



Welcome to Sherwood Village!

Thank you for considering becoming a Stallholder at Mid-Week Market. Fresh, seasonal, local produce is at the heart of what we do at Sherwood and we'd been discussing the idea of hosting a produce market for some time. We are very excited about Sherwood's first Market Season 2016/2017 and are humbled by the supportive community response to the announcement.

We will work closely with the other markets in the area to support each other and offer local community great access to good, local food. Queenstown Lakes is fortunate to have Remarkables, Wanaka and Glenorchy Gateway Markets all taking place in the region and Sherwood will be a small addition to these great already established Markets.

Please complete the application form and return via email to [experiences@sherwoodqueenstown.nz](mailto:experiences@sherwoodqueenstown.nz) or drop it off to Sherwood reception Attn: Liane Leesment.

If you have any questions, do not hesitate to contact me direct.

Thank you!

Best,

Liane & Sherwood Team

Operations Manager - Sherwood

Phone: 021 1198813



## SHERWOOD MID-WEEK MARKET

### STALLHOLDER APPLICATION

**Venue:** Sherwood,  
554 Frankton Rd,  
Queenstown, 9300

**Trading hours:** 4 - 7pm

**Stallholder Set Up Time:** 2.30 - 4pm

**Date:** Every Wednesday  
from 16 November 2016



### CONTACT DETAILS

**Stall or Business Name:** \_\_\_\_\_

**Contact Person (required):** \_\_\_\_\_

**Address (required):** \_\_\_\_\_

**Phone/Mobile (required):** \_\_\_\_\_

**Email (required):** \_\_\_\_\_

**Website (if applicable):** \_\_\_\_\_

*Note: NB! Test period of 14 weeks, the length of the Market will be determined mid-December 2016.*

## QUESTIONS ABOUT YOUR STALL

**Will you be the person running the stall? If you do it with others, please give details here:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Intended goods for sale:** \_\_\_\_\_

\_\_\_\_\_

**Note:** We are careful to keep good balance in the market between complementary rather than competing stalls. Please be specific as Stallholders may only offer goods for sale that have been agreed through this application process, to ensure fair trading conditions to all stall holders. You may supply the full product list or menu on a separate sheet or attachment. Sherwood does not offer exclusive rights to any one Stallholder to sell any one product. Products for sale should be reasonably priced relative to comparable market prices.

**Why are you interested in becoming a stallholders at the Sherwood Mid-Week Market?**

\_\_\_\_\_

\_\_\_\_\_

**Do you require a Stallholders License**      YES    NO

**or Exemption Letter**                              YES    NO

**Do you hold a Food Safety Certificate**      YES    NO

If you wish to sell processed food, you will be required to comply with all relevant national food safety regulations. Please check Queenstown Council Home Page <http://www.mpi.govt.nz/food-safety/food-act-2014/where-do-i-fit/> Where do I fit? to find out what rules you need to follow under the Food Act 2014. You will either need to supply Sherwood with required license or letter of exemption from the council.

**Is your produce local or do you use local ingredients? Please give details.**

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**If you are fresh product stall, do you sell organic, spray-free or minimal spray, free range or fair trade products? Please give details.**

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**If you are a processed/ value added stall: Do you use ingredients that are organic, free range, spray free or fair trade? Please give details.**

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**Do you cater for different dietary requirements (if applicable):**

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**Do you have a gazebo? YES NO**

**Do you have a sign for your stall stating your business name? YES NO**

**Do you require power? YES NO**

**Do your require access to water? YES NO**

**How much space do you need (normal trestle table with is 2.4m)? \_\_\_\_\_**

**What kind of packaging do you use? Sherwood is working towards zero-waste to land-fill and we wish all packaging to be compostable or recyclable as much as possible.**

**Please give details. \_\_\_\_\_**

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**Will you commit to all markets and if not what Wednesdays you will not be able to trade on? \_\_\_\_\_**

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**We would love to hear any comments, suggestions, questions or concerns you may have about this document or the Market itself. \_\_\_\_\_**

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## **SHERWOOD MARKET GUIDELINES**

### **Market vision**

To make fresh, local, seasonal produce accessible to as many people as possible.

### **Market values**

Local, sustainable, independent, seasonal, affordable, inclusive and community minded, educational, natural. We are committed to becoming a zero waste market, with no waste to landfill created at the market.

### **Market Philosophy**

Sherwood is committed to being part of building a sustainable, connected community through range of different projects, initiatives and workshops. We wish to support local food community and give small producers an opportunity to tell their stories and sell their product without heavy fees.

Our market gives priority to stallholders who are selling staple food products such as fruit, vegetables, bread, eggs, plus meat, dairy products and plants. We give priority also to stallholders who make an effort to use locally sourced, free range or fair trade ingredients. There are non-local exceptions, reviewed on a case by case basis to allow wider selection of produce to be available.

We are committed to zero waste to landfill and wish to emphasize the importance of reducing our impact on the environment. Sherwood has a Respect for Nature Program and waste minimisation is at the heart of it.

We provide a family friendly space with regular children's activities. We encourage charities and community groups to do fundraising at our market and encourage Community Stalls to follow the same philosophy and principals as all the Stallholders.

**Fees:**

Fees for 2016/2017 season are \$20 per day for up to 3m frontage of the stall. Stallholder must commit to regular attendance, any one-off guest appearances are agreed with Managers only. There are no refunds for no-shows with out notice.

**Holidays:**

We will sit down with all Stallholders to decide if we open over Christmas/ New Year period.

**Car Parking:**

Stallholders can unload the vehicles in the carpark aligned with the Fire Pit. If possible we encourage the Stallholders to limit vehicles to the site. All stallholders need to take into consideration Sherwood Guests and if the designated car park is full, find another location off-site.

**Weather:**

Market is planned to open rain or shine. In case of rain, the stalls will be located inside the Workshop Building.

Sherwood reserves the right to close the market (with or without prior notice) if it is determined that severe weather conditions could compromise the safety of vendors and shoppers. Due to windy conditions during the market season, tents must be weighted down and securely fastened at all times for the safety of you and others.

**Rubbish and Cleaning:**

All stall areas must be clean, safe, tidy and attractive. Areas between and behind stalls must be kept clean and tidy. Before leaving the market, each Stallholder must remove all rubbish from the area. This includes the area around the stall.

We wish to create signs at the market inform patrons that everything they purchase for consumption is compostable or recyclable. In an effort to graduate to a zero-waste market, we kindly ask our Stallholders distribute your

goods with paper and compostable wares. We also wish to create signs at each vendor's booth reminding customers that everything is compostable or recyclable (if applicable). Sherwood will provide waste station on site with detailed labelling and instructions for patrons.

Vendors must sort all waste generated from their stalls appropriately into recycling, compost and trash bins and all larger items need to be taken away.

**Trial Period:**

One month trial period for the benefit of both parties to see how things go with the new stall. If both parties are happy to continue at the end of this trial period, then the vendor will become a permanent Stallholder.

Sherwood will provide all permanent stallholders with a trestle table (up to 2.4m wide) if not stated otherwise on the sign up process (eg due to large number of new stallholders no trestle tables are available).

I have read and understand the Terms & Conditions of the Sherwood Mid-Week Market.

**Name & Signature:** \_\_\_\_\_

**Date:** \_\_\_/\_\_\_/\_\_\_