



MARKET INFORMATION

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

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

Your single site measures 3 metres wide frontage x 6 metres deep. A double site measures 6 metres frontage x 6 metres deep. **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 must be called in to assist your movement through the Market area in an emergency. Please put your hazard lights on.

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 or north of the Market area.

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

Please do not park your vehicle on an empty site (either next to your site or close to your site).

If you park beside your site, you will need to pay for an extra site to park your car in.

Rotary volunteers wear yellow Hi Viz jackets and are there to assist you find your site.

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.

GENERAL INFORMATION

Venue Riccarton Park, Racecourse Road, Christchurch

Time 9 a.m. to 2 p.m. Sundays – 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. High winds – no umbrellas and roof of gazebo may need to come off.

Payment Before entering the market you are required to pay the site fee / table hire, in full – we do have EFTPOS available at the gate. We regret that Casual Stallholders will not be admitted unless full payment is made at the gate on entry. Please queue to the left of the orange traffic cones, which are situated approximately 800 metres up the drive from the main gate. A sandwich board with “Casual Stallholders” will direct you to the lane.

Products The only restrictions are :

- All food prepared on the site must comply with the current Food & Hygiene Regulations / Licences
- Secondhand Dealers must have an official Dealers’ 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 manner and sold at better than retail prices to maximise sales.

Till Float Bring sufficient cash for your till float e.g., 50c coins, \$5, \$10 notes. ATM machines 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 2 weeks in advance

For November and December, book at least 3 months ahead

For November and December bookings, payment in full, in advance is required.

Please phone between the hours of 9 a.m. to 5 p.m. Thursday to Monday.

Cancellations If you are cancelling your booking please text or phone 027 226 4229 as soon as you can, and no later than 7 a.m. on the Sunday market morning that you are booked for.

Permanent Stalls You can apply to become a Permanent Stallholder providing you sign into the 6 month (minimum timeframe) contract. Failure to complete the 6 month contract will incur extra costs.

Attendance Figures Usually between 5,000 and 8,000 weekly.

We employ 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 security directly, or Market staff in yellow Hi Viz jackets.**

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

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. 2 portaloos are situated in the south east corner at the bottom of row C.

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.

ATM machines are available beside the Information Office, with a transaction fee.

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 9 a.m. and 4 p.m. Thursday to Monday. Tuesday and Wednesday the office is closed.

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

First aid kit and Defibrillator are available at the office.

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 Christchurch City Council. Prepared food must be displayed covered with wrapping 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 intentional 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 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 and we hope that you will return in the near future. Surpluses raised from The Riccarton Market are distributed back to the Community through the Rotary Club of Riccarton.

We welcome your enquiry and thank you for your interest in becoming a Stallholder

Phone : (03) 339 0011

027 226 4229

Email : office@riccartonmarket.co.nz



MARKET RULES

IMPORTANT HEALTH & SAFETY

Under the Health & Safety at Work Act 2015 it acknowledged that there is a shared responsibility between The Riccarton Market, all stallholders and the visiting public to ensure The Riccarton Market has a high level of Health & Safety for everyone. The following Market Rules **MUST BE ADHERED TO AT ALL TIMES** :

- RULE 1** The speed limit in and around The Riccarton Market is 10kph at all times.
- RULE 2** Vehicles are not permitted to enter the stall area after 9 a.m.
- RULE 3** Vehicles are not permitted to enter the market stall area before 1 p.m.
- RULE 4** Vehicles parked on stall sites are not permitted to leave the site before 2 p.m.
- RULE 5** Vehicles entering or leaving the market stall area within the permitted times must not exceed 10kph.
- RULE 6** Stallholders are not permitted to set up their stalls over the front boundary of their site, that is, on the public walkway.
- RULE 7** Signs are not permitted on the public walkways.
- RULE 8** Take all rubbish with you when you leave the market.
- RULE 9** Report any notifiable event (serious harm injury) which occurs on your site, to the office.

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 their site.

The only deviation from the above rules would be in the event 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. Place your vehicle hazard lights on. If you have a sudden medical or family emergency where you need to leave the market early, ring (027) 226 4229 immediately for staff assistance to escort you and your vehicle through the market area.

