



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

IMPORTANT INFORMATION: TFM ONLY SELLS FOOD AND FOOD BASED PRODUCTS!

There are two markets held on the 3rd Sunday of every month in Talbot. Talbot Farmers Market is primarily a food-based market, selling locally sourced food and food products. If you are not planning on selling food or food-based products or **DO NOT MEET THE CRITERIA** below please contact Tina on 0417 476 888 from the Town Hall Market for an application to their market

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 should 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 should be biodegradable or recyclable.

7. All ready-to-eat food packaging must be as environmentally friendly as possible.

- Any plastic items should 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 should 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, before completing the Application Form

Return your completed 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.



STALLHOLDER INFORMATION & OPERATIONAL REGULATIONS

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 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.

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

Location & Site Access

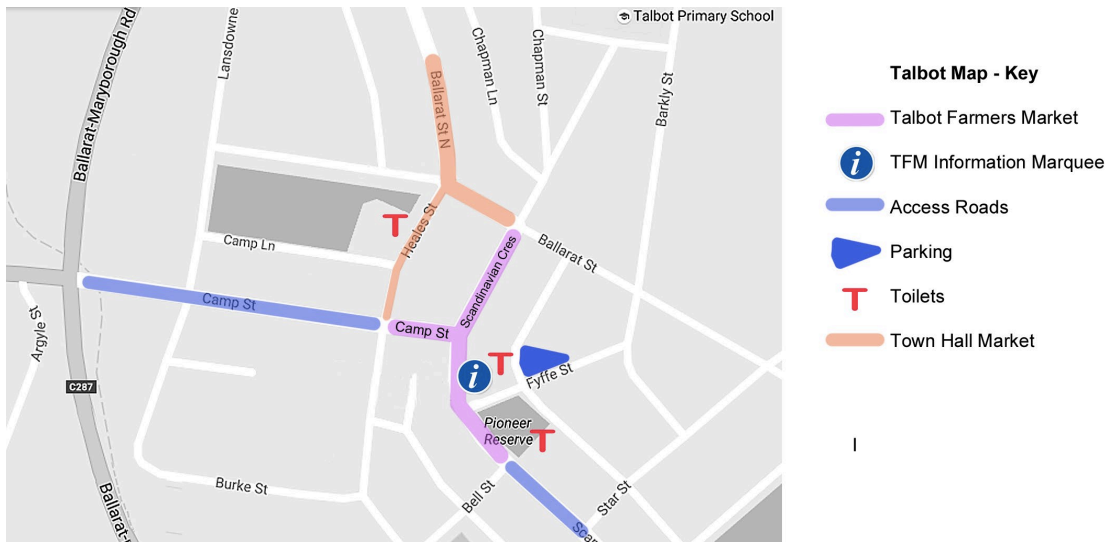
Stallholders are required to pre-book sites with the Market Co-Ordinator, as only bookings gain entry.

Access to the site is from 6.30am via Camp Street and the southern end of Scandinavian Crescent, Talbot. No access through the Talbot Town Hall Market area.

Site access and parking will be directed by the TFM Co-Ordinator and TFM volunteers, who can be identified by purple aprons and/or fluorescent 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 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 and stallholders may be moved for the purposes of market organisation.
- The TFM Committee has the right to change the market layout/sites accordingly.

Please note: Stalls are positioned on the 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 to ensure the secure fastening of structures.

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 1 pm.

Site Fees

- Site fees as of 1st January 2019 are: \$40 per 3 x 3 site. Stall fees are subject to change at the discretion of the Committee.
- **All new stall-holders are required to pay three months in advance with no refund if you do not attend all three markets**
- Double stalls **may** be available upon application.
- Additional fees apply to powered sites (if available) and sites requiring onsite 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

- 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 as required by the food and health labelling regulations.
- 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.
- 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.

Stall Equipment

- As a stallholder, you are expected to supply all the equipment needed to conduct your business - including marquee, weights, trestle tables, generators (if required)

Scales

- TFM suggests that stall-holders 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.
- If you need to cook, you should bring your own gas-cooking equipment/generator/inverter and advise the Market Co-ordinator to ensure we can assess safety and space requirements.
- **NB:** All electrical cords and appliances must be 'tagged and tested' by a licenced electrician. Gas cylinders should have current compliance plate.
- All gas appliances must adhere to OHS regulations

Disputes

- If there is a dispute, or a stallholder is unclear about TFM Market Criteria, Operational Regulations or site issues, the TFM Committee decision is final.
- 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.
- 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 prior to each market, at 7.30pm in the Talbot Tennis Club rooms.
- We welcome the addition of stallholders to the committee and encourage attendance at our meetings.
- The annual general meeting is held in August of each year.



Health Regulations

- All stallholders (with the exception of non-edible food stalls) are responsible for obtaining a Statement of Trade permit.
- This document is available online at www.streatrader.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 must be provided annually (October).

Food and Alcohol

- Food cooked on site at the market **must** comply with **food safety requirements**.
- Anyone selling alcoholic beverages must obtain the appropriate license from Liquor Licensing Victoria.
- 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.

Legal, Insurance & Public Liability

- Stallholders must have their own Product and/or Public Liability insurance.
- A copy of your Certificate of Currency must be submitted to TFM with your application and updates provided annually. (These are collected in October/November every year)

Waste & Recycling

- 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.

Name:	
Business or company name (if applicable):	
Mobile:	Home / Business Phone:
Email Address:	
Website:	
Social Media: (Facebook, Instagram, Twitter)	
Address:	
GENERAL INFORMATION:	
Site Requirement: Standard 3 x 3 metres Yes / No	
Vehicle (only by special arrangement due to refrigeration, tonnage etc): Yes / No	
Power if available: Yes / No	
Limited generator friendly sites are available: Generator friendly site: Yes/No	
1. Do you have Public Liability insurance?	Yes / No
2. Do you have 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	



PRODUCT INFORMATION:

3. What products are you planning to sell?: (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.

4. Do you grow or make your entire product / produce range? Please detail.

5. 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.)

6. How are you directly involved in the production of your goods?

- Farmer / Grower
 Baker / Maker
 Other. Please detail

7. Are you certified organic / biodynamic? If Yes, please provide details of certification body.

8. Is your stall accredited with the Victorian Farmers Market Association? Yes / No

9. Do you use sprays or chemicals? Yes / No

If Yes, please describe your regime and the chemicals used.

PRODUCT HANDLING:

10. Do you have a current food handler's certificate? Yes / No (Please attach documentation)

11. Do you have a registered kitchen? Yes / No (Please attach documentation)

12. Do you have a Street Traders permit? Yes / No (Please attach documentation)

SALES & PACKAGING:

13. What are the usual outlets for the sale of your goods?

- Online
- Other Farmers Markets (Please specify)
- Retail outlet? (Please specify)
- Other. Please detail

14. How are your products packaged?

15. Is your packaging biodegradable / recyclable?

The use of plastic carry bags is discouraged at TFM. If needed, what carry bags will you provide customers at your stall?

I have read and agree to abide by the Market Criteria and Stallholder Information provided by Talbot Farmers' Market.

I understand that the acceptance of my application and the allocation of a stall is at the discretion of the Market Committee.

Signature

Date

Name (please print)