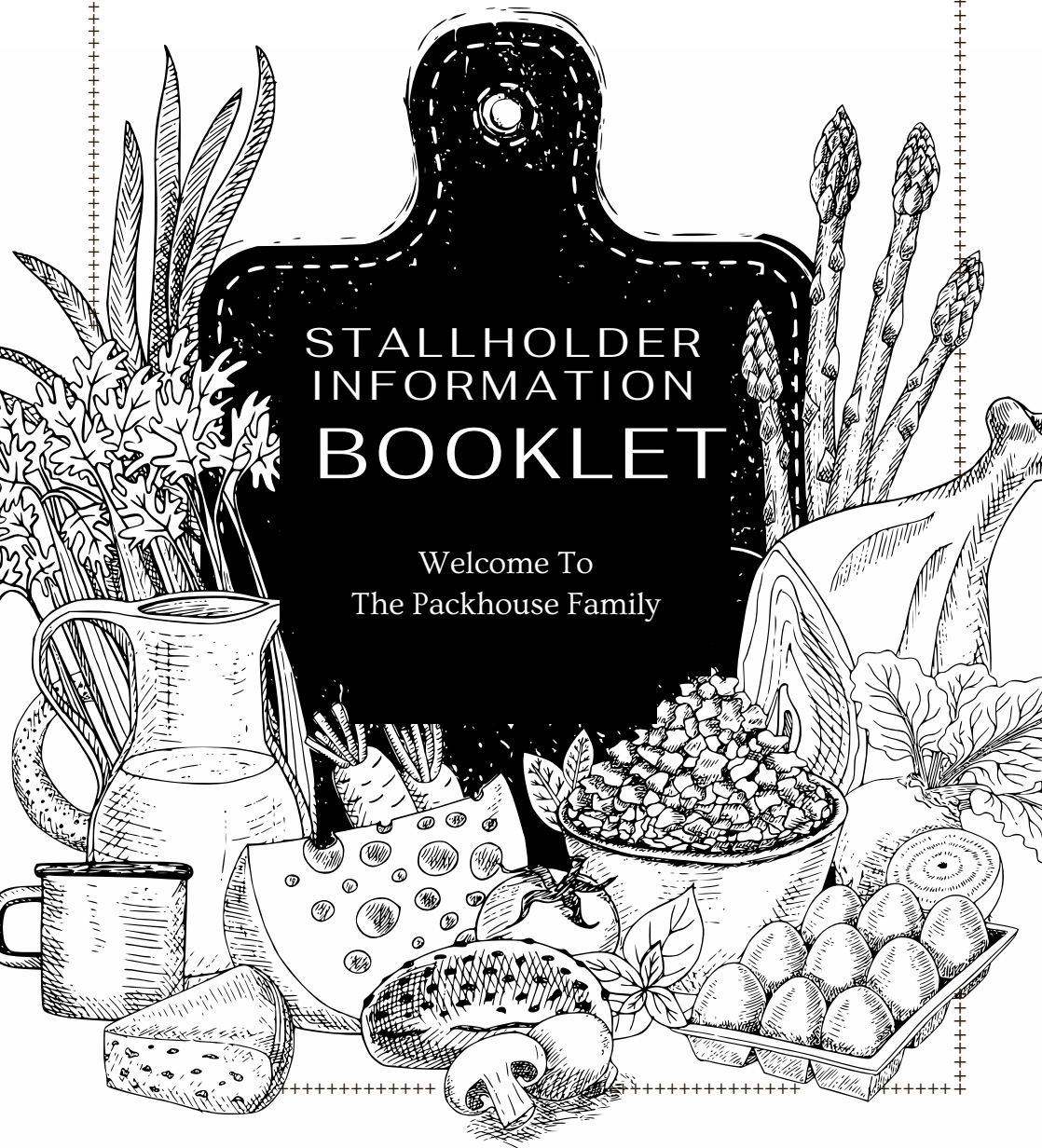


STALLHOLDER
INFORMATION
BOOKLET

Welcome To
The Packhouse Family



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SATURDAY MARKET PHILOSOPHY

- The Market is not and does not aim to be an “Authentic Farmers Market”, but is a Market where consumers are able to buy a wide range of FRESH, local produce and be sure of where the produce comes from and how it is grown.
- The Market is a place where growers/ artisans and final consumers meet and deal directly with one another; where consumers purchase fresh produce sourced directly from the grower or farmer and artisan products directly from the maker.
- The Market is predominantly for growers who grow produce in the local Northland area.
- The relationship between growers and final consumers will be open and honest and display integrity of purpose of the Market.
- Ingredients used in cooked or processed products sold at the Market will be sourced locally, spray free or organic, wherever possible.
- The Market is also for local Northland Artisans to sell their products and crafts.
- The Market is a meeting place for locals and visitors to experience and enjoy the best of Northland hospitality.



SUNDAY MARKET PHILOSOPHY

- The Market welcomes a wide and diverse range of vendors from growers and artisans, to second hand, collectibles, imported wares and more.
- The relationship between vendors and consumers will be open and honest and display integrity of purpose of the Market.
- The Market is a relaxed meeting place for locals and visitors.

FRIDAY NIGHT FOOD MARKET

- Held weekly throughout the Spring and Summer months.
- Opens at 5pm.
- Food Vendors trade from 5pm till 7.30pm.
- Licensed Bar and Café are open until 8pm.



STALLHOLDER CATEGORIES

PERMANENT VENDOR - GAZEBO, INSIDE & COVERED SITES

- Attends weekly for all Summer period from 1st October to end of March 2026 i.e. a total of 26 Saturdays and agrees to pay for all 26 Saturdays.
- Agrees to pay for all 26 Saturdays, even if unable to, or choses not to, attend all 26 weeks. i.e. if not attending for any reason whatsoever, still pays for the site.
- Pays a weekly fee of \$10 less than a Casual vendor.
- Expects the same site or site location each week.
- Gives the Market management at least one week's notice if not attending.
- Note: During the Winter period i.e. April - September is allowed two pardons. During the Winter Period, if away for more than the two pardons, pays 50% of the Permanent weekly fee per week if they want their stall held for them, whether or not the site is sub-leased from time to time while they are away.

CASUAL VENDOR - GAZEBO, INSIDE & COVERED SITES

- Does not wish to commit as above.
- Accepts that the fee is \$10 more than the Permanent Vendor's fee.
- Accepts that although effort will be made to allocate them the same site it is not always possible as Permanent Vendors are given priority.
- Needs to pay in advance by internet no later than Wednesday prior to the booking.
- If cancellation is received by 5pm Wednesday prior to the booking and the fee has been paid, the fee will be re-allocated to another booking date. It will not be refunded.
- If a booking has been made in advance, cancellation must be made at least one week in advance of the booked date to avoid having to pay for the site.



ACCEPTANCE AS STALLHOLDER

It is a condition of entry to the Market that the Stallholders agree to be bound by these Rules and to accept the Market philosophy.

1. In order to be considered for a stall in the Market, all applicants must complete the Registration Form approved by the Market Management. Registration is not a guarantee of acceptance as a Stallholder.
2. All applicants who are growers must satisfy the Management that they are a 'genuine' grower.
3. Acceptance of registration and allocation of a stall space by the Management will give the applicant a bare license to occupy that space for the duration of the Market on a Saturday/Sunday morning and no other legal rights or entitlements whatsoever. The Company and/or Management may terminate such license by one day's notice.
4. Registration and acceptance as a Stallholder does not carry a guarantee of a place in the Market but does guarantee a place on the prioritized waiting list, with allocation of a stall space subject to availability of produce.
5. Stall space allocation for plant growers or other food providers may need to be moved from time to time. If a flush of seasonal produce occurs requiring additional space the Management reserves the right to require Arts, Crafts, plant growers and/or other food providers to move to a different location within the Market.



ACCEPTANCE AS STALLHOLDER

6. Produce must be grown North of Warkworth or otherwise discussed with Management.

7. All food providers must adhere to FNDC and MPI Food Safety Regulations and at all times display their appropriate Licence or Registration Certificate. Stallholders are responsible for their own individual Food Safety requirements NOT Market Management.

8. At the discretion of the Management, Produce unable to be grown or sourced in Northland, may be sourced from other regions, but this and must be discussed with Management.

9. The Management's decision on entry eligibility, position, configuration and layout of stall space is final and cannot be contested by an applicant or Stallholder.

10. Any registered Stallholder who does not attend the Market for a period of 12 months or more is automatically deregistered and will have to reapply if wanting to return.

11. Genetically modified and imported produce is absolutely prohibited and cannot be sold at the Market.

12. No responsibility will be taken for the success or otherwise of individual stalls.



MARKET RULES

Stallholders are to respect the land, buildings, chattels and property located at and surrounding The Old Packhouse. This is a private property, not public. The Market is not situated on Council land as most markets, and therefore the owners' expectations of vendors is that they treat all property with respect.

As well as accepting the above clauses with regard to acceptance as a stallholder, Market vendors must also abide by the following:

1. Attitude towards customers

We promote the Market as a friendly and happy place which promotes fabulous Northland hospitality and we expect ALL stallholders to uphold this philosophy. All stallholders are to treat customers with respect, courtesy and kindness.

2. Attitude towards fellow vendors

The Market has been operating for ten years now and we pride ourselves on working together with management and fellow vendors as a "team" and Packhouse "family" where we support each other, work together and treat each other with courtesy and respect.



MARKET RULES

3. Cleaning up

At the end of each Market day stallholders must clean up around their stall space, & ensure that all rubbish is picked up around their site. Those in the covered booth sites must sweep out their stall, wipe down their benches & keep floors clean. The stalls are to be kept clean, with no rubbish, toothpicks, fruit, etc left in or on the concrete outside the stalls.

4. Rubbish

Please take your rubbish away when you leave. Rubbish bins supplied by the Market are there for the Public/Visitors to use, NOT stallholders.

5. Duration of the Market

Saturday's Market: 8am-1.30pm

Sunday's Market: 9am - 1pm

All stallholders must stay for the duration of the Market.

All stallholders must have their stalls set up prior to the Market opening time. "Selling out" is not acceptable as a reason to vacate your stall site early. You must ask Management if you do need to leave prior to the end of the Market.



MARKET RULES

6. Vehicles on the Market place

For safety reasons, all vehicles must be off the Marketplace at least 10 minutes prior to the opening time AND there are no vehicles allowed onto the Marketplace until 10 minutes after the closing time.

7. Health and Safety

Stallholders must adhere to all Health and Safety requirements put in place by Market Management, and attend all Health & Safety meetings if required. Regular Fire Evacuation drills are carried out and all vendors on site are expected to participate.

8. Parking

Stallholders and their staff must NOT park their vehicles on the metal car parking lot, or on the grass areas around the building. These carparking areas which are closest to the building are for customers only.

Stallholder parking (for vendors and their staff) is on the grass areas furthest away from the building both at the rear of the property beyond the bamboo hedging and at the rear of the front paddock at the western end (SH10) of the property (see the parking plan attached).



MARKET RULES

9. Speed Restriction

There is a speed restriction of 5km per hour on the property

10. Tables and Chairs

Stallholders must provide their own tables and chairs for seating. Please do NOT use the Market chairs supplied by the Market owners for customers.

11. Cash Out Facility

There is a Cash Out facility at the Market for customers. This is not a real "Bank" and vendors are expected to supply their own change requirements. Please do not rely on this customer service which we provide for your change.

12. Wifi

We have free wifi for stallholders. Ask management for the password.

13. Power

Stallholders are expected to pay for power. It is not included in our base fee structure. Please advise the Market Manager if you are using power, even for charging your phone or eftpos terminal.



MARKET RULES

14. Signage

- a. All vendors are expected to supply their own signage and promotional materials.
- b. If you are in a covered booth around the building there is a timber border for you to attach signs to. Please do not screw or nail anything into the chiller panels as this causes a fire risk.
- c. Stallholders in the Back Shed are permitted to use thumb tacks on the timber walls.
- d. Stallholders in The Chiller **MUST NOT** under any circumstances screw or nail or puncture in any way the steel chiller panels. This is a huge fire risk and will jeopardise our insurance status. Only use magnets or bluetack. The bluetack must be removed at the end of each market.
- e. Vendors inside the building must not use screws or nails to fix their signs. Blue tack or Velcro please.

15. Packaging

The Packhouse Market strives to be plastic free so vendors are asked **NOT** to use plastic packaging. Please use compostible or at the least recyclable.



BOOKING AND FEES

Bookings should be made by email to Judy at info@theoldpackhouse.co.nz

New vendors will be sent the Information Booklet and Registration Form.

Fees differ depending on site type, location and season.

Summer fees are more expensive than Winter fees.
Casual fees are more expensive than Permanent fees.

Fees on Saturdays range from \$35 to \$80
Fees on Sundays range from \$20 to \$40
Fees for the Friday Night Food Market are 10% of takings with a cap through the winter months.

Fees for market sites will be advised on application.

- ▶ The stall price charged to Stallholders is arrived at by comparison to fees charged by other NZ markets and on the basis of meeting the running and development costs of the Market.
- ▶ It is preferable that all stall fees are paid prior to the booking date. Vendors are asked to pay by internet payment on the Wednesday prior to the booking date. Account details are below. In some situations we will accept cash paid on the day of the Market.
- ▶ No stallholder is to take part in the Market unless a prior booking has been made and accepted by the Management.



CANCELLATION POLICY

Category 1: Permanent Vendors

Stallholders pay for their site even when absent. Two pardons (i.e. two week's absence) are permitted in the six month term 1st April till 30 September. No pardons will be given from 1st October till 31 March.

At least one week's notice must be given in writing by email if you are going to be absent, but otherwise if absence is due to unforeseen circumstances, then please inform Management as soon as possible. This includes cancellation or absence due to all unforeseen circumstances such as illness, injury, weather, vehicle breakdown, etc. If the stallholder is absent, the site may be reallocated to an alternative vendor. This is because empty sites within the Market are not a good look to customers.

At least two week's notice and payment of fees must be given by Stallholders requiring to terminate their license to occupy for any reason. However all 26 weeks of the season must be paid for, OR alternatively the extra \$10 per week must be paid if the stallholder is changing mid-season from Permanent to Casual.

Category 2: Casual

Payment of the site needs to be made by the Wednesday prior by internet payment to secure the booking.

Cancellation of the site must be made by 5pm Wednesday prior to the booking, and the payment will be held over to the following booking. However if cancellation is not received by 5pm Wednesday then the payment is forfeited.

No refunds given due to inclement weather or any other reason whatsoever. However the fee may be held over until another suitable date.



MARKET MANAGEMENT

1. Market Stallholders who, by their conduct or practice could bring the Market into disrepute will be excluded without notice. No one individual will be allowed to ruin it for the others. The decision of the Management on whether the conduct of the Stallholder is such as to potentially bring the Market into disrepute will be final.

2. Management may give written notice to any Stallholder (long term or otherwise) if it is considered to be in the best interests of the Market for whatever reason, without disclosing such reason. Management will normally attempt to give a minimum of two weeks notice for long term Stallholders and one week for short term Stallholders.

3. In the case of significant breaches of the Rules, or refusal to comply with the Rules or comply with the Management's instructions under the Rules, Management may give notice verbally or by writing with immediate effect.

4. Management reserves the right to have unauthorized vehicles located in the precincts of the Market to be towed away without notice.

5. Stallholders must not leave when, in the opinion of Management, pedestrians are in the Market in such numbers as to make moving a vehicle out of its stall position hazardous to pedestrians even if the market has closed. Movement of vehicles must not occur until 10 minutes after the closing time.



STALLHOLDERS RESPONSIBILITIES

SECTION ONE:

- ▶ Stallholders are responsible for the following:
 - a. Cleaning up around their stall before leaving the Market.
 - b. All Income tax, GST and any other regulatory duties associated with the sale of their produce/product.
 - c. Pricing their own produce/product.
 - d. Paying all compulsory levies.
 - e. Security of their possessions in and around their stalls.
 - f. Their own insurance for their equipment and product.
(If stalls are set up and left overnight Management/Owners of the Market accept no liability or responsibility for any loss due to theft, fire or any other cause.)
 - g. All Stallholders selling food must comply with Far North District Council health rules and any other legislation.

SECTION TWO:

- ▶ Responsibilities for Growers Only
 1. Keeping a Spray Diary
Produce growers must keep a spray diary which, in the case of disputes, they will be asked to produce. These are a legal requirement and as much for Stallholders' protection as anything else.
 2. Produce must be accurately described. False or misleading descriptions are prohibited and will be considered to be bringing the Market into disrepute.



STALLHOLDERS RESPONSIBILITIES

3. Produce cannot be sold on behalf of someone other than the Stallholder without the express permission of Management. It is not something the Market wants to encourage and will only be permitted where Management considers there are good reasons, and in the best interests of the Market e.g. if it is a minor product not justifying a separate stall space.

4. Spray Free is defined in the attached guidelines. Stallholders must not describe their produce as spray free unless it complies with these guidelines. (Copies of which will be made available to the public).

5. For a Stallholder to describe themselves as Organic, they must be either certified by the three principal certifying authorities (Biogro, Demeter or MAF) or for smaller growers who cannot afford such certification, they must only use fertilizers and other crop inputs prescribed by those authorities. A list of these products is available. Any uncertified grower must discuss their position with Management and obtain approval before describing themselves as Organic.



INDEMNITIES AND LIMITATIONS

1. The Stallholder undertakes to comply with all regulations and bylaws applicable to the stall including but not limited to the Fair Trading Act and the Consumer Guarantees Act and indemnifies the Company and/or the Management from all claims, costs and damages arising whatsoever for breach by the Stallholder.
2. The Stallholder shall in regard to all plant, equipment and machinery used in connection with their stall, comply with all regulations, government orders and codes of practice to insure the safety of the employees of the Stallholder, the Company and/or the Management and the general public.
3. The Stallholder shall not bring into the Market any dangerous or hazardous goods or materials and indemnifies the Company and/or Management for all claims, costs and liabilities arising howsoever from the actions of the Stallholder, its employees and invitees.
4. The Stallholder undertakes at all times to comply with the Building Act 1994 and the Health and Safety in Employment Act and indemnifies the Company and/or Management for any costs, claims or liabilities arising as a result of the Stallholders actions or inactions or it's failure to comply with Local Body or Government regulations relating to the Stallholders stall.
5. The Company and/or Management shall be under no liability for loss or damage to produce or the property of the Stallholder, its servants, agents or licensees howsoever such loss or damage may be caused whether or not caused in whole or in part by the negligence of the Company and/or the Management, their servants or agents. The Stallholder is responsible to take out all necessary insurance both personal and public.
6. The Company and/or the Management reserves the sole right to distribute photographs and other promotional material about the Market. No responsibility is accepted by the Company and/or the Management for any error, misdirection or omission occurring in any promotional material. The Company and/or the Management gives no warranty as to the type or extent of promotion of the Market nor as to the attendance numbers.
7. The Company and/or the Management may at their absolute discretion refuse any person entry into the Market.
8. The Company and/or the Management may alter the size, shape or locations of the Stallholders stall as deemed in the best interest of the Market at the Company's and/or the Management's absolute discretion.
9. The Stallholder must not attempt to sublet, assign, share or part with the possession of the stall except with the prior permission of the Company and/or the Management. Failure to observe this clause will be grounds for exclusion from the Market.

INDEMNITIES AND LIMITATIONS

10. If the holding of the Market is prevented, postponed or abandoned for reason of fire, storm, lightning, national emergency, strike, lockout, civil disturbance, inevitable accident or any cause not within the control of the Company and/or the Management or should the venue become wholly or partially unavailable for the holding of the Market then the Company and/or the Management shall be at liberty to cancel the Market. Where the Market is cancelled under this clause or for any other reason neither the Company nor the Management shall be under any liability in any way whatsoever for any costs, expenditure, liability or consequential loss incurred by the Stallholder.

11. Cancellation of a license to occupy a stall space or the exclusion of a Stallholder from the Market will not give the Stallholder any right of action for damages or loss howsoever sustained by the Stallholder against either the Company or the Management for any damage or loss arising out of such cancellation and/or exclusion whatsoever and irrespective of whether such loss or damage is sustained directly or indirectly.

12. The Company will provide power to stallholders where required. In relation to any act or omission which causes loss of power, the Stallholder agrees to indemnify the Company and/or Management for any costs, claims or liabilities arising as a result of the loss of power.

13. Notwithstanding any other provision, the Company and Management shall have no liability to a Stallholder for consequential loss, which includes but is not limited to loss of profit, loss of revenue, loss of use or business interruption costs.

14. The Stallholder indemnifies the Company and Management against all claims, costs and liabilities caused by the Stallholder, its employees and invitees arising out of or in connection with any breach of the Market Rules, breach of license, negligence, or damage to property or personal injury.

DEFINITIONS

'Company' means Hylands Ancient Kauri Ltd

'Directors' means the Directors of the Company

'Management' means the Market Manager or Managers appointed by the Directors to administer these Rules and perform any of the functions delegated to that person by the Directors.

'Market' means the premises occupied by the Stallholders on a Saturday morning for the purpose of facilitating the sale of Produce/Food Products/Arts/ Crafts by Stallholders.

'Produce' means fruit, vegetables, nuts, cut flowers, plants, fish, meat, cheese, eggs in original and natural form.

'Stallholder' means a person who has been allocated a stall space in the Market.

INDEMNITIES AND LIMITATIONS

QUALITY GUIDELINES

1. All produce must be free of dirt (minor amounts allowed on root crops), organic contamination and rot.
2. Produce that the public cannot see into such as avocados, melons, etc, must be of acceptable eating quality. Avocados and melons, in particular have caused problems in the past.
3. Absolute exclusion of any windfall fruit of any kind.
4. Absolute exclusion of any product suffering from any kind of cool storage disorder.
5. Immature or inedible fruit of any kind is prohibited.
6. The Management's decision on produce acceptability will be final.
7. The Management buys produce every week and quality is examined and noted.
8. Produce quality standards are set by the Management and are not negotiable.

SPRAY FREE

This definition of spray free is for the Market only and has been arrived at after consultation with the public and growers. The fundamental message from the public is that insecticides of any kind are unacceptable and so-called hard chemicals come close behind. To qualify as spray free produce must not, (at any point in its production) have been sprayed with:

1. Any insecticide including so-called organic insecticides such as pyrethrum, but not including naturally occurring virus or bacterial or ground up insect bodies.
2. Any of the present chemicals which fall within the grouping of conventional pesticides (excluding copper fungicides and oils).
3. It is allowable to use common household products that people come into contact within their everyday lives such as baking soda, washing up liquid, etc, in addition to copper fungicides, oils and liquid fertilizers. If in doubt check with the Management.

SECTION TWO: REGISTRATION

REGISTRATION FORM FOR STALLHOLDERS

This form is for vendors wishing to apply to become a Stallholder at The Old Packhouse Market

- ▶ The Rules and Regulations will be sent out together with this Application Form. You must sign this form acknowledging that you have read and understood the Rules associated with being a stallholder at The Old Packhouse Market. The Fee structure is included in the Rules document.
- ▶ Filling out this form does not constitute a guarantee of a stall in the Market. Stall spaces are allocated at the absolute discretion of the Market Management, who will make decisions on the basis of what it considers to be in the best interests of the Market as a whole.

Business Name: _____

Your Full Name: _____

Telephone: _____

Email: _____

Mobile: _____

- ▶ What will you be selling and where does it come from? (Full description please)

- ▶ Do you request an Inside Site, Covered Site or a Gazebo Site? (You supply your own Gazebo, Table, Chairs)

- ▶ Will you be a: Permanent, Semi Permanent or Casual Stallholder (Please tick)

- ▶ Please read definitions of the 3 categories on page 10. Explain your requirements: Saturdays and/or Sundays and how often or specify dates:

ACKNOWLEDGEMENT:

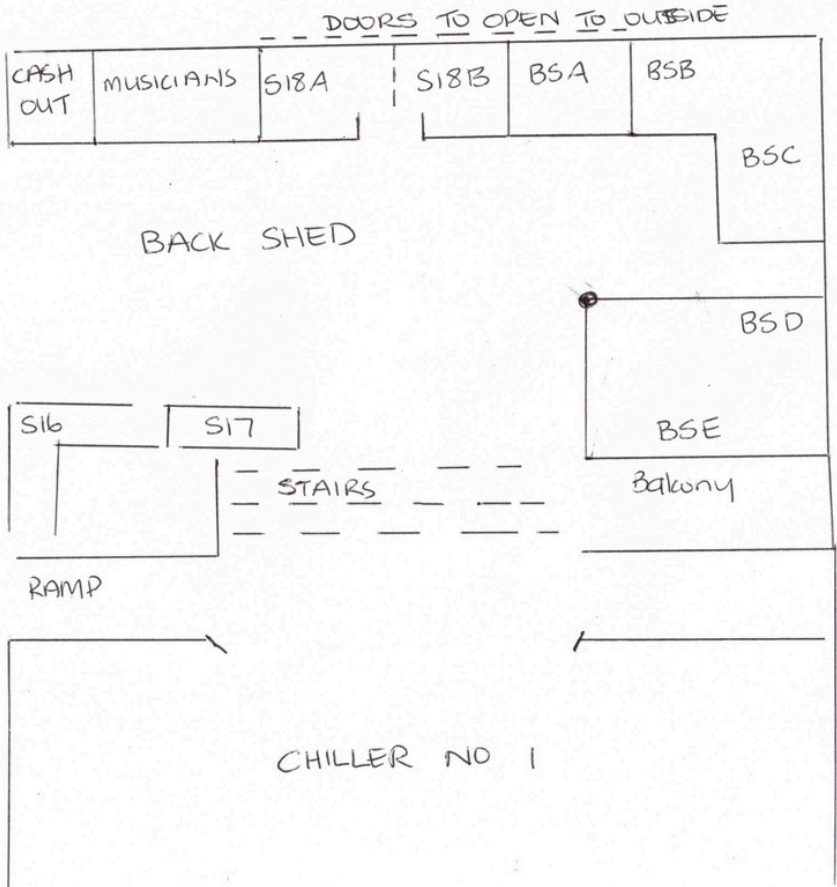
1. I have read, understood and accept the Rules and Market philosophy of The Old Packhouse Market.
2. I acknowledge that if I am accepted as a Stallholder I will occupy a stall space on the basis that I hold that space as licensee under a license to occupy that can be terminated by the Company/Management on one day's notice.
3. I also acknowledge that if the license to occupy is terminated by the Company/Management I will have no claim whatsoever against either the Company/Management for any loss or damage sustained by

Signed: _____ Dated: _____

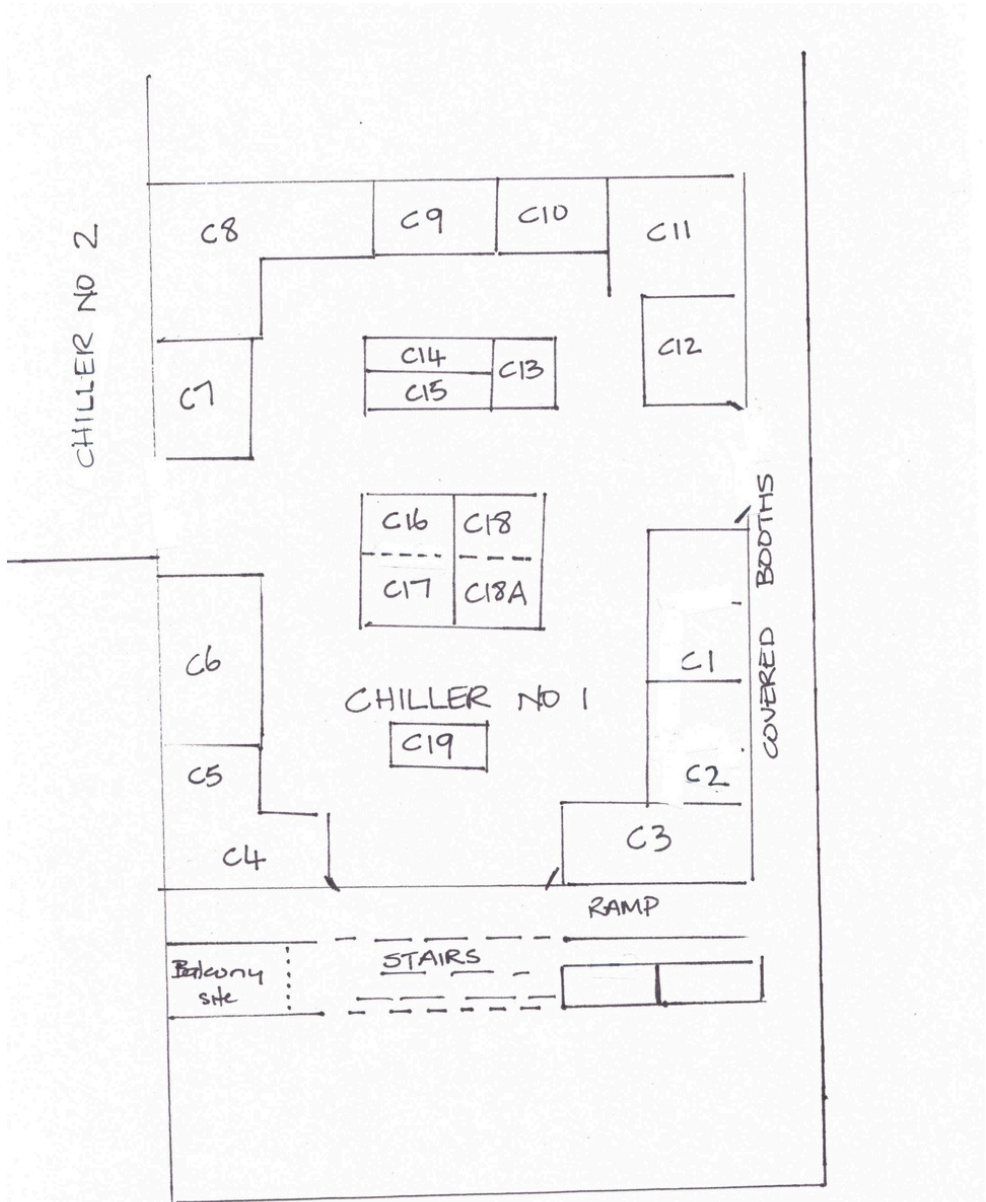
BANK ACCOUNT DETAILS: Name: Hylands Ancient Kauri Ltd Number: 02 0404 0238090 00
If you have any queries please phone Judy Hyland 027 430 5240
or email info@theoldpackhouse.co.nz

SECTION 3 SITE PLANS

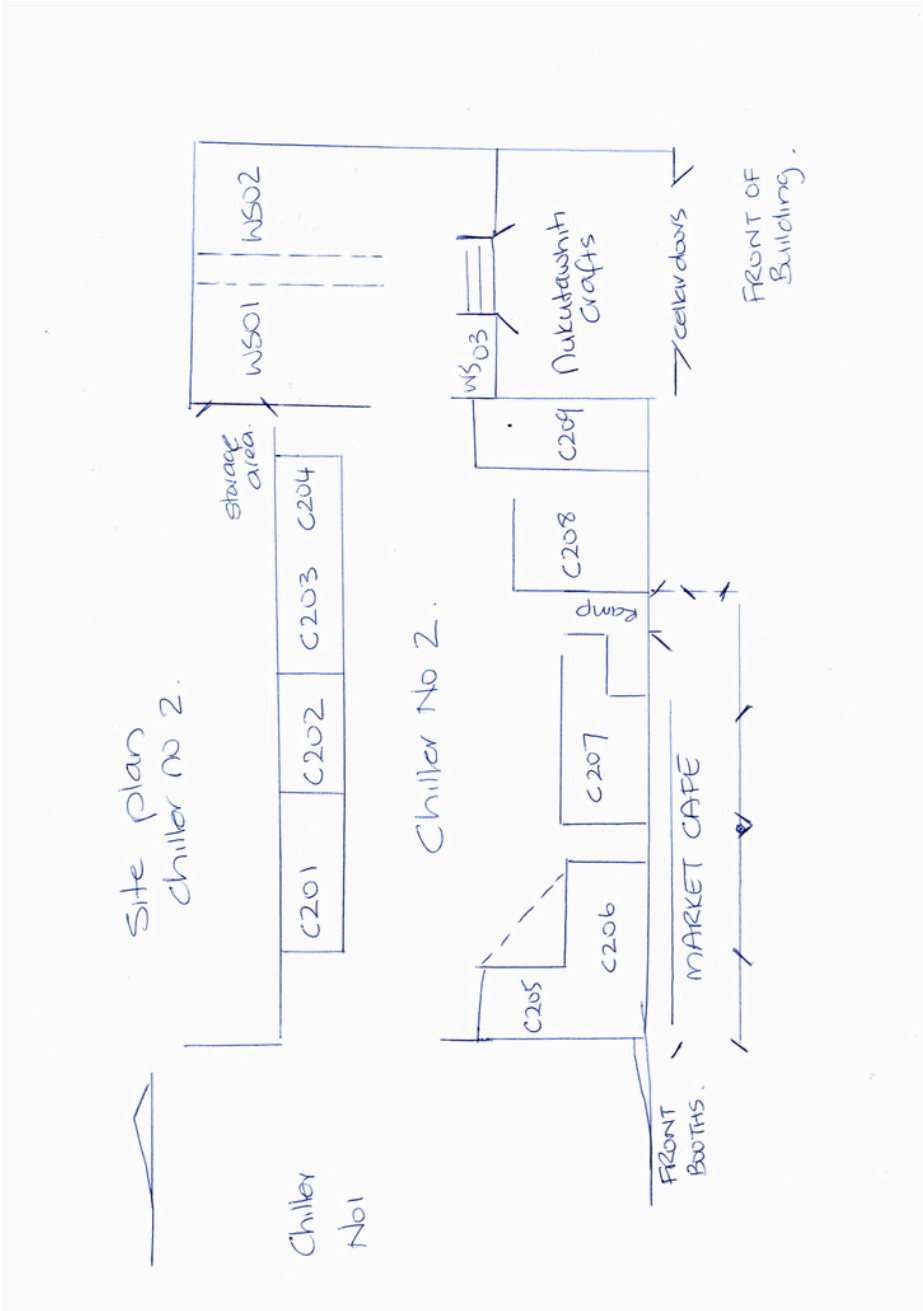
STAGE



SECTION 3 SITE PLANS



SECTION 3 SITE PLANS



HEALTH AND SAFETY POLICY

1. This is the Statement of General Policy and arrangements for The Old Packhouse Market.
2. Overall health and safety is the responsibility of the Market Management and all Stallholders.
3. Day to day responsibility for ensuring this policy is put into practice by all stallholders is the Market Manager of The Old Packhouse Market.

STATEMENT OF GENERAL POLICY

Action/Arrangements

- a. To prevent accidents within the marketplace and cases of work-related ill health related to or arising from stallholders occupying sites at the markets. Risk assessments will be completed annually and actions arising out of those assessments will be implemented.
- b. To provide adequate training to ensure stallholders are competent.

All stallholders will be given necessary health and safety inductions and be provided with appropriate training including gas, electrical and personal safety.

Stallholders will be given necessary health and safety inductions and provided with appropriate training including 6 monthly meeting to review changes within the Market.

- c. To engage and consult with stallholders on day-to-day health and safety conditions and provide Advice and supervision on

HEALTH AND SAFETY POLICY

occupational health. Stallholders will be routinely consulted on health and safety matters as they arise and also formally consulted at regular health and safety performance review meetings, or sooner if required.

d. To implement emergency procedures - evacuation in case of fire or other significant incident. Escape routes will be well signed and kept clear at all times. Evacuation plans will be tested from time to time and updated as necessary.

e. To maintain safe and healthy working conditions, provide training with equipment and machinery and ensure safe storage/use of substances. Toilets, washing facilities and drinking water will be provided. A system is in place for routine inspections and testing of equipment and for ensuring that action is promptly taken to address any defects.

f. First-aid box and accident book are available and used. Accidents and ill health at the Market are reported to the First Aider on duty.

g. It is the Stallholder's responsibility to ensure that:

1. Food licenses are up to date and displayed
2. All electrical equipment that is being used within the stall is properly tagged and tested (including mobile phone charger)
3. All gas cylinders being used are maintained and within date.

This will be monitored on an annual basis, and a file will be kept for each stallholder using electrical appliances or cooking food with a copy of their food certificate, tested electrical equipment and gas related equipment. New Stallholders will be advised of our Health and Safety rules and a new file will be created for each new Stallholder.

STALL HOLDER INDUCTION

WORK HEALTH AND SAFETY

This is a site specific induction for stallholders of The Old Packhouse Market Site. The induction will cover the hazards, control measures and site safety rules that apply to each area of the market site. You are encouraged to keep all of the information provided during this induction. These procedures, which form part of the Market Charter, cover the hazards, control measures and site safety rules that apply to each area of the Market site.

SITE ACCESS

Entry and exit to and from the site is via Kerikeri Road. Stallholders situated in sites south of the market café need to use the southern most entry with the red letterbox No 509 Kerikeri Road. Stallholders in the middle of the market use the entry with the tree stumps. Others use either entry at the front of the metal carpark adjacent to the road, or the entry at the rear of the carpark.

EMERGENCY EVACUATION AND ASSEMBLY AREA

The Old Packhouse Market has an Emergency Evacuation Plan for this site. In the event of an emergency, as a visitor you are required to strictly follow the directions given by the Market Coordinator. The Emergency Assembly Point for this site is located at the eastern side of the car park beside the bamboo hedge. You will be notified of any requirement to evacuate by the Market Coordinator or one of the Fire Wardens raising the alarm and directing you to evacuate. You should move to the Assembly Point unless instructed to do otherwise. In the event that an emergency vehicle is required to enter the site, the Market Coordinator, will direct a person to the vehicle entry point to assist with directing the emergency vehicle to the required location.



STALL HOLDER INDUCTION

TRAINING FOR STALLHOLDERS

Group training sessions are held for different areas of stallholders on a regular basis prior to the opening of the Market in the morning.

FIRST AID & FIRE EXTINGUISHER

First Aid Kits are on hand at both Cafes, and Fire Extinguishers are in numerous locations as per the Evacuation plan. Signs will be in place to inform stallholders and visitors to the market where the First Aid Kits & Fire Extinguishers can be found. We have a number of First Aid trained stallholders on site. You will be advised who these people are during your group training session, or by email prior to starting as a stallholder.

FUEL AND CHEMICAL STORES

If you are bringing any potentially dangerous chemicals such as fuels and oils on to the Market, you must notify the Market Coordinator and provide information that all material is handled in a safe manner.

CHILLER PANELS

If you are using a cooking apparatus such as a barbecue in a covered booth next to the steel chiller panel walls, you must place a fire retardant board between the cooker and the wall. You must not puncture the chiller panels with nails, screws or similar as this causes a severe fire hazard.

VEHICLE MOVEMENTS

Other than Emergency Service Vehicles, only Stallholders may bring vehicles onto the site and must obey a 5 km/hr speed limit at all times. It is suggested that where reversing cannot be avoided, another person spots for pedestrians.



STALL HOLDER INDUCTION

Vehicles entering the site and being kept behind a gazebo in an allocated stall site must be in position with the engine off prior to 7.50am, and may only leave once the market is closed. No vehicles may move within the site during market opening times.

CANOPIES, TENTS AND ROPES

Stallholders are to secure sites against wind, rain and storm events. All ropes are to have high visibility ribbons attached so as to ensure they are visible. Avoid stringing ropes in high pedestrian areas and ensure that all tent pegs/stakes are covered with plastic or cloth protection in case any person falls on them.

TOILET FACILITIES

Stallholders are to use the public toilets located at the rear of the Café or outside behind the building.

POWER LINES AND ELECTRICAL EQUIPMENT

There are no identified overhead power lines on this site; however there may be several powered sites. All shelters, equipment, fittings or materials used at the Market are subject to a safety inspection. The outward sign of electrical compliance within the Act will be an Electrical Test Tag. All leads and cables must be secured in a manner so as not to create trip hazards. If any shelters, equipment, fittings or materials are deemed not to comply with OH&S regulations, or are considered to be unsafe for any reason, they shall be removed from the site at the expense of the Vendor.



SECTION 4 HEALTH & SAFETY

STALL HOLDER INDUCTION

INJURY

Any injury regardless of how minor must be reported to the Market Coordinator who will assist you with first aid and record the details of the injury. Information to be retained by the Stallholder. You are encouraged to retain this information as it provides details that you may wish to refer to at a later date. Should you require further information concerning the hazards, control measures, safety rules or the operation of the Market site, please consult the Market Coordinator.

(THE OLD PACKHOUSE)

Signed: _____

Dated: _____

(STALLHOLDER)

Signed: _____

Dated: _____

If you have any queries please phone Judy Hyland 027 430 5249 or email info@theoldpackhouse.co.nz
