



GENERAL INFORMATION

Venue	Riccarton Park, Racecourse Road, Christchurch	
Time	9 a.m. to 2 p.m. every Sunday – wet or fine Casual stallholders must be on site from 7 a.m. (set up no later than 8.30 a.m.)	
Stalls	Single	3m wide (frontage) x 6m deep
	Double	6m wide (frontage) x 6m deep
	Triple	9m wide (frontage) x 6m deep
	Table hire	\$5.00 each

Please refer to the Site Fees table effective 1 April 2011 for current site fees

Stall sharing is not permitted

Gazebos / Tents / Umbrellas Acceptable for use within your stall area providing secure tie down methods are used in **windy** conditions.

Payment Before entering the Market you are required to pay the site fee in cash. Cheques are not acceptable. A receipt will be issued. We regret that casual stallholders will not be admitted unless full payment is made at the gate. Please queue to the left of the orange traffic cones which are situated approximately 800 metres up the drive from the main gate.

Products The only restrictions are :

- All food prepared on the site must comply with the current Food & Hygiene Regulations
- Second Hand Dealers must have an official Dealer's Licence
- Counterfeit, faked or pirated brand named goods that are protected by Copyright are not permitted.
- No raffles or sausage sizzles
- No pamphlets are to be distributed around the Market area or carpark
- The Riccarton Market area is a designated alcohol free area for the consumption of alcohol.

Product Presentation and Pricing Your products should be presented in a professional way and sold at better than retail prices to maximize sales.

Till Float Bring sufficient cash for your till float e.g., 50c coins, \$5, \$10 notes. EFTPOS facilities are available on site for cash out.

Parking Room to park one medium sized vehicle on site. Extra vehicles must park in the public carpark.

Wet Weather The Market will operate on a limited basis.

Bookings

- Essential to reserve sites 2 weeks in advance
- For November and December, book at least 6 months ahead
- For November and December bookings, payment in full, in advance is required
- Please phone between the hours of 8 a.m. and 6 p.m. Monday to Friday

Permanent Stalls You can apply to become a permanent stallholder providing you sign the 6 month (minimum) contract.

Attendance Figures Usually between 7000 and 9000 visitors weekly

We welcome your enquiry and thank you for your interest in becoming a stallholder. P O Box 8073, Riccarton, Christchurch / Phone (03) 339 0011 / Email office@riccartonmarket.co.nz / Mobile 027 226 4229



MARKET INFORMATION

Welcome to the Market, we hope that you have a successful and pleasant time.

Please drive carefully through the market to your site. **The speed limit is 10 kph maximum.**

Your single site measures 3 metres wide x 6 metres deep. A double site measures 6 metres x 6 metres.
Please keep within the boundaries as defined by the markers in each corner of the site.

Please remain on your site until 2 p.m. For public safety vehicles must not move through the Market Area until 2 p.m. You are requested to take the shortest route from your site to the perimeter roadway. The only exception for leaving early is illness, an emergency, or the onset of bad weather. Staff can be called in to assist your movement through the Market area in an emergency.

Sites must be vacated by 3.30 p.m.

Your product display or signage must not extend into the walkway.

Please unload your vehicle promptly and park in the carpark to the east of the Market area.

Parking your vehicle on site is acceptable; you must leave room for your product within the site.

Rotary volunteers wearing yellow or orange Hi Viz jackets are there to assist you find your site.

Please do not park your vehicle on the site next door (if empty).

Tables can be hired for \$5 each and will be delivered to your site.

For public safety, portable signs must not be placed in the alleyways.

Please refer problems with your site or with neighbouring stalls to the Market Manager promptly.

IMPORTANT to keep your till float and takings safe and secure at all times.

We employ 2 security people each Market day. If you suspect that goods have been stolen from your stall or you have concerns about any persons hanging around your site, please report to the office by phone **(027) 226 4229** or **contact a security person directly, or Market staff in yellow or orange Hi Viz jackets.**

All security persons and market staff are in contact by radio.

Only flattened empty cardboard cartons are to be placed in the recycling cage.

Small items of rubbish can be placed in the wheelie bins. You are requested to take home bulky items for disposal in the city waste collection. Our waste system is limited and is mainly for public rubbish. NOTE – cardboard must not be placed in the wheelie bins. No household rubbish please.

Before leaving, please pick up litter on or around your site.

The main toilet block is situated to the south west in row A. 3 portaloos are situated to the east of the new area by the perimeter roadway and 2 in the south east corner of the old area.

4 water taps are located on the fence behind the food row.

Goods for sale must not be hawked around the Market area; all selling must be done from your site.

Pamphlets, flyers or advertising material cannot be distributed around the Market or placed on vehicles.

EFTPOS facilities are available at “Artprint”, row F, site 18. The transaction fee is \$3.

Dogs are not allowed in the Market area.

Amplified sound is not permitted.

Future bookings can be made at the office or call the numbers listed between 8 a.m. and 6 p.m. daily.

We cannot guarantee the same site next time you come to the Market.

First Aid kit is available at the office.

A cellphone is available at the office – calls cost \$1.

Please co-operate with your neighbour.

Raffles are not permitted from stalls except if prior approval has been obtained from the Manager.

Sausage sizzles are not permitted.

Food items being sold at the Market should be prepared in commercial food premises subject to a licence or food handling certificate issued by the City Council. Prepared food must be displayed covered with wrapping or in a display case. A tent or gazebo should be erected to protect from the sun.

The Riccarton Market area is a designated alcohol free area for the consumption of alcohol.

Counterfeit or faked goods with pirated brand names protected by local or international Copyrights cannot be sold. You will be asked to leave if you infringe this instruction.

You can become a permanent stallholder on application to the Manager. The minimum term is 6 months.

We recommend early bookings for trading in October, November and December – at least 6 months in advance. The full site payment is required in advance to secure your site.

We are interested in any feedback about the Market. If you have any comments, suggestions or criticisms please let us know.

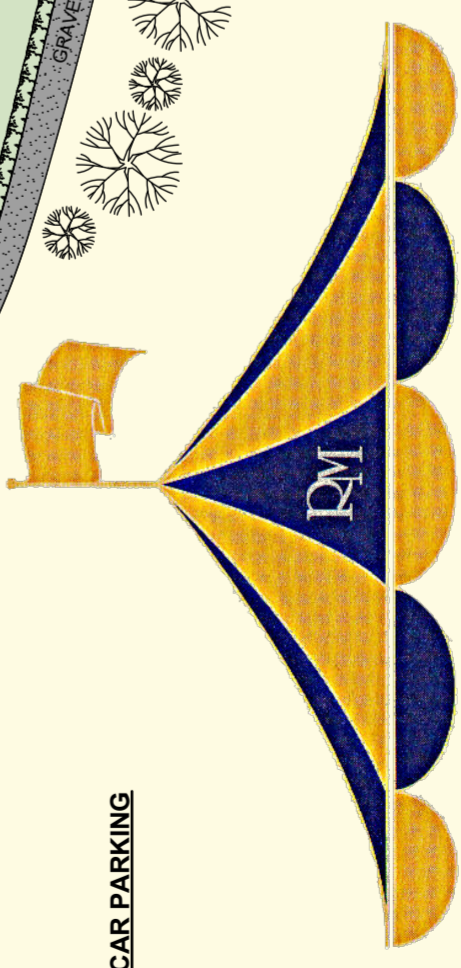
Please leave your site clean and tidy before you leave, we appreciate your co-operation.

The Rotary Club of Riccarton thanks you for supporting the Market. We hope that you will return in the near future. The Rotary Club distributes around \$100,000 each year from Market profits to assist many Community Groups.

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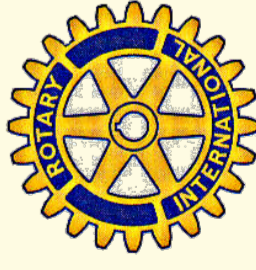


SITE PLAN
SCALE 1:500

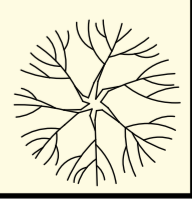


The Riccarton Market

www.riccartonmarket.co.nz



A Rotary Club of Riccarton community project.





PERMANENT STALLHOLDER INFORMATION

How to become a Permanent Stallholder :

Sites for permanent stallholders are available upon application to the Market Manager.

Casual stallholders can apply at any time, however, before starting the permanent rate, the casual stallholder must attend a minimum of 4 consecutive Sundays (probationary period) paying the casual rate.

The site allocated remains the stallholders for the duration of the contract. Stallholders may apply at any time to relocate to another site.

Permanent Rates :

Please refer to the Site Fees document effective 1 April 2011

Corner sites have a \$5.00 premium

The contract signed by permanent stallholders is for a minimum of six (6) months

Permanent stallholders may construct a shelter over their site at their cost and must comply with our standard plans and specifications.

Once a site has been allocated it may not be transferred to another party.

The rules, as detailed in the contract, must be adhered to at all times; otherwise expulsion from the Market could be the result.

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—The Riccarton Market®—

www.riccartonmarket.co.nz

SITE FEES

Effective 1 January 2014

Casual Stallholders	Low Season April to August	High Season September to March
Single site	\$40	\$55
Double site	\$65	\$80
Triple site	\$95	\$115

Notes:

- All prices inclusive of 15% GST
- The above rates apply from 1 January 2014 until further notice
- Payment terms: Casual stallholders must pay on entry to the Market each Sunday



A Rotary Club of Riccarton community project.

Sue Rowe | **Market Manager** | Telephone: 03 339 0011
Mobile: 027 226 4229 | PO Box 8073 | Riccarton | Christchurch | NZ



ARRIVAL INSTRUCTIONS

Please read before you arrive

- 1 Arrival time between 7 a.m. and 8 a.m.
- 2 Enter through one of the 3 gates off Racecourse Road. Please note speed restriction of 10 kph.
- 3 Travel up the main internal roadways for approximately 800 metres.
- 4 **PLEASE NOTE AT 800m** go to the left of the orange road cones (**NOTE that there is a small sign directing you at that point**).
- 5 Follow vehicles in that line until you reach the head of the queue.
- 6 Pay your site fee and receive a GST receipt. Please note there is no EFTPOS facility at the gate.
- 7 You will be given your site number and row (could be any row between A and U).
- 8 You will be given instructions how to find your site.
- 9 Proceed into the market area very slowly (10 kph maximum).
- 10 Look out for the person wearing a yellow or orange Hi Viz jacket, they will assist you to find your site. (They have received advice by radio that you are entering the Market).
- 11 If you wish to park on the site, park at right angles to the walkway as you would in a normal carpark. If you have a double site, you can park across the back of the site parallel with the walkway.
- 12 If using the whole site to sell your product, please unload your vehicle promptly and park in the public carparks to the east of the Market area, alongside the racecourse.
- 13 Note that you can only use the site area allocated; a single site is 3m wide and 6m deep; a double is 6m x 6m.
- 14 Vehicles are prohibited from entering the Market selling area after 9 a.m. and must not leave or enter the same area before 2 p.m., for reasons of public safety.



—The Riccarton Market®—

CASUAL STALLHOLDER APPLICATION FORM

FIRST NAME:

SURNAME:

ADDRESS:

.....

..... Area Code

PHONE: Landline: Mobile:

Fax:

EMAIL:

TRADE NAME:

PRODUCT(S): (a brief description)

.....

.....

DATE(S) WHEN STALL REQUIRED:

NUMBER OF TABLES REQUIRED:

NUMBER OF SITES REQUIRED:

SPECIAL REQUIREMENTS:

LICENCE NUMBER: SECOND HAND DEALER

FOOD VENDOR

SIGNED: DATE

Please return to PO Box 8073, Riccarton, Christchurch 8440 / Phone (03) 339 0011
Email office@riccartonmarket.co.nz / Mobile 027 226 4229



MARKET RULES IMPORTANT NOTICE RE PUBLIC SAFETY

The following rules have been imposed because stallholders are ignoring repeated requests to remain on their sites until 2 p.m. As well as encroaching on the walkways with stock and signs.

- RULE 1 Vehicles are not permitted to enter the stall area after 9 a.m.**
- RULE 2 Vehicles are not permitted to enter the market stall area before 2 p.m.**
- RULE 3 Vehicles parked on stall sites are not permitted to leave the site before 2 p.m.**
- RULE 4 Vehicles entering or leaving the market stall area within the permitted times must not exceed 10 kph.**
- RULE 5 Stallholders are not permitted to set up their stalls over the front boundary of their site, that is, on the public walkway.**
- RULE 6 Signs are not permitted on the public walkways.**

The above rules have been imposed in the interest of public safety. Management will not tolerate vehicle movements within the stall area during the advertised trading hours 9 a.m. until 2 p.m. Stallholders not adhering to the above rules will lose the right to operate at the Riccarton Market.

Stallholders who have to leave early must not park their vehicles on the site.

The only deviation from the above rules would be in the advent of a storm, bringing strong winds and rain or a fire or other event where your safety is at risk. We then request that you depart from the Market in an orderly fashion, taking note that members of the public could still be present.

**Sue Rowe
Market Manager**

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