Gloucester Farmers Market

Stallholder Information Pack

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Note: Full details of the Market, including registering to join the Market, information for Stallholders, useful regulatory documentation, internet links and downloadable forms and information are available at the Market's website:

www.GloucesterFarmersMarket.com.au

Further information may be obtained by emailing info@gloucesterfarmersmarket.com.au.

Gloucester Farmers Market

Market Site Layout

Gloucester Farmers Market

Market Rules

1.0 General - Summary of Rules

1. The Gloucester Farmers Market (Market) seeks to encourage local and regional growers of fresh, organic, biodynamic or minimal spray produce
2. Vendors must display their farm or business name, its location and distance from Gloucester
3. All prices must displayed in an appropriate manner
4. Vendors must have their reservation confirmation and copies of appropriate insurance certificates, licenses and permits available on Market day
5. Vendors are expected to participate in the market site setup and breakdown
6. Each Vendor is responsible for the safety of his or her own equipment, own products and is expected to maintain adequate liability insurance(s)
7. No sales are allowed before the market opens and after market closure
8. Vendors are expected to stay until the market closes for the day at 12noon
9. Vendors must leave their sites "broom clean" at the end of each market day
10. Any vendor can be expelled from the Market for failure to comply with the Market Rules

2.0 Introduction

The purpose of the Market is to provide a sales outlet for area growers, an opportunity for consumers to purchase quality, farm-grown, fresh produce, a community gathering place and to promote economic growth by assisting new business creation and growth while creating retail traffic in the Gloucester town centre.

The Gloucester Farmers Market is an initiative of Gloucester Shire Council as part of its Economic Development program.

3.0 Time and Place

The Market takes place on the **2nd Saturday of each month** on dates established annually and displayed on the Market website.

The Market begins at 8:30 a.m. and ends at 12noon on market days and is located at the southern end of Billabong Park, Gloucester at the corner of Denison Street and Billabong Lane.

Set-up for Vendors is between 7:00am and 8:30am. The Gloucester Farmers Market is a “Rain, Hail or Shine” market, meaning that the Market is held in Billabong Park, irrespective of the weather.

4.0 Who Can Sell?

Only registered vendors, approved in accordance with these Market Rules may sell at the Market. Application for a market site must be made online using the Market website and submitted no later than the Wednesday preceding the Market date.

Single, multiple or annual applications may be made at any time by completing one or more online site reservation(s). Sites will be made available on a ‘first come, first serve basis’ and should a vendor wish to retain a particular site location for multiple market dates or for the duration of the year, the application for each Market day must be submitted prior to the site being reserved by another Vendor.

The Market reserves the right to prohibit anyone from selling at the market and to cancel the privileges of any Vendor who in the opinion of the Market Management has violated the Rules governing the Market. Fees will not be refunded in this case.

5.0 What Can Be Sold?

5.1 General

All items sold must be produced, grown or wild-gathered by the vendor.
The purchase of produce for resale at the Market is not allowed; however vendors may sell a limited amount of like produce on behalf of other *growers* so as to be able to provide a complete offering or where insufficient quantities of their own produce are available for sale.

5.2 Agricultural Produce

Agricultural produce includes fruits, vegetables, grains, flowers, herbs, seedlings, bedding and potted plants. Bedding and potted plants must be grown from seed, cuttings, bulbs or bare root and be established in their current container by the Vendor. The purchase of plants for resale is not allowed.

5.3 Value-added Products

Value-added products are goods that *include* agricultural products grown, raised or wild-gathered but not sourced commercially. These ingredients will be further processed by the vendor in some manner. It is recognised that some ingredients, such as sugar and spices, may need to be purchased commercially due to non-availability, however the Gloucester Farmers Market will list on its website possible sources of available ingredients.

Value-added products include jams, salsas, oils, vinegars, olives, baked goods, wines, pickles, relishes and the like. Vendors of value-added products must comply with applicable packaging and labelling regulations

5.4 Meat and Animal Products

This category includes meats, poultry, sausages, bacon, milk, cheese, eggs, farm-raised fish, honey, wool, leather, and other products derived from animals.

All slaughtered animals must be in the Vendor's immediate custody, care and control for a minimum of 50% of the animal's life immediately before the time of slaughter. Vendors must comply with all applicable regulations, packaging, labelling and inspection requirements.

No *live* animals other than rabbits, geese, chickens, ducks and other fowl intended for either human consumption or agricultural production (eg. eggs) are to be sold or displayed for sale at the Market.

5.5 Crafts & Homemade Items

Crafts are not allowed at a *true* farmers' market. However, yarn, dried flowers, beeswax products, soaps and other intermediate products are permissible if incorporating ingredients raised, produced or gathered regionally by the Vendor.

5.6 Drinks

Only drinks such as fresh fruit juices incorporating agricultural products grown or wild-gathered may be sold at the Market.

Commercially manufactured drinks whether carbonated or still should not be sold at the Market. These items are available from main street retailers.

5.7 Samples

Samples can be opened, arranged or cut for display or tasting at the Market provided they are properly stored and/or served in accordance with food handling requirements.

Samples cannot be sold but may be offered for tasting on a ‘free of charge’ basis.

6.0 Vendor Guidelines

6.1 The Market reserves the right to inspect, by appointment, any vendor's *farm* or source of supply and production. The primary purpose of a visit/inspection will be to determine whether the participant is producing all that he or she is selling at the Market and the nature of production.

6.2 Each vendor is required to set and display their own selling prices. Prices should be set in keeping with customer satisfaction, profitability and consideration of other Market vendors and town retailers.

6.3 Any grievance regarding Vendors or their produce *should not* be directed to the Vendor in question, but the initial grievance should be reported to the Market Manager who will bring the concern to the attention of the Market Management who will advise those involved of what action is to be taken.

6.4 Inappropriate language, behaviour, music or lighting, profanity, noise or other harassment or abuse by a vendor or participant toward another vendor, participant, employee, or customer of the Market is grounds for immediate and permanent expulsion from the Market.

6.5 No customer or vendor vehicles will be allowed to move in or out of the Market site during Market hours. Access ramps providing access will be removed during Market hours.

Set-up must be completed before the commencement of the Market at 8:30am and one hour will be allowed after the market closing time (12noon) for completion of sales, tear-down and site clean-up.

6.6 It is the responsibility of individual vendors to maintain a clean and healthy environment within their assigned site area and vendors are required to leave that area free of rubbish, debris and “broom clean” at the conclusion of each Market day.

Nothing, including ‘oil’ or ‘grease’ is to be spilt or dumped within the Market site area or in the surrounding area or gardens; but must be disposed of in an appropriate manner using the waste bins provided as appropriate (waste/recycling).

6.7 Products should be displayed in an attractive manner and the vendor, location (distance from Gloucester) and pricing, displayed in an appropriate way.

6.8 Gazebos, canopies, tents, umbrellas and the like shall always be safely secured from unexpected weather events.

6.9 Packaging should be biodegradable wherever possible. Non-biodegradable, supermarket-type carrier bags are to be avoided.

6.10 Vendors are not permitted to re-sell, sublease or allow anyone else to use their space if not attending the Market on market day.

If a site is *not* to be used by the Vendor, the Market Management can re-assign the available space to another stallholder. The site fee is non-refundable and the Vendor forfeits this fee and the right to the site if not attending on Market day, unless prior notice is provided 24 hours before the Market commences.

7.0 Market Safety

Before participating in their first Market, Vendors should read and be familiar with the Market Safety Procedures (below). A printable copy of these Procedures may be downloaded from the Market website and form part of these Market Rules.

8.0 Site and Market Fees

Site fees for each Market Day (as at 1-01-2010) are as follows:

- Outdoor 3m x 3m Site (rental of 'space' only*)	$25.00
- Provision of Electricity (see Testing & Tagging requirements)	$ 5.00
- Use of 'Fundraising' site by not-for-profit organisations or clubs	FOC
- Hosting & advertising on Market website (in addition to free listing):	
- once-off domain name registration and set-up fee	$50.00
- annual hosting (excluding domain name renewal)	$35.00
- page creation/modification (per page)	$35.00

*Stallholders must supply all tables, canopies, shelters, scales, enclosures etc.

9.0 Cancellation or Change of Market Arrangements

The Gloucester Farmers Market will be held "Rain, Hail or Shine". In the event that there is a need to cancel or to change the Market arrangements from proceeding as normal, stallholders will be advised by 12noon on the preceding Friday.

The Market reserves the right to change the size, shape and position of any site(s) as may be necessary

10.0 Legal Requirements

10.1 Electrical Testing & Tagging Requirements

All shelters, equipment, fittings or materials used at the Market are subject to a safety inspection. The outward sign of electrical compliance with the Act will be an Electrical Test Tag to AS3760. If any shelters, equipment, fittings or materials are deemed not to comply with OHS&W regulations, or are considered to be unsafe for any reason, then they shall be removed from the site at the expense of the Vendor.

10.2 Packaging and Labelling

All vendors must comply with appropriate packaging and labelling regulations and be in possession of any necessary licenses or permits required to produce or sell their products. Copies of these licenses or permits must be available for inspection on Market Day.

10.3 Weights and Measures

Where required, vendors must possess the means to weigh all goods for sale using certified scales as required under the Weights & Measures Act.

10.4 Food Safety

The construction, fit out, finishes and operation of all food stalls must comply with the NSW Food Act, 2003 including Standards 3.2.2 and 3.2.3 of the Australian and New Zealand Food Standards Code. Guidance may be obtained from "Food Handling Guidelines for Temporary Events" available from the NSW Food Authority.

10.5 Wine Vendors

Wine vendors must have a copy of their license(s) available on Market Day and must display all required signage as stipulated by the NSW Casino Liquor and Gaming Control Authority. All wine stall participants must hold and have copies of their current RSA certificates available on Market Day.

11.0 Insurance & GST

Gloucester Farmers Market is not responsible for public and product liability insurance or for the collection and payment of sales tax (GST) for individual vendors.

Vendors must evidence an appropriate public and/or product liability insurance 'Certificate of Currency' when reserving a site and/or at the commencement of trading at the Market and provide promptly a copy of any annual renewal thereof. Failure to provide current insurance policy details will preclude participation in the Market.

11.0 Market Website and Use of Logos

Gloucester Farmers Market maintains a modern and informative website that attracts 'internet traffic' from individuals interested in growing, fresh produce, healthy eating and community markets. The Market website displays extensive information of interest to producers, consumers, cooks and schools which encourage repeat visitation.

For vendors who do not have their own website or who wish to take advantage of significant site traffic to promote their own products; domain name registration, web page creation and advertising are available on the Market website.

Registered Vendors wishing to use the Gloucester Farmers Market logo(s) on their literature, letterhead, business cards or website (including links to the Market site), may do so free-of-charge by applying in writing and explaining how the Market logo(s) will be used. Written authorisation will be provided for appropriate use.

Gloucester Farmers Market

Safety Procedures

THESE PROCEDURES – are site specific for stallholders attending the Gloucester Farmers Market located in Billabong Park, Gloucester. These procedures, which form part of the Market Rules, cover the hazards, control measures and site safety rules that apply to each area of the Market site. You are encouraged to retain a copy of this information.

Site Access

Entry and exit to and from the site is via Denison Street, immediately to the west of the toilet block as shown on the site layout diagram below.

Entry and exit

All vehicles entering the site will observe a 10 km/hr speed limit at all times and all stallholders must report to the Market Manager upon arrival who will maintain a visitor register for that day. Entry ramps will be provided to cross the gutter and these will be in place from 7:00am to 8:30am and from 12noon to assist entry to and exit from the site. There must be no vehicle movements on the Market site between 8:30am and 12:00pm.

Market Safety Procedures continued ..

Parking

Generally, parking is available adjacent to the stallholder's site. If vehicles are to be parked 'off' the market site, there is parking available in the 'sealed' Council car park. Please note that the *unsealed* parking area to the North of the Council car park is private property belonging to the supermarket and not to be used.

Emergency Evacuation and Assembly Area

Council has an Emergency Evacuation Plan for this site. In the event of an emergency, as a visitor you are required to strictly follow the directions given by the Market Manager.

Note: The Emergency Assembly Point for this site is located at the toilet block in Dennison Street as shown on the above map and on page 1 of this document.

You will be notified of any requirement to evacuate by the Market Manager raising the alarm and directing you to evacuate. You should move to the Assembly Point unless instructed to do otherwise. In the event that an emergency vehicle is required to enter the site, the Market Manager, who will be contactable via the Community Stall located adjacent to the band stand/flag poles, will direct a person to the vehicle entry point to assist with directing the emergency vehicle to the required location.

First Aid, Fire Extinguishers

A First Aid Kit and Fire Extinguisher is located with the Market Manager at the Community Stall located adjacent to the band stand/flag poles.

Fuel and Chemical Stores

If you are bringing any potentially dangerous chemicals such as fuels and oils on to the Market, you must notify the Market Manager and provide a copy of the product Material Safety Data Sheet (MSDS).

Identifying Hazards and Risk Assessment

A comprehensive risk assessment has been prepared for this site and is available on the Market website. Alternatively, you should consult the Market Manager if you need a copy of this document.

Market Safety Procedures continued ..

Vehicle Movements

Other than Emergency Service Vehicles, only Stallholders may bring vehicles onto the site and must obey a 10 km/hr speed limit at al times. It is suggested that if reversing cannot be avoided, another person 'spots' for pedestrians. Vehicles entering the site must be in their final position (parked) with the engine off prior to the commencement of the Market and may only leave once the market is closed. No vehicles may move within the site during market opening times.

Drinking Water

Fresh drinking water is available from the toilet block located on Denison Street or from the bubbler located at the Northern end of the Market site.

Canopies, Tents and Ropes

Stallholders are to secure their sites against wind, rain and storm events. In extreme weather conditions, the Market Manager may decide to cancel the market for that particular day. All ropes are to have high visibility ribbons attached so as to ensure they are visible. Avoid stringing ropes or power cables in high pedestrian areas and ensure that all tent pegs / stakes are covered with plastic or cloth protection in case any person falls on them. Power leads should not lie on the ground uncovered and where possible extension/power cables should be connected overhead so as not to present an obstacle.

Toilet Facilities

Stallholders are to use the public toilets on Denison Street.

Power Lines and Electrical Equipment

There are no identified overhead power lines on this site; however there may be several powered sites that access power from the toilet or BBQ blocks.

All shelters, equipment, fittings or materials used at the Market are subject to a safety inspection. The outward sign of electrical compliance with the Act will be an Electrical Test Tag to AS3760. All leads and cables must be secured in a manner so as not to create trip hazards.

If any shelters, equipment, fittings or materials are deemed not to comply with OH&S regulations, or are considered to be unsafe for any reason, they shall be removed from the site at the expense of the Vendor.

Market Safety Procedures continued ..

Injury

Any injury regardless of how minor must be reported to the Market Manager who will assist you with first aid and record the details of the injury.

Information Retained by the Stallholder

You are encouraged to retain this information as it provides details that you may wish to refer to at a later date. Should you require further information concerning the hazards, control measures, safety rules or the operation of the Market site, please consult the Market Manager or Gloucester Farmers Market.
Council's administration centre can be contacted on 02 6538 5250.

Gloucester Farmers Market

Produce Categories and Sub-categories

Baked Goods
- Baked Deserts
- Cakes
- Cookies
- Gluten Free Products
- Muffins
- Savouries
- Pies
- Pasties

Breads
- Bread
- Bread, Sour Dough

Chickens, Ducks, Other Fowl
- Bantams
- Chickens, Live
- Chicks, Day Old
- Ducks
- Eggs, Fertilised
- Geese
- Poultry
- Poultry, Free Range
- Poultry, Organic

Chocolates
- Chocolate

Coffee, Coffee Beans, Ground Coffee
- Coffee, Expresso, Cappuccino
- Coffee, Roasted
- Coffee, Ground
- Hot Chocolate

Cut Flowers
- Cut flowers

Dairy, Cheese, Butter
- Butter
- Cheese, Hard
- Cheese, Soft
- Cheese, Fetta,
- Cheese, Organic
- Cheese, Biodynamic
- Ice-Cream
- Yoghurt

Dried Fruit
- Dried Fruit

Eggs
- Eggs
- Eggs, Free Range
- Eggs, Organic

Fish, Seafood, Smoked Fish
- Fish
- Fish, Native
- Fish, Smoked
- Oysters
- Prawns
- Seafood, Other
- Sushi
- Sashimi

Fruit
- Avocadoes
- Apples
- Bananas
- Blueberries
- Grapefruit
- Grapes
- Honeydew Melons
- Lemons
- Limes
- Mandarin
- Mangoes
- Oranges
- Pears
- Raspberries
- Rockmelon
- Stone Fruit
- Strawberries
- Tangelo
- Tomatoes
- Watermelon

Fruit Juices, Cordials, Beverages
- Cordials
- Fruit Juice
- Tea, Herbal

Gloucester Farmers Market

Produce Categories and Sub-categories

Garlic, Garlic Products
- Garlic
- Garlic Products

Hampers
- Hampers & Gift Baskets

Herbs, Spices
- Bay Leaves
- Basil
- Chives
- Chillies
- Coriander
- Dill
- Fresh Herb Bunches
- Ginger
- Kaffir Lime Leaves
- Lemon Grass
- Oregano
- Mustard
- Marjoram
- Parsley
- Pepper
- Rocket
- Rosemary
- Thyme

Honey, Beeswax, Wax Candles
- Beeswax
- Candles
- Honey
- Lip Balm
- Wax Polish

Jams, Preserves, Sauces
- Jams
- Marmalades
- Pastes & Jellies
- Pickles
- Preserves
- Sauces

Meat, Smallgoods
- Beef
- Beef, Organic
- Beef, Wagyu
- Bacon
- Cured ham
- Game, Rabbit
- Goat meat
- Lamb

Mulch, Compost, Fertilisers
- Compost Worms
- Mulch Hay, Others
- Organic Fertilisers
- Compost Tea

Mushrooms
- Mushrooms

Nuts, Nut Products
- Chestnuts
- Macadamia Nuts
- Macadamia Nut Products
- Pecans
- Walnuts

Olives, Olive Oil, Olive Based Products
- Olive Oil
- Infused Olive Oil
- Tapenades
- Vinaigrettes

Pickles, Chutneys, Relishes
- Chutney
- Pickles
- Relishes

Gloucester Farmers Market

Produce Categories and Sub-categories

Potted Plants, Seedlings, Bulbs

- Bulbs
- Herbs, Potted
- Plants
- Plants, Flowering
- Trees, Deciduous
- Trees, Fruit
- Trees & Plants, Native
- Seedlings, Vegetable

Soaps, Creams, Lotions, Repellents

- Creams, Oils, Lotions
- Repellents
- Soaps

Vegetables

- Beans
- Beetroot
- Broccoli
- Brussel Sprouts
- Cabbage
- Capsicum
- Carrots
- Cauliflower
- Choko (Persian Squash)
- Chillies
- Cucumber
- Eggplant
- Horseradish
- Leeks
- Lettuce
- Mushrooms
- Onions
- Oriental Greens
- Peas
- Pepper
- Potato
- Pumpkin
- Radish
- Rhubarb
- Rocket
- Shallots
- Silver beet, Spinach, Chard
- Snow Peas
- Spring Onion
- Squash
- Swede
- Sweet Corn
- Tomatoes
- Tomatillos
- Turnip
- Zucchini

Vinegar

- Vinegar
- Vinegar, Flavoured

Wine, Wine Products

- Wine, Red
- Wine, White
- Wine, Desert
- Wine, Fruit

Gloucester Farmers Market

Booking a Site Online

1. **Logging into the Market Website**

- In your browser, enter the Market's website address (URL) – www.gloucesterfarmersmarket.com.au
- On the home page, login by clicking on the Login button, located in the top right hand corner of the page:
- Your 'username' is the email address provided at the time of registration and your 'password' is the password that you have selected. If you have forgotten your password please contact the Gloucester Farmers Market by emailing info@gloucesterfarmersmarket.com.au

2. **Booking a Market Site**

- When 'logged-in' successfully, the Book Online button will be visible on the menu bar.

  Note: If the 'Book Online' button is not visible, this indicates that you are either not logged-in correctly or that you are not an 'Approved Grower'. In either case, please contact the Market at the email address shown above.

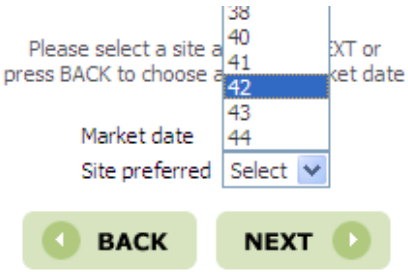
- Click on the 'Book Online' button and your Grower Profile will be displayed. Please check your profile to ensure the information being displayed is correct, amending any information that requires updating - such as insurance details or seasonal produce being offered.
- Click the 'Confirm' button at the bottom of the page.
- Select (click-on) the *date* of the market to be attended:

- A layout plan of the Market will be displayed; and by clicking on this plan or the 'View the Market Plan' button, an enlarged site plan will be displayed - assisting in the selection of a site:

Gloucester Farmers Market

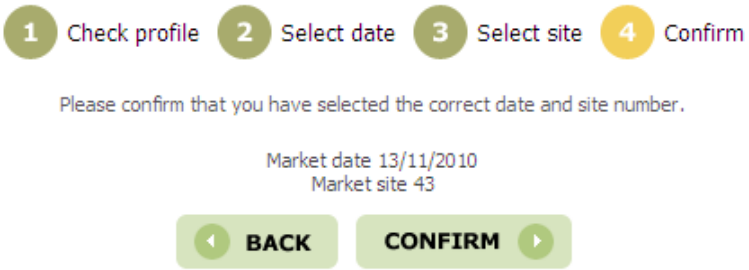
Booking a Site Online

- Choose your preferred site number, by clicking on the 'Select' drop-down box and selecting your chosen site number. Click 'Next' to continue.



Note: Please do not select the site number of an established grower. Although sites are sold on a 'first come first served' basis, your consideration of other growers is appreciated.

- Check the booking information being displayed and, if correct, click-on '**Confirm**' to reserve the chosen site.



- If you wish to reserve another site, click-on **Book Online**.
- If you wish to proceed and to Pay Online, follow instructions at **3** (below).

Note: Online payment has to be undertaken *before* booking another market date.

3. Paying Online (using *PayPal)*

- Paying online is the *preferred* payment option
- Click-on the 'Pay Now' button to transfer to the *PayPal* site.

Gloucester Farmers Market

Booking a Site Online

- At the *PayPal* site, you may pay using a credit card, register as a new user or use your existing *PayPal* account.

- Details of your booking (site number, amount and date) will have been passed through to *PayPal* from the Market site.

- When your payment is processed by *PayPal*, payment details will be passed to the Market and your reservation upgraded from 'reservation' to 'booking'.