



Dincorp Pty Ltd trading as Shire Farmers' Market
ABN: 47 050 404 192

INFORMATION FOR STALLHOLDERS

Thank you for taking an interest in becoming a stallholder at Shire Farmers' Market (SFM). Please read the information below before completing the application form.

Note: No electricity is provided for stallholders at Shire Farmers' Market.

Note: SFM is an all weather market. Please do not apply if you do not wish to trade in bad weather.

SFM will operate on Saturdays, weekly (rain, hail or shine) from 8am to 1pm. Setup and breakdown will be before and after these times (6.30am to 2pm). SFM will not trade on the last Saturday in December nor all of January – it will recommence on the first Sat in February.

How to apply for a stall at SFM:

An application page is on this website. Depending on the product mix, you will be advised as soon as possible (within 14 working days) if you have been successful or unsuccessful. If successful in your application you will be notified in writing (via email) and you will be able to log-in and access further information regarding rules and regulations. Please note that all necessary relevant paperwork i.e. licences, insurances etc. must be uploaded on registration or sent via email.

Bookings and payments are accessed and confirmed via email with management. Stallholders will be required to book via management each week (by 5pm Wednesday) for the following Saturday's market. Payments will be made via Paypal invoice; this includes payment by card option.

After this you will be given an entry point (via email) to the markets prior to the day's trading. You will be allocated your spot on the day. All stallholders must be on-site no later than 7.15 am to set-up and your car/van off site by 7.45am. If you're late setting up your stall and are not ready to commence trading at 8am you maybe refused trading and future bookings will be cancelled. This applies to both permanent and casual stall holders.

A "permanent stallholder" is:

- i) at the market each week. Invoices will be for one month, payable in two spread-out instalments. Cancellations are refundable up to 5pm Thursday (prior to market). Payments will not be rolled over.
A planned absence of more than two weeks will require written notification and could possibly result in loss of your regular/semi-regular spot in the market. Permanent withdrawal from the market requires two weeks' notice to management so the spot can be filled.
We will endeavour, where possible, to give you a permanent position in the market (though this cannot always be guaranteed); OR

- ii) at the market twice per month (with attendance on the 5th Sat of the month, where applicable, being optional). Invoices are for two months and payable in two spread-out instalments. Cancellations are refundable up to 5pm Thursday (prior to market). Payments will not be rolled over.
A planned absence of more than two attendances will require written notification and could possibly result in your loss of your regular/semi-regular spot in the market.
Will we endeavour, where possible, to give you a permanent position in the market (though this cannot always be guaranteed).

Regular monthly attendance will be classified as “casual”. The same positions in the market are not guaranteed.

Stallholder Fees (inc GST) & Stall Sizes (applicable 1/7/17 to 30/6/18). Prices are per week:

	Permanent	Casual
1 stall (3m x 3m)	\$125	\$135
2 stalls (6m x 3m)	\$225	\$235
3 stalls (9m x 3m)	\$325	N/A
4 stalls (12m x 3m)	\$400	N/A
Van space	negotiated with management	

1 stall (3mx3m) \$100 \$115
(candles, jewellery etc – at discretion of SFM Management)

MORE INFORMATION ABOUT FEES AND PAYMENT AS WELL AS RULES AND REGULATIONS IS AVAILABLE AFTER LOG-IN (ie. written confirmation of registration).

Community Groups:

Each week one Shire community group (not for profit) will be allowed to setup a FREE stand (max 3x3m) to promote their group or organisation. Having said this, no paraphernalia will be distributed that denigrates individual people, companies or organisations and this stall will not include religious or political groups or their activities. Community groups should also complete the stallholder application form giving a full explanation of your group’s aims and provide us with any written documents (including Public Liability Insurance) or paraphernalia you wish to distribute or sell. Please provide any such literature two weeks prior to your planned on-site event at SFM. SFM Management will provide the following for your attendance at our markets: 1x 3x3 gazebo – 1x long trestle table (183 x 65cm), 1x small trestle (120 x 60cm) table and 2 x chairs.

Products:

SFM is predominantly a ‘farmers’ market’. With this in mind, only a limited number of non-food/beverage stalls will be approved to trade during the year. On occasion (Christmas included) a larger number of ‘gift’ stalls will be allowed as deemed appropriate by SFM Management. SFM Management will approve all products for sale and the stallholder will abide by this approval; SFM Management reserves the right to approve all or a limited selection of the products and services proposed in your application. We also have the right to revoke (at any time) consent or otherwise of your products and services.

Any new products or services not previously agreed to (in writing) between SFM Management and the stallholder will require the stallholder to submit a new application accurately describing the proposed new products or services. This will be reviewed by SFM Management and you will be notified within seven days of our decision.

Approval may be withdrawn by SFM Management if the products for sale do not match the original approved items.

Prohibited Products:

No stallholder will be able to sell any products which infringe on copyright or registered trademark or other merchandise such as unpasteurised milk and cigarettes including E-cigarettes. **No other services or products shall be offered at SFM other than what has been agreed to.**

Product Prices and Packaging:

While we can't control the prices of your products, we respectfully ask that you take the prices of your product into account when operating from SFM. We realise that you may operate in other markets where there is a price variation from product to product but bear in mind that the customer is looking for fresh produce, choice, quality and value. Please display your prices on your stall for all goods sold. We also ask that you take into account the environment when packaging, selling or disposing of your product. The use of plastic bags by all stallholders is discouraged.

Certified Organic & Biodynamic Food & Beverage Producers & Sellers:

Any producer or food and beverage selling any products that are labelled Organic, Certified Organic or Biodynamic must clearly display the appropriate paperwork on their stall showing proof of claims made. They must also produce this paperwork (inc HACCP certificate) to SFM Management prior to operation. Please visit www.ofa.com.au for further information and compliance.

Consistency of Product:

As you're aware, SFM operates weekly (except the last Sat in December and all of January - will recommence on the first Sat in February). For this reason preference is given to permanent stallholders. This ensures consistency and quality of product with our customers.

NECESSARY PAPERWORK FOR APPLICATION:

SFM Management requires the following paperwork when you apply as a stallholder.

- * All stallholders (including community and non-profit) are required to forward a current copy of their Public Liability Insurance (PLI) to the amount of \$10 million. This cover must be Australia-wide. If you don't have this please call to discuss – 0431 769 103
- * Those stallholders operating kids' ride/amusements and face painting must have a current NSW Child Protection Certificate as well as the applicable insurances as listed above. Face painters also provide management with list/type of products used.
- * Some food handlers may be required to have a Food Safety Supervisor Number, this depends on a number of factors, please check – www.foodauthority.nsw.gov.au/industry/fss-food-safety-supervisors/
- * Certified Organic & Biodynamic Food & Beverage Producers & Sellers must clearly display the appropriate paperwork on their stall showing proof of claims made. You must also submit this paperwork (inc HACCP certificate).
- * Further information – www.foodstandards.gov.au Australia/New Zealand Food Standards Code (ANZFSC).

- * Besides the above, all stallholders must hold all licences and necessary paperwork to operate their business; all products and licence requirements should comply with relevant Federal or State safety and compliance standards including Liquor licence and RSA.
- * All appropriate paperwork is to be submitted to SFM Management when registering and will be checked and held on file for a period of 12 months when it will then be reviewed. All stallholders will only have to submit the necessary paperwork applicable to their stall when first registering and when such licences etc. are renewed.

For further information on any of the above, please call - 0431 769 103

30 June 2017
