

Māketē Pō Night Market : Information for stall holders

Nau mai haere mai – Thank you for taking part in the summer Māketē Pō.

This event is held under the korowai of the Regional Intersectoral Forum Economic Pou” with sponsorship and support for this event from Te Rūnanga o Ngāti Kuia, Ngāti Tama, Ngāti Toa Rangatira, Te Puni Kokiri, Ministry of Social Development, Nelson City Council and Te Putahitanga o Te Waipounamu.

Māketē Pō celebrates small to medium sized whānau, hapu, iwi enterprises and provides an opportunity to showcase your products and talent to the general public. It’s about Te Ao Māori. It’s all about whānau. It’s about community.

Our summer Māketē Pō Night Markets for 2019 / 2020 will be on **Friday 28th of February at Washbourn Gardens in Richmond.**

The Māketē Pō Night Market is alcohol and smoke free.

Stall sites Please see the map for a list of site locations. Each stall holder will be allocated a site number with an assigned location. A gazebo (any larger than 3m x 3m) we need to know for site planning and allocation or similar weather proofing is encouraged as this will be an all-weather event. You will also need to supply any furniture that you require for your stand, such as tables and chairs.

PLEASE NOTE that tent pegs cannot be used at Washbourn Garden because of the inground sprinkler system. You will need to instead use some form of weights (sandbag, furniture, etc) to stabilise your gazebo.

Set up time: The area will be open **from 2pm onwards** for set up. Entry and exit is via the Oxford Street entrance location shown on the map.

Car parking: We will be trying to negotiate parking nearby, including at businesses close to the gardens. We will direct traffic on the day.

Open and closing times: Māketē Pō will **formally open at 4pm**. The Night Market will **conclude at 8pm**. All stalls are expected to remain in place for the entire duration; **no stalls are to be packed up prior to 8pm. All stalls need to be packed up and off site by 9pm.**

Toilets: There are toilets on site with mobility access.

Water: Water is available but, we suggest that you provide your own as you would normally.

Electricity: Electricity is available and will be limited. Please advise if you require electricity and note, you will need to provide your own extension cords etc. The electronic devices including cords should be tested and tagged for safety reasons.

Site Coordinators (in fluoro vests) will be on site to assist you to locate your allocated stall site and answer any other questions you have.

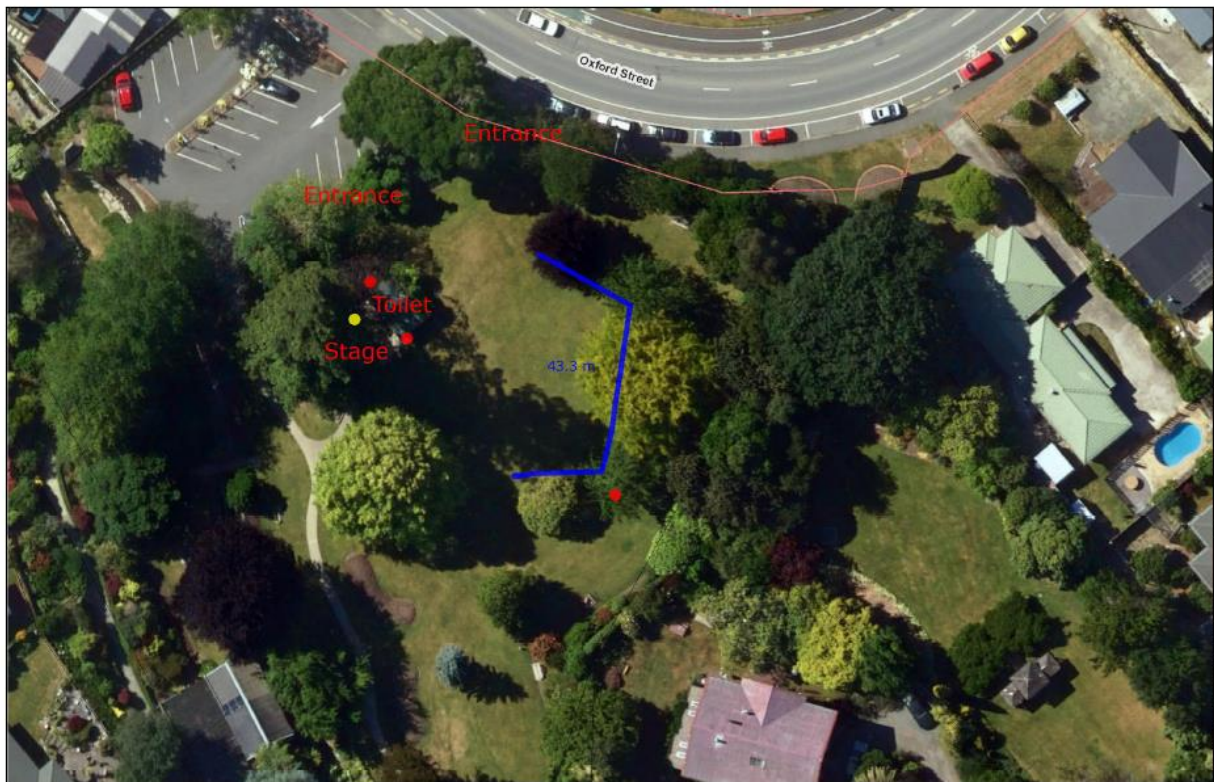
Rubbish: Please bring your own rubbish bags and or rubbish bin for your stall. You must ensure that you leave the site the way you found it - clean and clear. All waste generated by a stall holder has to be removed by the stall holder by 9pm. Any waste or damage not taken care of will be on-charged to the stallholder.

Compostable food-ware: We encourage kai stallholders and other vendors to use compostable consumables. Trents Wholesale has a section devoted to compostable products with prices comparable to other less environmentally friendly options.

Registering for a stall site: If you would like to register for this event please contact TeRa Morris email maketepowhakatu@gmail.com or cell 021943983 and we will send you a registration form. Registrations must be received by **Friday 14th of February but sooner is better**. The committee will then map the stalls and send confirmation of stall site allocations, and any pre-market information.

Fee: A non-refundable fee of \$30 is payable by all vendors. The payments shows your commitment to attend and is a contribution to the overheads. Once your registration is received we will issue you with a vendor reference to use when making the payment so it's easy for us to see when you've paid. We have tried to keep the fee as low as possible and it is less than other markets that operate in the area. If payment of the fee causes issues for you then please contact TeRa to discuss.

Health and safety and other regulations Stall holders will need to take personal responsibility to comply with all appropriate regulations and license conditions including OSH public health and licensing requirements. Also, Fire Safety for those stall-holder using appliances.



This map is for information only and is not a legal document. It is not to be used for any other purpose. The information on this map is prepared by the Tasman District Council and is not to be used for any other purpose. The map is not to be used for any other purpose. The map is not to be used for any other purpose.

What does the **Food Act** mean for me?

Market Guidance

If you are thinking of selling food at a local market it is a good idea to speak with your local council's Environmental Health Officer (EHO) and the market organiser first.

Everyone selling food must make sure it's safe and suitable. Even if you don't need to register you can still be checked and held accountable if you make people sick.

When you need to register:

There is information in this leaflet to help you find out if you need to register to sell food at a market. You can also go online and use the MPI ['Where Do I Fit'](#) tool if what you do isn't described in this leaflet. If you are still unable to work it out please contact foodactinfo@mpi.govt.nz.



When you don't need to register.

You won't need to register a Food Control Plan or National Programme if you are:



Fundraising

You can sell food for fundraising up to 20 times a year without registering. You just need to make sure that the food is safe (it won't make people sick) and suitable.



Selling once a year

You sell food for personal profit on one occasion a year only.



Selling your own fruit and vegetables

You sell your own fruit and vegetables that you grew yourself directly to consumers.



Selling packaged food

You sell manufacturer-packaged food – like chippies, chocolate bars and soft drinks – that don't need to be kept cold to keep them safe to eat.



A very small scale, occasional caterer

You are a very small scale caterer working from home, and only sell your food, intended to be eaten straight away, infrequently (e.g. less than 20 times per year) at a market.

When you might not need to register.

If you sell low risk food infrequently you can apply for an exemption from having to register. For example, if you:



Make jam

You make jam made from your own produce when it is in season, and you sell it at a market less than 20 times a year.



Sell homemade baking

You make homemade scones, cakes, slices, that don't need to be refrigerated, and sell them at the market.



Have a share table with produce

You sell excess produce from local growers on a shared table – and you are not one of the growers.

In such cases you might be a suitable candidate for exemption. Applications for exemption are made with MPI. There is a fee. You can find out more about applying for an exemption here: mpi.govt.nz/foodact.

When you make an application for exemption you need to be able to explain how you make sure that the food you sell is safe to eat. You also need to provide a valid reason why your business should be exempt, particularly if other businesses doing the same thing are not.

When you do need to register.

The answer will generally be 'yes' if you are selling at markets most weeks and:

- you make food e.g. you bake a loaf of bread, or
- you handle food, e.g. you re-package sweets, or
- you sell pre-packaged food that needs storing cold (or hot) to keep it safe, e.g. packs of bacon from your local butcher.

What you need to register depends on what you do with food and the type of food you sell. *Here are some examples:*

	If you make and sell meals and snacks that are meant to be eaten straight away	Template Food Control Plan
	If you sell foods such as unpackaged meat and fish, dairy, and bakery products	Template Food Control Plan
	If you make and sell drinks like ginger beer, or kombucha	National Programme level 3
	If you sell fruit and vegetables <u>grown by somebody else</u>	National Programme level 3
	If you make and sell jams, preserves, relishes and pickles that are shelf-stable	National Programme level 2
	If you sell food that has a high chance of making people sick, or you use technically-challenging processes to make your food	You may require a custom Food Control Plan

YOU ARE UNLIKELY TO BE GRANTED AN EXEMPTION IF:



Businesses like yours are usually registered
You do exactly the same thing as other businesses that are registered.



You sell high-risk foods
You make high-risk foods (for example chilled, ready-to-eat food) or have lots of risks to manage.



Exporting
You send your food overseas.



You make and sell food for vulnerable people
You make food that is specifically targeted for vulnerable consumers to eat. These include young children, the elderly, pregnant women and the immunocompromised.



You use technically-complex processes
You use technically-complex processing methods, for example low-acid canning or high-pressure processing.

NEED MORE INFORMATION?

- For more information check out: www.mpi.govt.nz/foodact
- If you need more help email: foodactinfo@mpi.govt.nz
- Phone 0800 00 83 33



GUIDANCE ON EXEMPTION FROM REGISTRATION

Under the Food Act 2014, some food businesses and community groups are not required to operate under a Food Control Plan or a National Programme. These are usually low-risk businesses or sell food for charity.

This pamphlet describes when businesses are already exempt, when you could apply for exemption, and when an exemption application is unlikely to be approved.

Exempt businesses are still required to make food that is safe and suitable.



REGISTERING A FOOD BUSINESS



WHEN YOU ARE ALREADY EXEMPT:



One off events
You only sell food for personal profit once a year.



Homegrown produce
You only sell fruit and vegetables that you grow yourself directly to consumers.



Fishing vessel food
You are a fishing vessel operator who only supplies food to your crew.



Packaged food
You only sell packaged food like chippies, chocolate bars and soft drinks – that don't need to be kept in a fridge to be safe to eat.



Organisations or societies
You are a club, organisation or society that sells food to members or guests at events or gatherings, where the trade in food is not the purpose of the event or gathering.



Small scale catering
You are a very small scale caterer working from home, and only sell your food occasionally to be eaten straight away. For example, you sell your food less than 20 times a year.



Accommodation providers
You are an accommodation provider that provides accommodation for up to 10 guests per night and also provides food for those guests. Larger accommodation providers that only provide snacks or breakfasts for guests are also exempt.



Early childhood services
You provide home-based early childhood education (ECE) services and prepare and serve food for the children in your care. If you are an ECE provider and only provide limited food that requires minimal handling, you are exempt also.



Fundraising
You are fundraising and you sell food less than 20 times a year. This includes things like sausage sizzles and charity bake sales. You don't need to be raising money for a registered charity, but it must be for a specific cause.

YOU COULD APPLY FOR EXEMPTION IF ALL THE FOLLOWING APPLY TO YOUR BUSINESS:



You don't believe you should register
You believe it is not feasible or practical for your business to register and get verified, and have a valid and appropriate reason, AND



Your business has very few risks to manage
The food you make is low risk, for example shelf-stable baked goods, and you can show that you understand and manage any risks that do exist, AND



You sell locally
The food you make is sold locally rather than nationwide, AND



You don't sell to vulnerable consumers
The food you make is not for vulnerable populations (young, frail, elderly, or immunocompromised people and pregnant women), AND



You sell food infrequently
The food you make is sold infrequently, for example once a month or less.

OR THE FOLLOWING:



You sell food for charity more than 20 times a year
You could also apply for exemption if you **only make food for a charitable purpose**, more than 20 times a year, and only charge for the service to recover the cost of ingredients.



TO APPLY FOR AN EXEMPTION

Fill in this form:
www.mpi.govt.nz/4msdocument/11565/send
then send it to: mpi.approvals@mpi.govt.nz