



## Stallholder Application

Thank you for your interest in becoming a stallholder at Hill Street Farmers' Market. The Market is held in Hill Street, Thorndon, Central Wellington every Saturday from 8.30am to 12.30pm (with a short break over Christmas/New Year). It is operated by the Thorndon Farmers' Market Trust, a not-for-profit community trust.

The Hill Street Farmers' Market is committed to the principles of authentic farmers' markets. Accordingly, only fresh produce, artisan/handcrafted food and beverages, products that form part of the food production cycle (such as compost, worm farms and plant seedlings) and flowers may be sold at Hill Street Farmers' Market.

Hill Street Farmers' Market is also committed to quality. The application process has been designed to ensure that the integrity of your brand and product and those of the Market and other stallholders are protected. You must provide samples for assessment by our Quality Assessment Panel as part of the application process and the Market Manager may wish to meet with you to progress the application. You may also be asked to provide additional information.

All stallholders, with the exception of fruit, vegetable and flower producers (to the extent that they are covered by the Trust's "umbrella" licence), are required to meet all relevant licensing requirements and you must include copies of these licences in your application.

In addition to the above, the following criteria may be taken into account when considering your application:

- Quality, quantity and type of food and how it will impact on similar products already on offer at Hill Street Farmers' Market;
- Uniqueness of product and compatibility with Hill Street Farmers' Market's desired product mix;
- Whether the product is grown, made, raised or caught and packaged in an environmentally sustainable way and otherwise aligns with Hill Street Farmers' Market's values;
- Tangible local economic development benefit;
- Seasonality and timing of product availability;
- Aesthetics and presentation;
- Display infrastructure and physical site considerations;
- Market space availability;
- References from other markets or distribution channels; and
- Location of production.

If your Application is successful you must agree to (and sign) the Market Terms and Conditions before being allowed to attend and trade at Hill Street Farmers' Market. The Hill Street Farmers' Market Terms and Conditions, the Market Charter and the Market Vision and Values are included in your application pack

Please complete the following Application and email or post to the Manager of Hill Street Farmers' Market (address at end of application).

### Stallholder Information

Stallholder name	
Business/trading name	
Contact address	
Contact phone number	
Mobile phone number	
Email address	
Website address	
When would you like to start selling at the Market?	
Who will operate the stall at the Market?	
Through what other channels are your products available?	

### Product Information

What type of product(s) would you like to sell at Hill Street Farmers Market?

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Do you grow/raise/produce all products or ingredients that you plan to sell at Hill Street Farmers' Market?

Yes  No

If no, please note where they are sourced from:

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**Produce grown / raised / produced by you which you wish to sell at Hill Street Farmers' Market**

Season	Product(s)
Spring (Sept-Nov)	
Summer (Dec – Feb)	
Autumn (March – May)	
Winter (June – Aug)	
All year	

**Third party certification/accreditation** (for example, BioGro):

If you have third party certification for your product or production practices please note details below. A copy of this certification is to be included with your application.

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**We'd like to know a little about you**

Please give us some background about you and your products - how did you come to be involved in this area of production etc?

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## Market Day Requirements

Stall sites are 3x3m. Please indicate below if you require a larger stall site (i.e. 3x6m)

If you are a small or incubator business, and would be interested in sharing a 3x3m site with another stallholder, the Market Manager will see if it is possible to partner you up with another stallholder.

### Weekly market fee

	Fee	Yes / No
<i>Council licensing requires that all stalls be covered</i>		
Will you provide your own gazebo/tent/food van or cart?	\$41.00	
<i>A limited number of tents are available from HSFM at a charge and are allocated on a first booked, first served basis (a)</i>		
Will you be using a market 3x3m gazebo?	\$56.50	
Will you be using a double (6x3m) gazebo?	Extra \$31	
Would you like to register your interest to share a 3x3m site on availability?		
Do you require electricity? (charged per stallholder per market day)	\$5	
<i>A limited number of trestle tables are available which are allocated on a first booked basis</i>		
Do you require a trestle table? (charged per stallholder per market day)	\$5	
<i>There is a limited amount of storage available which is allocated on a first booked basis.</i>		
Do you require storage? (charged per market day and fee dependent on space required)		
<b>Your weekly market fee will be:</b>		

- a) Stallholders hiring a tent are expected to assist with putting it up before each market. The Market Manager or Duty Trustee will show you how to put it up correctly and will be on hand to help you. Please help pack up your tent at the end of the day.

### Vehicles

- Vehicles are only allowed on site for unloading/loading before and after the Market. Any on-site parking during the market is at the discretion of the Market Manager and vehicles are to be parked as directed.
- If you require a vehicle on site during the Market for the storage or sale of your product (for example, refrigerated trucks or chillers) you will need to obtain approval from the Market Manager.
- A car park is provided for stallholders from 7am – 2pm on Market day (Saturday) at a neighbouring site at no extra charge.

<b>CHECKLIST: Have you...</b>	<b>Yes / No</b>
Attached copies of all relevant licences <i>(Wellington City Council, mobile food licence, third party certification etc).</i>	
Read the Market Terms and Conditions	
Read the Market Charter	
Read the Market Vision & Values	
Arranged with the Market Manager to provide product samples for assessment by the Market's Quality Assessment Panel	

I have received, read and understand the Market Terms and Conditions, Hill Street Farmers' Market's Market Visions & Values and the Market Charter and, if my application is accepted, agree to uphold and comply with these. I certify that the information contained in this Application is true and accurate:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Date

Please email this completed Application and supporting documents to  
[manager@hillstfarmersmarket.org.nz](mailto:manager@hillstfarmersmarket.org.nz)

**Or post to**

Market Manager  
Hill Street Farmers' Market  
c/o Wellington Cathedral of St Paul  
P.O Box 12-044  
Wellington  
6144

Application Successful

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Signature