed by artist, craftsperson, collective, designer or sales person
- b. **Production:** The work is hand made by the above group or individual as abovementioned
- c. **Suitable:** The work is suitable for the Night Market taking into consideration the Vision and Objectives
- d. **Potential:** Does the product have the potential of being financially successful
- e. **Creativity and innovation:** Does the product show creativity and innovation in its design or concept
- f. **Quality:** Is the work to the highest level of craftsmanship
- g. **Rarity and individually:** Is there similar types of work/products currently included in market
- h. **Markets personality:** Are the persons involved vibrant, passionate, in integrity and good communicators



RATES AND FEES

a. Having a stall at the Night Market is conditional upon compliance with all market regulations.

Trading is restricted to advertised market hours

- b. Stallholders must comply with signed Market Stall Agreement
- c. Payment of fees does not create any form of tenancy or imply a future right or licence
- d. Management reserves the right to cancel the Market if weather conditions are deemed to dangerous
- e. Stallholders are required to remove all their rubbish and materials from the site at the close of trading
- f. Proof of payment will be necessary to gain access for trading at the Market place

STALL FEES AND DIMENSIONS

Stall fees at the Night Market may vary due to their access and requirements. All stalls will have access to power, and lighting will be provided. (See attached Fee Structure.)

Fees are fixed for period of summer trading and reviewed for winter trading hours. Benefits will be available for payment seasonally in advance

WHAT DOES EACH STALLHOLDER HAVE TO BRING TO THE MARKET EACH TRADING NIGHT

- a. Stock
- b. Table and table covering
- c. Display, signage and promotional materials
- d. Pricelist, invoices, order forms and receipt books
- e. Stallholder's licence
- f. Evidence of stall payment receipt
- g. A change float
- h. Impervious floor covering (*see food premises & pollution control rules*)

WHAT HAPPENS WHEN IT RAINS

The Night Market is an all weather market. The Market trades every Thursday night, even during wet weather (operating times may vary between seasons).

It is the Stallholder's responsibility to ensure product is protected. The Market Manager has the right to close the market in exceptional weather conditions as required. The Market Manager also reserves the right to alter the Market Layout as required including stall locations.

OPERATION RULES

Display Standards

- a. Visibility – Table displays within the canopies are to be assembled in a manner that allows clear visible access to your stall and adjoining stalls and allows customers to enter. In general, displays may not protrude beyond the roof line of the pop-up canopy. In all cases, the Market Manager may use her discretion in allowing displays where such displays will not obscure the surrounding merchandise or interfere with adjoining stalls. The public access must be kept clear at all times.
- b. All stall equipment must be firmly secure to protect personal and public safety

- c. No heavy items to be suspended that may cause damage to canopy
- d. Table signage is permitted as long as no other merchandise or stallholders are affected. If a sign is hung from the canopy it will be considered a temporary fixture and will be subject to restrictions as above
- e. The use of nails, tacks, screws or any other sharp object may not be used to attach any display to Market property
- f. All adhesives used must be completely removed at the end of each trading session

TEMPORARY DISPLAYS

- a. Structures may be affixed without damaging canopies
- b. The canopy must be clean at all times of finger marks, any form of fat, oil, grease and soil
- c. Does not obscure any other canopy or merchandise

STORAGE

Storage of extra stock or containers must be out of sight from the public.

NON-INTERFERENCE CLAUSE

Displays, demonstrations, marketing techniques and any other action or behaviour of the stallholder or their representatives must be conducted in such a way as to not interfere with the normal conduct of business at adjoining or nearby stalls. The Market Manager at their discretion may require such behaviour to be modified or stopped either temporarily or permanently as they see fit. Failure to comply with the Market Manager's request may result in a violation. Sales practise shall not disrupt adjoining business.

Examples of such situations where the Market Manager may intervene to stop a disruptive practice is:

- a. Calling aloud to passer bys who have not expressed an interest in the vendor's goods
- b. Advertising or attempting to sell goods in the common area rather than from behind the stall table
- c. Violation of display guidelines

POWER FOR STALLHOLDER USE

- a. No appliances can be plugged into power without prior written permission from Market Manager. Power Appliance Schedule must be completed.
- b. Electricity Cables, leads outlets and any other source of electricity will be available only by prior request, arrangement and permission from the Market Manager. Access may be denied if use may result in excessive circuit loads and be subject to an additional fee for such usage.
- c. The Market Manager or their appointed agent will be responsible for removal and or replacement of any lighting in the Market area.

SANITATION REQUIREMENTS

- a. **Applicable Laws and Ordinances:** All places where food is stored sold or handled in the Market place shall be constructed, maintained and operated in a sanitary manner in accordance with the requirements of all applicable laws, and the Rules and Regulations of the Rotorua District Council. (see Food Premises regulations)
- b. **Smoking:** Smoking is not permitted behind the stalls in any covered area of the Market Place
- c. **Cleanliness:** All stalls are to be maintained as set out in the Rules and Regulations. Any damage or correction that may be required by a stallholder must be rectified immediately or under agreement with Market Manager
- d. **Water:** All water required for hand washing and cleaning is the responsibility of the Stallholder as per Rules and Regulations of the Night Market. (see Food Premises regulations)

CONDUCT OF BUSINESS

Business hours for 2010 to April 2011

- a. Summer - February to April 2010
- b. Winter – May 2010 to October 2010

OPENING HOURS

Set up of market stalls must be completed by 5.00 to commence trading until 9.30 p.m. **NO** stall is to be closed **OR** look like they are packing up, prior to 9.30pm.

CLOSING TIME

All stalls must be clear on product for contractor to commence break down of market place by 10.00 and commence clean up in preparation for re-opening of road for traffic

STANDARD FOR BEHAVIOUR

- a. No stallholder, staff or agent shall treat any person in the marketplace in any manner that is unkind, thoughtless, inconsiderate, rough, menacing, vulgar, profane, racist or abusive
- b. Babies and children are permitted behind the stall while their parents sell as long as they do not create a nuisance or disturbance to others
- c. No animals allowed in the market place
- d. Trading of assigned tables must be approved by the Market Manager
- e. No smoking in the Market place
- f. No drinking alcoholic beverages in the Market place (tasting only)
- g. No stallholder, staff, agent or performer shall be under the influence of illegal drugs or alcohol while selling, working or performing in the Market place
- h. The Market Management with the RDC may do all things necessary and proper to enforce and carry out these Rules and Regulations
- i. Permitted Stallholders and their representatives are expect to immediately comply with all requests made by the Market Management, RDC and Market Security

CUSTOMER SERVICE STANDARDS

- a. All food offered or sold to the public in the Market must be safe wholesome and from an approved source in accordance with the Rotorua District Council applicable laws and regulations, as now or hereafter amended. It is not permitted to sell or offer for sale anything is of a filthy, unwholesome or deleterious nature: or to resort to trickery, concealment artifice or untruth for the purpose of concealing or misrepresenting, or to conceal or misrepresent the true quality, size, weight, number and value of produce, goods wares or merchandise sold or offered for sale or to resort to any unfair dealings or to cheat any person in any manner whatsoever.
- b. No Stallholder may hold a “going out of business sale” without prior approval from the Market Manager or without providing notice of his or her intent to leave the Market and abandon his or her permit within 30 days.
- c. All products offered for sale must be safe, and have a decent life expectancy and exhibit quality of construction.
- d. All customers are to be treated with courtesy and respect.
- e. Stallholders are encouraged to display prices.
- f. Stallholders shall have written refund and exchange policies at their sale table.
- g. Stallholders shall provide a receipt if requested by customers.
- h. Customer complaints that cannot be resolved amicably on site shall be immediately referred the Market Manager for handling.
- i. Craft Stallholders or their agents are required to have a Market Stall Licence from the Rotorua District Council, including all contact details posted in a position in the stall where it is fully visible to all customers.
- j. Farmers or their agents are required to have a sign showing their name and or the name of their farm and the location posted in a position in the stall where it is fully visible to all customers.
- k. All scales must be position in a manner so that the customer not only has a clear view of the scales but can also see the measure and price registered on the scale

VIOLATION OF NATIONAL OR LOCAL LAWS AND ORDINANCES

No Stallholder shall conduct Market related business in violation of any city ordinances or NZ Law, including those related to consumer protection

NON TRANSFERABILITY

No permit licence or seniority position may be sold, traded, bartered or otherwise exchanged. Stall licences are not considered to be property and are absolutely non transferrable. A Stallholder cannot own or operate a commercial leasing space within the market

ATTENDANCE REQUIEMENTS

All Stallholders are required to ensure they attend every Night Market within their permitted time period. Failure to attend the Market will forfeit their stall rights.

- a. A minimum of 30 days’ notice must be provided to the Market Manager if a Stallholder cannot be present at the Market event.
- b. A stall can only be managed by a person or person(s) listed on the Market Stall Application and Licence.

- c. Market permits will only be issued to local Rotorua District Retailers and vendors, or as negotiated with the Market Manager.
- d. In the case of locally made products being arts, crafts or produce, the Stallholder must have involvement in the process.

FOOD SAFETY AND HYGIENE STANDARD

- a. Safe practices in food handling, cooking and storage are essential to prevent food borne illness.
- b. All Stallholders must have effective means of cleaning hands – either with antibacterial sanitising gel or wipes.
- c. Food must be maintained at a temperature of 4 degrees C or below. This should be in a refrigerated unit or chilly bins packed with ice.
- d. All food must be individually packaged or covered to protect from cross contamination.
- e. Care must be taken to protect food from cross contamination when transported to and from the Market Place.
- f. Utensils such as tongs must be used to handle food – not hands. The same hands/gloves can not be used when handling money and food.
- g. Food must be prepared in a permitted kitchen that is thoroughly cleaned and sanitised before and after use. This also includes cooking equipment jars containers for storage of foods. Pets and children must be excluded from the commercial food preparation areas.
- h. If food is cooked at the Market, care must be taken to ensure that food is cooked through and served promptly to maintain temperature.
- i. All Stallholders should be aware of NZSFA labelling requirements. At minimum packaged foods should be labelled with type of food: name and address of supplier possible allergen i.e. (contains nuts), ingredients and use by date. More information about labelling can be found on the NZSFA website.
- j. Periodic inspections will be carried out by an Environmental Health Officer to ensure that all stalls comply with the Food Safety Rules and Regulations.
- k. If you have any questions in regards to Food Safety, please contact the Rotorua District Council.

PROHIBITED GOODS FOR SALE

- a. Pirate audio or video DVD cassettes compact disc etc
- b. Goods that infringe any copyright registered trademark or design
- c. Firearms, ammunition, prohibited weapons for fireworks
- d. Drugs, drug aids, apparatus or literature
- e. Alcohol – Stallholders must hold a current Off-Site Liquor Licence which allows tasting. All alcohol sold must be removed from the Market area prior to consumption.
- f. Indecent or obscene articles or publications
- g. Laser pointers
- h. Goods or merchandise that cannot be sold by law

SECURITY

- a. Market Security will be present from the set up to the break down of the market place
- b. Each Stallholder is absolutely responsible for the security of their own stock, personal belongings and operational procedure, including cash handling. Stalls should never be left unattended or with product or belongs unattended.

ACCESS AND UNLOADING

- a. Only Stallholders with payments up to date will be permitted on site on the Market night
- b. Unloading between 4.00 and 5.00 (summer) and 3.00 and 4.00 (winter). Access is not permitted outside these hours unless by prior arrangement with the Market Manager
- c. Trading is restricted to advertised hours for the Night Market

PARKING AND TRAFFIC

- a. Stallholders need to observe all parking and traffic Regulations
- b. Please consider local retailers and members of the public and respect all premises and property
- c. Parking will be available in the Haupapa Street car park. This will be monitored by the Market Security with no responsibility to vehicles, stock and belongs

CANCELLATION

- a. To cancel a stall written documentation must be presented, signed and acknowledged by the Market Manager
- b. Full rental will be charged for stall cancelled within 14 days notice to the Market Manager

LEAVE

- a. Stallholders can apply for leave by completing a Leave Application Form
- b. Stallholders may apply for approved leave for 1-2 markets in a 12 month period
- c. All other leave will need to be negotiated by writing to the Market Manager

INSURANCE

- a. All insurances and licences need to be updated annually and copies of these documents forwarded to the Market Manager to update files
- b. Public liability insurance is compulsory for all stalls
- c. Produce insurance is compulsory for all skincare and consumable products
- d. Workers compensation insurance license are the full responsibility of the Stallholders

Name:

Business name:

Email address:

Home: Work:..... Mob:.....

Website (http ://)

Address:

.....

.....

Copies of Documents returned with Application for Night Market Stall:

or n/a

RDC Market Stall licence (copy of)

Evidence of Public liability Insurance

Product Specification Form

Image of stall display with Product (as specified in above form)

Fee Structure and Payment

Power Appliance Schedule

Stall Holder Name: (print)

Stall holder Signature: (acceptance of rules)

Date:/...../.....

Please complete all forms and return with documents required to; (all documentation needs to be received and have been given written approval prior to attending market. Stall holders will not be allocated a site prior to payment)

Postal Address: Rotorua Night Market Manager
Private Bag 3029
Rotorua, 3046

T: (07)343 8130 ext 8185

M: 021 024 211 42



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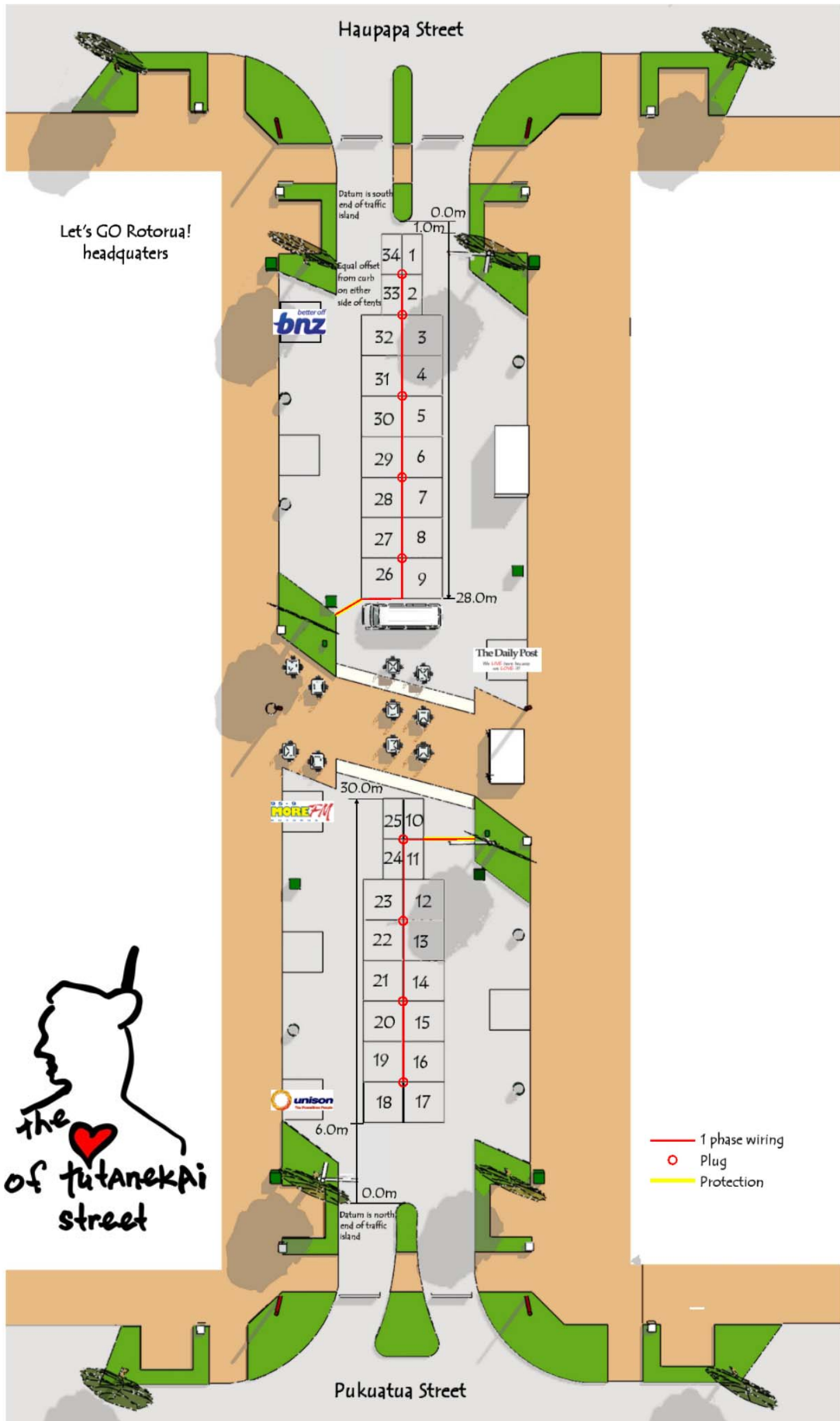


Artist Impression of Rotorua Night Market

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