



# NAENAE VILLAGE MARKET

## VENDOR INFORMATION PACK

EFFECTIVE JANUARY 20TH 2024



# KIA ORA!

## WELCOME TO THE NAENAE VILLAGE MARKET

Thank you for being interested in our market.

The Naenae Village Market would not be possible without awesome vendors such as yourself. We pride ourselves with creating a positive, vibrant and welcoming community and encourage our vendors to meet the wider community and other stall holders.

We are all about working together and can't wait for you to join us.

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# REGISTRATION TIMELINE

Weekly

Monday 8am Registrations Open

Thursdays 6pm Registrations Close - Unless Sold Out Prior

## STALL FEES

<b>\$10</b>	<b>Prepaid Site Fee</b> Size Varies: 2m width minimum
<b>\$15</b>	<b>Site Fee Paid on the day</b> Size Varies: 2m width minimum
<b>\$70</b>	<b>2 - Month Prepay Site</b> Size Varies: 2m width minimum

## ADD ONS

<b>\$5</b>	<b>Trestle Table</b> Size: 1.5m
<b>\$5</b>	<b>Power</b> Sites limited
<b>\$5</b>	<b>Gazebo Hire</b>
<b>\$5</b>	<b>Tablecloth</b>

# APPLYING FOR A STALL

Applications for stalls are currently made online, or by pre-purchase at one of our weekly running markets. Payment is to be made at the time of registration.

Once your application has been received, you will receive an email response with a confirmation of your site + add ons and a receipt of payment. We will only be in contact if there is an issue with your registration, such as:

- The information you have supplied is incorrect or missing information
- If the organiser believes that your stall does not meet the criteria kaupapa for the Naenae Village Market, your application will be declined and a full refund made, we reserve the right to revoke your application
- Vendors intending to share information are subject to the same kaupapa as general vendors

In the event of cancellation or postponement vendors will be entitled to a full refund, or credit for future market event use.



# FOOD VENDORS KAUPAPA

Vendors selling food products and food trucks are required to:

- Provide a food control plan and food registration certificate to [naenaemarket@gmail.com](mailto:naenaemarket@gmail.com)
- Remove all waste after the event
- Provide food-grade table coverings
- Follow legislation regarding the Food Act 2014 & Food Hygiene Act 1974
- Ensure food + drink products are in line with our healthy community kaupapa
- Minimise trip hazards (when using a power supply)

See the following pages for our food stalls' health and operations kaupapa minimum standards for food stalls which must be met in order to operate.

Any food vendor found to be trading illegitimately or unregistered will be asked to leave the market and will not be able to return until they comply with the kaupapa.

# MINIMUM STANDARDS FOR FOOD STALLS

Food on display must be temperature controlled  
(either below 4°C or above 60°C)

Enclosed stall  
(roof and three sides)

Display of current Certificate  
of Hygiene or Temporary  
Food Stall Certificate

Temperature control for potentially  
hazardous and perishable foods –  
see over

Food display,  
food  
protection,  
taste testing  
–see over

Food  
handler  
–see  
over

Cooking equipment  
located to protect  
food from  
contamination and  
ensure public safety

Refuse bin with  
liner supplied

Dry  
chemical  
fire extinguisher

LPG cylinders stored  
externally and  
secured

Utensil and hand washing facility  
–see over

All foods prepared inside stall  
No food stored directly on ground  
Overall clean condition  
Floor covering –easy to clean, impervious material

## Low-risk

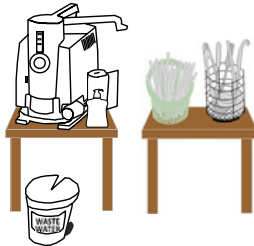
Minimum hand and utensil washing facilities for low risk food stalls



Cold water supply and hand sanitiser, paper towels and disposable gloves

## Medium-to-high-risk temporary

Minimum hand and adequate utensil washing facilities for temporary medium to high risk food stalls



Hot and cold water for cleaning and washing hands (hot water can be supplied using an urn or thermos). Plus an adequate supply of utensils

## Medium-to-high-risk – permanent

Minimum hand and utensil washing facilities for medium to high risk permanent food stalls



One hot water system with a double sink – one for cleaning and the other for hand washing. Even if you have adequate utensils you still require wash-up facilities for spillages that may occur

Please seek advice from an Environmental Health Officer to find out what category is appropriate for your situation

## Food handlers



*No smoking within temporary food stall*

*Utensils and disposable gloves used to handle food'*

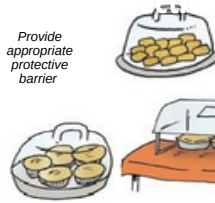
*Food handler to wear apron, hat or uniform – hair tied back*

*Money and food handled separately*

*Cover cuts, wounds and sores – provide first aid kit*

Hands must be washed whenever dirty, after handling raw food, or after visiting the toilet

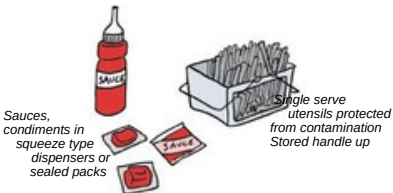
## Food display, food



*Provide appropriate protective barrier*

Signage must be provided to all taste testing stating "use of disposable tasting implements or utensils only"

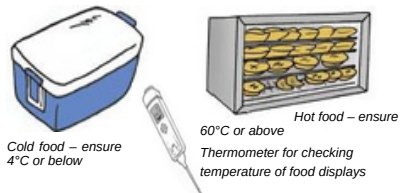
## Sauces, condiments and single serve utensils



*Sauces, condiments in squeeze type dispensers or sealed packs*

*Single serve utensils protected from contamination Stored handle up*

## Temperature control of potentially hazardous food



*Cold food – ensure 4°C or below*

*Hot food – ensure 60°C or above*

*Thermometer for checking temperature of food displays*

Permanent food stall operators, must check with market organisers regarding specific conditions relating to the setup of stalls (eg some market operators may not allow gazebo style set ups – only mobile caravan units)



# CRAFT STALL VENDORS

Vendors selling arts and crafts are required to:

- Remove all of their own waste after the event
- Provide their own cash float (there is a small float available with the Market Coordinator)
- Ensure personal belongings are safely stored, we do have lockable facilities available with limited accessibility throughout the event, items left in these facilities are left at your own risk.

# ALCOHOL PRODUCTS

The sale of alcohol is prohibited at our events, to align with our safer and healthier community mission.

# FUNDRAISERS

Vendors selling food or arts and crafts are required to:

- Follow the information for Food Vendors and Craft Stall Vendors

Vendors who are fundraising by means of raffles or collections must ensure that they are meeting legal responsibilities under **The Gambling Act 2003**.

**Genuine fundraisers are entitled to free site fees, add on fees still apply. Limited amount of fundraiser sites available.**

# PAYMENT

Vendors are responsible for managing their own funds, floats and EFTPOS machines. There is free public access Wi-Fi available, but due to the reduced security of the Wi-Fi and location, this is not always reliable.



# EVENT TIMELINE

7.30am	Vehicle Access Opens
8.45am	Vehicle Access Closes,
9.00am	Stalls to be operational
9.00am	Event Starts
1.00pm	Event Finishes, Vehicle Access Reopens
1.45pm	All Vendors Offsite

# VEHICLE ACCESS

Vehicles accessing Hillary Court must:

- Drive at a safe reasonable speed (**5kmh**)
- Drive with hazard lights on
- Be vigilant regarding low sitting benches, we do our best to mitigate the risks but you are responsible for your own vehicle.
- Cars are not to remain parked within Hillary Court during the event.

# PARKING

There are multiple areas to park available (see Site Map on Page 8):

- Carpark off Treadwell Street (**P120**)
- Off Street Parking, Treadwell and Sladden Street

# SITE MAP: PARKING



**Yellow - No Parking Restrictions**  
**Red - Time Limited Parking (Varies)**

# SITE MAP: VENDORS



Please let us know on your registration if you have any additional requirements, we will let you know prior to the market if we cannot accommodate the request.

We will also try and avoid allocating businesses next to each other that sell the same or similar products.

# HEALTH AND SAFETY



In case of fire or emergency please exit Hillary Court to either Cambridge Terrace or Everest Avenue or the carpark marked ★.

A first aid kit is available in Coco Pop Up, please find staff if you need assistance, trained first aiders are available at the library during staffed hours.

We have trained security on site at all times, if at any point you feel unsafe, please find a staff member to assist you, you are not alone.

# CONTACT DETAILS

**Website:** naenae.co.nz

**Email:** naenae.market@gmail.com

**Phone:** 0274123643

**Address:** Hillary Court, Naenae

## EVENT TEAM

### Event and Market Coordinator

Kiriana Welsh-Phillips  
naenae.market@gmail.com  
027 4 123 643



