

Guidelines effective 1 September 2022 but are subject to final sign off by FNDC.

Guidelines for the Paihia Village Green Art & Craft Market Season 2023/2024 - Retailers

Focus Paihia Community Charitable Trust (FPCCT) are mandated by the Far North District Council to run the Paihia Art & Craft Market (PACM).

The goal of the Paihia Art & Craft Market is to enhance the area with a vibrant artisan market that helps make Paihia stand up and shine as a cruise ship destination.

They believe that the stall holders make the market. They appreciate the efforts in preparing for each market day and hope for a prosperous season.

Please review the following policies, which are subject to change. Updates will be sent to the email address provided in the application.

ENQUIRIES

Please read these guidelines and direct all enquiries via email to info@focuspaihia.org.nz. If you wish to apply for a stall site refer to the APPLICATION AND CERTIFICATION section below.

A. GENERAL

- 1) The Paihia Art and Craft Market (The Market) activities are to be compatible with the FNDC Village Green Management Plan.
- 2) Applications for the coming season will be in accordance with Section E. All shortlisted applications will have products reviewed by a Certification Committee. See Below.
- 3) Prior participation does not guarantee acceptance in the current year's market.

B. FEES

- 1) There are no fees payable for a Paihia retailer to attend the market.

C. OPERATION DAYS

- 1) Operating times will be from 6.30am until either 1pm or if the ship departs after that period, the departure time of that ship, but never beyond 4.15pm.
- 2) A Market will only operate when a cruise ship capable of carrying more than 1750 passengers is in the Bay of Islands port throughout the months of September to May inclusive. Focus Paihia Community Charitable Trust has the right to revoke this for special events, i.e. school fairs, community activities, local fundraising activities, Sport Northland events, etc.
- 3) A market will only take place if a ship in port tenders to either Waitangi or Paihia, carrying over 1750 passengers. If a ship only tenders to Russell, there will be no market.
- 4) There is no minimum stall number to hold a market.
- 5) Each cruise ship season is tentatively released in August.
- 6) There will be a maximum of 35 sites for Artisans and 10 sites for local retailers, on any given ship day when a cruise ship capable of carrying more than 1750 passengers is in the Bay of Islands.

D. MARKET MANAGEMENT COMMITTEE

- 1) The Paihia Art & Craft Market Management Committee (the management committee) oversees the finalisation of the season's guidelines prior to submitting to council. It is made up of one stallholder representative, one Paihia retailer representative and one Focus Paihia Community Charitable Trust (FPCCT) representative.

E. APPLICATION AND CERTIFICATION

- 1) All products sold at the Market must be assessed and certified by the Market Certification Committee.

- 2) If you wish to be considered for certification please complete the application process below and email to info@focuspaihia.org.nz.
- 3) Application Process - you are required to submit:
 - Trading name/Stall name.
 - Postal address/Actual address.
 - Mobile phone/Email address.
 - At least 6 photographs representative of the items you intend to sell.
 - A photograph of your display.
 - A brief statement notifying us where your product is from, and who the artists are.
- 4) Please note that applications will not be considered without the above information being supplied.
- 5) Only retailers from the Paihia CBD may apply for a site on market days.
- 6) **Minimum criteria:**
 - Products must be designed and handcrafted in New Zealand.
 - No imports will be accepted.
 - Product that is commercially formed/produced and then 'finished' by an artist will not be accepted.
- 7) Applications for the coming season open 1 August and close on 16 September 2023. The timeframe is very small due to such tight time restraints.

F. MARKET CERTIFICATION COMMITTEE

- 1) All products sold at the Market must be assessed and certified by the Market Certification Committee.
- 2) The Market Certification Committee is made up of three independent, suitably qualified individuals, FPCCT Market Manager, a Business Paihia representative, and a representative of FPCCT. The Market Site Manager may also be in attendance, however can not vote. Each product will be assessed and either approved or rejected, based on the agreed criteria. The outcome will not necessarily be confirmed at the time of assessment but when a decision is made, the relevant person(s) will be contacted on the email address supplied with their application.
- 3) The Market Certification Committee will give preference to people who offer a quality, unique, local and authentic product, have a professional approach and a customer focused attitude.
- 4) The Certification process is handled as follows:
The Market Certification Committee meets to examine all of the applications prior to the market season. The committee carefully examines a number of important aspects in each application:
 - What is the quality of the product?
 - How marketable is the product?
 - Does the product meet the minimum criteria as set out in the Market Guidelines?
 - Does the product enhance the overall variety of products at the market?
 - Is the product compelling?
 - Is the product unique?
 - Is the product representative of the local area?
- 5) The shortlisted applicants will be invited to present to the committee. Please note that being invited to present does not guarantee a site on the market. Note: If an applicant is returning from the previous season they may not have to present to the committee if product has not changed. This will be to the discretion of the Market Certification Committee.

- 6) The Market Certification Committees' decision will be final and no correspondence shall be entered into.
- 7) Those stall holders who meet the market's criteria and are certified but are not given a full time site, will be placed on an alternate list (casual) to fill available vacancies that regularly occur throughout the season.
- 8) An approved stallholder will be given a pass to hang clearly and prominently on their stall. **This must be clearly displayed at all times.**
- 9) Current stallholders who wish to have new product approved will need to wait until a formal assessment. There will only be one assessment in any given season.
- 10) Stallholders are to only sell 'certified' product. There are no exceptions. Stallholders may not sell any items not approved or shown in their market application. Market Management has the right to ask a stall holder to remove products.

G. CERTIFICATION CRITERIA

- 1) Products must New Zealand manufactured.
- 2) No imports will be accepted.

Notwithstanding the above guidelines, should the certification committee feel a product is of a high enough standard to warrant placement in the market but fails to meet some of the guidelines criteria, then they may use their discretion and accept that product. It is important the product fits the ethos of the market.

H. MARKET RELATIONS

- 1) Stall holders should respect one another's space and right to sell their products without intrusion.
- 2) Any stall holders queries, issues or disputes are to be given to the FPCCT Market Manager in writing.
- 3) If a stallholder has suggestions or concerns relating to participants, attendees, or the market, they should notify the FPCCT Market Manager in writing.
- 4) Stallholders must keep their crafts and sites to a high standard.
- 5) The FPCCT Market Manager has the right to refuse or ban any craft person/retailer or craft for any reason FPCCT deems is inappropriate for the market.

I. STALL OPERATORS

- 1) The registrant listed on the application must be the main seller. Shop assistants may assist selling at the stall.
The name listed on the application is considered the stall holder and is responsible for ensuring that all staff are properly trained to know the products artistic processes and also the Market's policies.

J. ACCESS, SET UP & BREAKDOWN

- 1) Vehicle entry to the Green for stallholders will be allowed after 6:30am on the day. Access to the green will be closed off at 8:30am sharp, to prevent members of the public from entering and parking.
- 2) Vehicles must be taken off the grounds by 8:30am. Cars may not be parked beside a stall. No exceptions.
- 3) Breakdown must not start until the last cruise ship bus has departed Paihia, or 4:15pm whichever is the sooner, unless;
 - Prior approval has been granted by the Site Manager.
 - There is an emergency.
 Vehicle access will be locked at 6pm.

- 4) Trailers are either to be removed from the green or kept on the stallholder site and disguised (i.e. used as a table, etc).
- 5) Vendors are responsible for providing their own equipment.
- 6) All sites will be the same size of 5.5 meters and will be defined when the market is set out at the beginning of the season, unless otherwise agreed on by the FPCCT Market Manager.
- 7) Gazebos must be 4.5m x 4m, or smaller.

K. OTHER LOGISTICS

- 1) Village Green entrances and walkways are to be kept clear at all times. There is a “no smoking/no alcohol” bylaw in effect for all reserves.
- 2) Village Green picnic tables and seats are not to be used by site holders. Stalls, including guy ropes, which where possible, must be 2 metres from the park furniture.
- 3) Rubbish and litter is to be removed from the Village Green by site holders at the end of the market day and the Green must be left in its original state.

L. CANCELLATIONS & SITE LOCATIONS

- 1) The site manager will make the final decision on stall placement on the green
- 2) Closure of the market due to extreme weather is at the discretion of the Site Manager.
- 3) Stallholders are required to notify the Site Manager by either email or phone if they will be late or absent 48 hours in advance. Non-compliance with this or repeated absences of more than 3 without proper notice will result in forfeiture of permanent site. No refunds or credits will be given for days missed.
- 4) The Site Manager has the right and will assign a stall holders' site to another stallholder if the ‘regular’ stallholder has not arrived.
- 5) If a stall holder is unable to make it on the day, for any reason, they will contact the Site Manager directly.
- 6) Market Management has the authority to move and reassign stallholder sites to enhance or facilitate market operations.
- 7) A permanent stallholder that is unable to complete the season is to give one month’s notice.
- 8) Stallholders are expected to stay for the duration of the Ship day. A ship day concludes as per C(1) of this agreement.
- 9) In the event a ship cancels on the day of arrival, the market must cease to trade immediately. Vehicle access on these days will be locked 1.5 hours after notice to cease trade.
- 10) By signing up as a permanent stall holder you are expected to attend all markets unless there is a medical or family emergency.
- 11) In order to maintain the high standard of the cruise ship market, absence to attend other markets on a cruise ship day is not acceptable. Please consider this when making your application.

M. DAMAGES

- 1) Focus Paihia Community Trust and the Paihia Arts & Craft Market is not liable for any injury, theft, or damage to either the buyer or seller, or their property, arising from or pertaining to preparation for, or participation in, the Paihia Arts & Craft Market.

N. ONUS & FAILURE TO COMPLY

- 1) The onus to prove this contract is fulfilled is on the stallholder.

- 2) When signing the individual booking form, you are also agreeing to the guidelines and will abide by these while trading on the Paihia Village Green as part of the Market.
- 3) Repeat failure to comply with the guidelines in the above document could result in immediate removal from the Green and termination of your contract.
- 4) Focus Paihia Community Charitable Trust reserves the right to immediately remove any stallholder not abiding by these guidelines. This also applies to any stallholder, (or assistant/helper) involved in any inappropriate behaviour, which may detract from, or upset our customers (and fellow stallholders) experience.
- 5) Stall holders must always comply with the following legislation: Consumer Guarantees Act, Fair Trading Act, Product Safety Regulations, Weights and Measures Act.