



Dear prospective stall holder,

Thank you for your interest in joining us at Talbot Farmers Market.

Talbot Farmers' Market (TFM) aims to support stallholders who offer fresh, high quality, local and regional produce, artisan value-added food and farm-based products.

There are two separately run markets in Talbot held on the third Sunday of every month.

The Talbot Farmers Market and the Town Hall Market are managed by two separate committees.

The Town Hall Market offers art and craft and second-hand goods.

Contact the Town Hall Market by email at talbottownhallmarket@gmail.com or telephone 0417 476 888.

Please read the following Talbot Farmers Market criteria to ensure your eligibility.

Fresh produce must be grown in Victoria and preference will be given to the following.

- producers located closest to Talbot and in our region;
- seasonal produce—fresh, not preserved, frozen or cool-stored—organically grown produce.

Value-added products such as cheese, jams, chutneys, preserves should be manufactured in Victoria and preference will be given to stallholders who grow their own ingredients.

Produce/product from original stock that is not able to be grown locally (e.g tea and coffee) must be blended or roasted in Victoria.

Produce should be grown with nil or minimal chemical use, with relevant information detailed in your application.

Talbot Farmers Market preference is for nil chemical use.

All produce that is certified organic must display appropriate certification.

Produce must be of the highest quality.

If you offer seconds stock, it must be clearly labelled and priced accordingly and stated as such in your application.

Under no circumstances will TFM allow the dumping of sub-standard produce.

Information and operational regulations

Talbot Farmers Market Inc. is a community-based incorporated association.

The TFM committee represents the local community, stakeholders, farmers, producers and stall holders.

TFM is a not-for-profit organisation.

Talbot Farmers Market is a dog-friendly market.

Stallholder fees and fundraising efforts are used for the management, promotion and maintenance of the market and to support the local community.

TELSTRA IS CURRENTLY THE ONLY AVAILABLE NETWORK IN TALBOT.

GOVERNMENT REGULATIONS **DO NOT ALLOW SMOKING** THROUGHOUT THE MARKET SITE. A PENALTY MAY BE APPLIED BY LOCAL GOLDFIELD SHIRE COUNCIL REPRESENTATIVES.

Talbot residents, streets and footpaths

The Talbot Farmers Market is most appreciative and fortunate in having the approval, understanding and support of Talbot residents to be able to conduct a monthly market outside residential properties in the streets of Talbot.

We require stall holders to ensure that streets and footpaths occupied are treated with the utmost care and consideration to local residents.

Market site location

The number, variety, rent and allocation of stalls is entirely the right and responsibility of the TFM Committee.

TFM reserves the right to withdraw their invitation to a stallholder who does not comply with the criteria or causes unacceptable conflict within the market.

TFM committee reserves the right to conduct farm, or place of production inspections to verify authenticity of product.

Resellers are not permitted at TFM. However, the TFM committee reserves the right to make an exception to this rule e.g. when produce or product is grown/produced according to the relevant criteria in this document.

Food and alcohol

Food cooked on site at the market must comply with food safety requirements.

Selling alcoholic beverages require the appropriate license from Liquor Licensing Victoria.

Information on liquor licenses may be found at www.liquor.vic.gov.au

Alcohol license must be displayed, and relevant regulations adhered to.

Market day directions and hours

Talbot Farmers' Market is open to the public from 9am-1.00pm on the third Sunday of every month.

Stall holders may arrive between 6.30 and 8.00am to set up their stall.

Stall holder vehicles must be off-site no later than 8.30am. Parking is available in surrounding streets.

There is no vehicle movement permitted on the market site between 8.30am—1.00pm.

Location and site access

Stall holders will be allocated a site and directed by the market day co ordinator and volunteers, who can be identified by TFM purple aprons and/or fluorescent vests.

Access to the site is from 6.30am.

No access is permitted via the Talbot Town Hall Market site.

Extreme caution when driving on site should be carried out on market day.

Barrow Raffle

One of TFM's main fundraising efforts is the Barrow Raffle.

Stall holders are invited to contribute to the Barrow Raffle prize. A gift voucher is also available for use by stall holders.

The prize is drawn on market day at 12.30pm at the TFM Information Marquee.

Barrow raffle proceeds go towards the operational costs of the market and the local community including Talbot Library, Talbot Museum, Talbot CFA, Talbot sporting clubs, Talbot Primary school and Talbot community events.

Weather contingency

Stall holders must provide their own weatherproof covering or shade (depending on the season) and have weights to anchor marquees when there is damaging and extreme wind.

Waste and recycling

Waste from your stall must be taken away with you.

You must not dispose of waste in town rubbish bins or recycling bins, as these are primarily for visitor use.

Sites

A standard stall site is 3 x 3 metres and is suitable for a trestle table and marquee.

Vehicles cannot remain on site during market visiting hours, unless by special arrangement.

TFM aims to assign stall holders with permanent sites, however in special circumstances TFM reserves the right to move stall holder sites.

Stalls are positioned on the streets of Talbot and marquees are not able to be secured with tent pegs and instead, must be secured by suitable weights.

The presentation of your site is your responsibility.

TFM strongly encourages stall holders to use promotional signage which will have a positive impact on your sales.

Should all of your produce/products sell before the end of market at 1.00pm, a sign advising visitors of such should be erected.

Sites for seasonal and irregular stall holders

TFM is aware of the importance of stalls being on a permanent/regular site for both stall holder and visitors.

To avoid empty sites throughout the market, seasonal and irregular stalls holders are placed appropriately, however at times it is necessary to change a seasonal or irregular site placement.

Should this occur, TFM makes every effort to ensure that the site change is minimal and as close as possible to the seasonal/irregular stall holder permanent site.

Site fees

Unpowered standard site 3m x 3m for one (1) month \$40.00

Powered standard site 3m x 3m for one (1) month \$45.00

Unpowered standard site 3m x 3m for three (3) months \$110.00

Powered standard site 3m x 3m for three (3) months \$125.00

Vehicle on site \$10.00

Other:

Stall fees are subject to change at the discretion of the TFM committee.

New stall holders are required to pay three months in advance.

No refund of the advance payment will be made if you do not attend the first three markets from acceptance of your application.

Power for the majority of powered sites is kindly offered by local residents. Therefore, an additional fee of approximately \$10.00—\$15.00 per month is negotiated directly with the local resident or, in lieu of a fee, a donation of produce/product is offered.

Stall staff

Stalls must be staffed by people genuinely involved in the business and production of the goods for sale.

The stall holder applicant, a family member or farm-based employee directly involved with growing, rearing, catching or preparing the product.

If you (the applicant) cannot attend market, those who represent you must act in accordance with the TFM criteria—actively engaging with the public and embracing the spirit of the market and display hands-on knowledge of your product.

Packaging

The use of plastic carry bags is discouraged at TFM.

TFM encourages shoppers to use their own shopping bags.

TFM branded calico bags are available for sale at the TFM information marquee.

Should stall holders choose to supply plastic carry bags, these should be biodegradable or recyclable.

Ready-to-eat food packaging must be environmentally friendly—biodegradable or recyclable.

TFM prefers the use of environmentally responsible options such as corn starch materials for tasting cups, coffee cups and food packs.

TFM encourages stallholders to educate customers on appropriate disposal of packaging—using recycling bins or compost.

To contain loose goods, we encourage recycled packaging such as paper bags or butcher's paper.

Labelling

All produce/products must be clearly identified as required by the food and health labelling regulations.

All ingredients must be included on labels.

The origin of the produce and products are to be clearly stipulated on labels, distinguishing the identity of farmer, farm, region, processor or food manufacturing business.

Value added produce/product must be labelled in accordance with current food safety regulations.

Certified organic produce should be labelled accordingly and stall holders must display a Certified Organic certificate on their stall.

Pricing

The total produce/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.

Health regulations

Stall holders—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.

A copy of your Statement of Trade must be submitted to TFM committee and updates provided annually in October.

Equipment

Stall holders must supply equipment necessary to conduct their business. Including a marquee, weights, trestle tables etc.

Scales

If you use scales, you will be required to supply up to date proof of recent testing and calibration.

Electricity and gas

A limited number of powered sites are available—10 amps and 15 amps.

If cooking on site is required, you must supply your own equipment—gas bottle, generator, inverter and advise the TFM to ensure safety and space requirements are adhered to.

All electrical cords and appliances must be regularly tagged and tested by a licenced electrician.

Gas cylinders must have a current compliance plate.

Gas appliances must adhere to OHS regulations .

Public toilets

Toilets are located in Pioneer Park in Scandinavian Crescent, the RSL Park in Heales Street and at the rear of London House.

TFM Committee

The TFM committee comprises of a group of passionate and skilled locals and stallholders who are experienced in the management and promotion of the market.

The TFM committee meets on the Monday prior to each market day.

The Annual General meeting is held in August or close to, of each year.

Disputes

Disputes, operational regulations or site issues are the responsibility of the TFM committee, and their decision is final.

Issues are resolved by the TFM committee or their representative, to assure compliance by delivering fair warning for alleged infringements—either verbally or in writing.

Insurance

Stallholders must have their own Product and Public Liability insurance.

A copy of your Certificate of Currency should accompany your application and updates provided annually.

These are collected in October/November each year.

Stall holder application form is available from our website www.talbotfarmersmarket.org.au