

Wairarapa Green Dollar Exchange - Market Code of Practice

Our members are allocated free stalls and in return we expect behaviour at our markets to be co-operative, honest, fair and reasonable.

If you have concerns or problems please speak to the market co-ordinator for the market.

1. G\$ membership entitles each member to **only one booked table** for sales. These are allocated on a first come first served basis. However if the number of members at the market is small, extra tables and space may be available by negotiation.
2. When booking your stall space, please indicate whether you need power or tables.
3. Sales tables should be set up at least half an hour before the market starts. Front stall space is to be left for hot food traders and the café area.
4. Unload your vehicle, if it is parked immediately in front of the venue, as quickly as possible – then move your vehicle away from the business area to ensure market visibility and customer parking.
5. It is desirable that members wear G\$ branded vests or shirts and some form of identification. Market folders and signage will be distributed near opening time.
6. It is expected that all the normal health regulations will be observed by stall holders i.e washing of hands, not attending if suffering from colds or flu, careful hygienic preparation of items for sale. It is desirable that members who provide food for sale have a food safety and handling certificate.
7. Be as prepared as possible. Label your goods with sizes, if applicable, and prices before the market.
8. Less is usually best. Too many of the same item can overwhelm prospective buyers. Just put out a couple of the same items and replace them from your stock box as they sell. You can mention other colours/sizes are available if customers look interested.
9. If you have business cards or brochures, have them on your table to hand out. People may only see you at markets, if they have your information and details it can encourage sales in between markets.
10. Never underestimate the power of presentation, and pleasant manners, for successful trading. You can not take back a first impression and a good one can go a long way in terms of future or repeat sales.
11. Members who do not have computers or require help with their market sheets should hand them in at pack up time and admin will enter your sales transactions for you.
12. Animals should not be on market premises unless they are contained for sale e.g. boxed or caged. Sale animals should be located away from traders selling food items.
13. Please invite your family, friends, neighbours and workmates to markets. Many people have skills, goods and/or services which would be useful to others. Non-members can also set up a stall for NZ\$5 and/or use vouchers and will be provided with appropriate signage.
14. Please ensure that all market sales sheets are filled in and signed, clearly and correctly, at the time of sale.
15. It is good practice to look after your neighbouring stalls when they are called away. Keep an eye out for other people's stalls as a general practice.

We wish you pleasant and successful trading.