



Marlborough Artisan Market. Terms and Conditions

This is **YOUR** Market be part of it and support all stallholders and your Market Co-ordinator; and Handy Man they are there to help **you**.

Presentation is key to a good market,

- Change your layout often, people don't always see things when they are in the same place.
- Add flags, banners, visual displays and any information about yourself or your product that people would love to know.
- Don't forget to smile. Please don't sit down and read a book during quiet periods. Always be there to sell your product, you only have one chance to make that first impression, if you're not interested in your customers why should they be interested in your product.

Food stalls

- Must have current relevant Marlborough District Council Food Stall Licence. If unsure as to what is required, please contact MDC on 03 520 7400.
- Any fresh food (meat, uncooked pastry products, etc), must be displayed on ice or similar with a sneeze guard if not wrapped. (Norm Fowke Glass make them to order). Back up stock keep in chilled chilli bin. Customers are drawn to clean and interesting areas.
- Remove all rubbish you generate.
- All these conditions must be adhered too.

Membership Rules

- Voting rights come into effect after a stallholder has done half a season.
- Site fees are varied based on commitment to the Market:
Casual stallholder fee \$25, if you make a commitment to more than a quarter of the season (6 weeks) it drops to \$20 a week. If you have been with the Artisan Market for more than two seasons it is \$15 a week.
- Powered stalls incur \$5.00 extra. You will need your own extension cords and RCD.
- **No refund for a no show**
- Where possible, 24 hours' notice is required if not attending. Your payment will be carried over to the next week.
- Local stallholders will be given first preference.
- All products and produce sold, must be made, or grown, from the top of the south region. **Imported goods are strictly prohibited.** This will be monitored by Market Co-ordinator.
- Stall size is 3m x3m.



- Stallholders are responsible for providing their own Gazebo or Market umbrella and weights, as it can get very windy.
- If you have special requirements, i.e. need access to a vehicle or require shade if possible, (food stalls) please notify the Market Co-ordinator when filling in the application form, the Co-ordinator will help in any way possible.
- One notice/blackboard for each stall is allowed in walkway opposite your stall. Also, have signage within your own site.
- The Market is limited to two of one type of stall. i.e. two cake stalls. two plant stalls. two flower growers etc, with the scope for growth.
- Stallholders must remove all rubbish from their site and leave the car park in the same order as they found it.
- Ensure consultation with Market Co-ordinator has been made before new products are added to your stall.

What you receive for your Site Payment.

- Market Co-ordinator
- Handy Man
- Website plus Facebook, random Twitter posts and newsletters.
- Advertising; this will vary season to season based on what is available and what has worked before.
- Carpark and Power
- To buy/maintain new equipment, furniture banners games etc.
- Bouncy Castle.
- To help with any other promotions i.e. Christmas, Wine and Food Market, Easter, Garden Marlborough or Grape Ride etc.

The Committee

- The committee is made up of:
 - A minimum of one current Stallholder.
 - A representative from the Marlborough District Council.
 - A representative from Blenheim CBD Retail where appropriate
- Committee is voted in yearly.
- Under the Incorporated Society rules, we have the ability to co-op two additional members as required.
- A.G.M., will be held Yearly in May or June.
- All stallholders/members will receive by e-mail a copy of the Financial Report at the A.G.M.