



Dear Prospective Stallholder,

Thank you for your interest in becoming a stallholder at Talbot Farmers' Market.

Talbot Farmers' Market (TFM) aims to support stallholders who offer:

- Fresh, high quality, seasonal, regional produce
- Artisan value-added food and farm-based products

Please read the following **Market Criteria** carefully to ensure your eligibility.

MARKET CRITERIA

1. Fresh produce must be grown in Victoria and preference will be given to: a) producers located closest to Talbot b) seasonal produce (rather than preserved, frozen or cool-stored) c) organically grown produce
2. Value-added products such as cheese, jams, chutneys, etc must be manufactured in Victoria and preference will be given to stallholders who grow their own ingredients.
3. Produce from original stock that is not able to be grown locally (eg tea and coffee) must be value-added (eg blended, roasted, crushed) in Victoria.
4. Produce should be grown with nil or minimal chemical use, with relevant information detailed in your application. All produce that is certified organic must display appropriate certification at your stall.
5. Produce must be of the highest possible quality. If you do have 'seconds' stock, it must be clearly labelled and priced accordingly. Under no circumstances will TFM allow the 'dumping' of sub-standard produce.
6. The use of plastic carry bags is discouraged at TFM. We encourage shoppers to bring their own shopping bags, or use TFM-branded calico bags (available for sale at the Information Marquee). If you choose to supply plastic carry bags, these must be biodegradable or recyclable.
7. All ready-to-eat food packaging must be as environmentally friendly as possible. Any plastic items must be biodegradable or recyclable. TFM encourages the use of environmentally responsible options such as cornstarch materials for tasting cups, coffee cups and food packs. TFM encourages stallholders to educate customers on appropriate disposal of packaging (eg in recycling bin or compost).
8. To contain loose goods, we encourage recycled packaging such as paper bags or butchers' paper. If you choose to supply plastic bags, these must be biodegradable or recyclable.
9. The number, variety, rent and location of stalls is entirely the right and responsibility of the TFM Committee. We reserve the right to withdraw our invitation to any stallholder who does not comply with the criteria or causes unnecessary conflict within the market.
10. All produce must be sold by the person, family member or farm-based employee directly involved with growing, rearing, catching or making the product. TFM committee reserve the right to conduct farm, or place of production inspections to verify authenticity of product. Resellers are not permitted to be vendors at TFM.*

**The TFM committee reserves the right to make an exception to this rule where the reseller is a small business, the product is not currently available within the district and the availability of the product will enhance food choices of the local community.*

If you feel your stall would be a good fit for our market, please read the **Stallholder Information and Operational Guidelines** below, *before* completing the **Application Form** at the end of this document.

Return your Application Form (with supporting photographs) via email to: info@talbotfarmersmarket.org.au or post to: The Co-ordinator, Talbot Farmers Market, PO Box 66, Talbot Vic 3371.

We look forward to hearing from you.

Regards,
Lee Holland

Co-ordinator - Talbot Farmers' Market

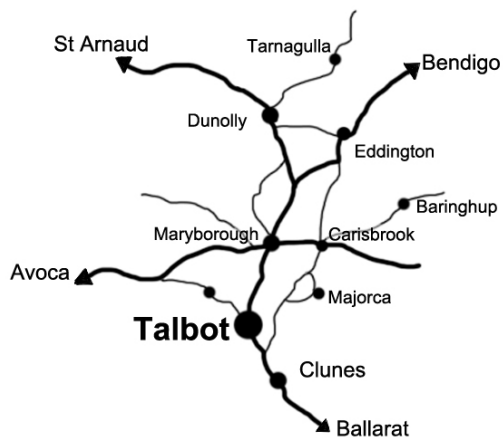


STALLHOLDER INFORMATION & OPERATIONAL GUIDELINES

Structure of the Market

Talbot Farmers' Market (TFM) is managed by a community-based incorporated association, Talbot Farmers Market Inc. A management committee represents the local community, stakeholders, farmers, producers & stallholders.

TFM is a not-for-profit organisation. Stallholder fees and fundraising efforts are used for management, promotion and maintenance of the market and also to support our local community.



Market Day & Hours

Talbot Farmers' Market is held from 9am-1pm on the third Sunday of every month during the year and in all weather.

Stallholders must arrive prior to 8:15am and *no vehicle movement is permitted within the market area between 8.30am-1pm.*

Location & Site Access

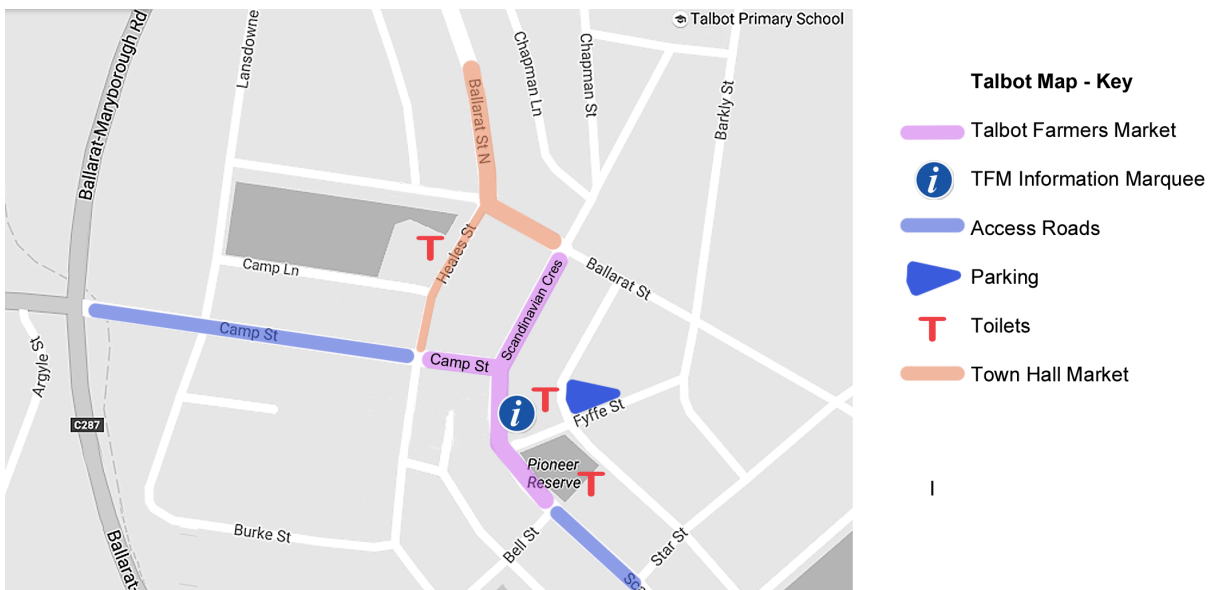
Stallholders are required to pre-book sites with the Market Co-ordinator, as only bookings gain entry.

Access to the site is from 6.30am via Camp Street and the southern end of Scandinavian Crescent, Talbot.

Site access and parking will be directed by the TFM Co-ordinator and TFM volunteers, who can be identified by purple aprons and/or fluoro vests.

To enable emergency vehicle access, only vehicles approved by TFM committee will be permitted on site (eg refrigerated vans and producers with 'tonnage'). Stallholder parking is available on the streets surrounding the market and in the Talbot Kindergarten carpark.

Please exercise extreme caution and respect when driving around Talbot on Market day.



Sites

A standard stall site is 3 x 3 metres approximately and is suitable for a trestle table and marquee. Vehicles must not stay on site during the market unless by special arrangement. Stallholders are assigned regular sites; however, please note that these are not permanent sites. The TFM Committee has the right to change the market layout/sites accordingly.

Please note that the stalls are positioned on the closed-off roadway, therefore marquees are not able to be secured with tent pegs into the ground. Marquees must be secured on each corner with suitable weights, such as 10 litre containers full of water, shot-bags or containers of cement.

Site Presentation

The presentation of your site is your responsibility and its appeal will have an impact on your sales. When or if you sell out, do not pack up your stall; rather, write a 'sold out, see you next time' or similar note for disappointed customers and then go have a look around Talbot until 1pm.

Site Fees

A standard site fee is \$30 per market. Stallholders are encouraged to pre-pay stall fees three months in advance and will receive a discount by doing so. A receipt will be given by the TFM Fee Collector upon payment of fees. Double stalls may be available upon application. Stall fees are subject to change at the discretion of the Committee. Additional fees apply to powered sites (if available) and on site vehicle/trailer.

Stall Staff

Stalls must be staffed by people genuinely involved in the business and production of the goods for sale. If you (the applicant) cannot attend the market, those who represent you must act in accordance with the Market Criteria, actively engaging with the public and embracing the spirit of the market - and display 'hands-on' knowledge of your product.

Weather Contingency

Extreme temperatures and strong winds are common in Talbot. Stallholders should provide their own weatherproof covering or shade (depending on the season) and *must* have weights to anchor marquees in gusty winds.

Labelling

All produce is to be clearly identified. The origins of the produce and products are to be clearly communicated, distinguishing the identity of farmer, farm, region, processor or food manufacturing business. All value-added produce is to be labelled in accordance with prevailing food safety regulations. Quality levels must be clearly designated. Only certified organic produce may be labelled organic, and sellers who claim organic certification status must display their 'Certified Organic' certificate on their stall.

Pricing

The total product price must be clearly displayed, including GST if applicable. TFM aims to educate consumers on the true value of the cost of production of food. Vendors should offer all products at fair, market-driven prices that reflect the quality of the goods sold.

Stall Equipment

As a stallholder, you are expected to supply all the equipment needed to conduct your business - including marquee, weights and trestle tables.

Scales

TFM suggests that stallholders price by the unit (bag, bunch, bottle, bucket, handful) not by weight. If you use scales, you will be required to supply up to date proof of recent testing and calibration.

Power & Gas

A very limited number of powered sites are available at TFM and all are currently booked. If you need to cook, you should bring your own gas-cooking equipment/generator/inverter and advise the Market Coordinator to ensure we can assess safety and space requirements. NB: All electrical cords and appliances must be 'tagged and tested' by a licenced electrician on an ongoing basis.

Standards

Stallholders are expected to maintain high standards of honesty and integrity and to conduct themselves in a courteous, business-like manner. Likewise, customers are expected to maintain the same standard of behaviour.

Disputes

If there is a dispute, or a stallholder is unclear about TFM Market Criteria, Operational Guidelines or site issues, the TFM Committee will make a determination. Day-to-day issues will be resolved by the TFM Committee or representative, who will assure compliance by delivering fair warning for alleged infringements - either verbally or, if necessary, in writing. If the dispute is not resolved, the TFM representative may recommend permanent removal of the stallholder's booking.

Toilets

Toilets are located in Pioneer Park (Scandinavian Crescent) and in RSL Park (Heales Street). There is also a unisex toilet at the end of the London House veranda and more toilets at the rear of the Community Centre.

Barrow Raffle

TFM's main fundraising effort is the monthly Barrow Raffle. Each stallholder is asked to contribute to the Barrow Raffle prize. Raffle tickets are sold at the TFM Information Marquee and via the Barrow Raffle collectors. All proceeds go towards the operational and marketing costs of the market and back into the local community.

Committee

The TFM Committee comprises a mix of passionate locals and stallholders, and meets on a Monday evening two weeks prior to each market. We welcome the addition of stallholders to the committee and encourage attendance at our meetings. The annual general meeting is held in November of each year.

Representation

TFM seeks to include feedback from stallholders during the monthly meetings. The Market Co-ordinator / Committee have the final say in any dispute resolution.

Health Regulations

All stallholders (with the exception of non-food stalls) are responsible for obtaining a Statement of Trade permit. This document is available online at www.stretrader.health.vic.gov.au. There is no fee for this permit. Upon acceptance of your application, a copy of your Statement of Trade must be submitted to TFM and updates provided annually.

Food cooked on site at the market (including tasting samples) must be of high quality and, wherever possible, utilise the market vendor produce. Its preparation must comply with food safety requirements.

Anyone selling alcoholic beverages must obtain the appropriate license from Liquor Licensing Victoria at the stallholder's expense. Information on liquor licenses may be found at www.liquor.vic.gov.au. Alcohol licenses must be displayed and relevant regulations must be abided by.

Legals, Insurance & Public Liability

Stallholders must have their own Product and/or Public Liability insurance. Upon acceptance of your application, a copy of your Certificate of Currency must be submitted to TFM and updates provided annually.

Waste & Recycling

Talbot Farmers' Market prides itself on recycling and minimal waste. All waste from your stall *must* be taken away with you. Do *not* dispose of stall waste in town rubbish bins or recycling bins, as these are primarily for visitor use.

STALLHOLDER APPLICATION FORM

The following application is your opportunity to be a part of Talbot Farmers' Market. Please answer the questions as fully as possible, using more space if needed. We will notify you as soon as possible if your application is successful.

Name:	
Business or company name (if applicable):	
Mobile:	Home / Business Phone:
Email Address:	
Website:	
Social Media: (Facebook, Instagram, Twitter)	
Address:	
Site Requirement: Standard 3 x 3 metres Yes / No	
Vehicle (only by special arrangement due to refrigeration, tonnage etc): Yes / No	
Power (if available* – *At this time there are no powered sites available.): Yes / No	
Product: (Please detail all products on offer so we can make a decision about what will fit with our current balance of stalls. You may be asked to omit certain products or focus on niche products before your application is successful)	
Please attach support photographs.	
Do you have Public / Product Liability insurance? Yes / No	
If Yes, please attach Certificate of Currency. If No, you must provide a Certificate of Currency on acceptance of your application	
Do you have a current food handler's certificate? Yes / No (Please attach documentation)	
Do you have a registered kitchen? Yes / No (Please attach documentation)	

<p>How are you directly involved in the production of your goods?</p> <p><input type="checkbox"/> Farmer / Grower</p> <p><input type="checkbox"/> Baker / Maker</p> <p><input type="checkbox"/> Other. Please detail</p>
<p>Do you grow or make your entire product / produce range? Please detail.</p>
<p>If you are a 'value-adding' food producer, from where do you source your ingredients? (Please provide proportions of self grown, direct from local farmers, wholesale markets, Victorian vs interstate, imported ingredients etc.)</p>
<p>What are the usual outlets for the sale of your goods?</p>
<p>Do you attend other markets? (If Yes, please provide details.)</p>
<p>Are you certified organic / biodynamic? If Yes, please provide details of certification body.</p> <p>Is your stall accredited with the Victorian Farmers Market Association? Yes / No</p>
<p>Do you use sprays or chemicals? Yes / No</p> <p>If Yes, please describe your regime and the chemicals used.</p>
<p>How are your products packaged?</p> <p>Is your packaging biodegradable / recyclable?</p> <p>The use of plastic carry bags is discouraged at TFM. If needed, what carry bags will you provide customers at your stall?</p>
<p>I have read and agree to abide by the Market Criteria and Stallholder Information provided by Talbot Farmers' Market.</p> <p>I understand that the acceptance of my application and the allocation of a stall is at the discretion of the Market Committee.</p> <p>Signature _____ Date _____</p> <p>Name (please print)</p>