

WALCHA FARMERS' MARKET



At McHattan Park (cnr. Fitzroy and South Streets, Walcha)
3rd Saturday of the Month, 8.30am – 12.30pm (except Winter months)

Market Information and General Terms and Conditions

1. All stallholders / workshop instructors must complete and lodge an Application Form prior to the market and agree to abide by the Market Terms and Conditions.

Stallholders & Produce

2. **“A Farmers Market is a predominantly fresh food market that operates regularly within a community, at a focal public location that provides a suitable environment for farmers and food producers to sell farm-origin and associated value-added processed food products directly to customers.”** Australian Farmers' Market Association

The geographical area from which the Farmers' Market will primarily accept stallholders will be within a 2 hour radius from Walcha. Other stallholders within the New England North West region will be considered where produce is different and unique and cannot be sourced locally (for example Pecans from Moree and tropical fruits from Bellingen and Coffs Harbour).

Stallholders are able to sell their own grown produce, sell by-products where their produce is the core ingredient, and sell locally homemade produce such as cakes, condiments, etc. Produce cannot be sourced from elsewhere or another retailer or wholesales and re-sold at the markets.

Outside vendors may be allowed, at the discretion of the Market Committee, if their product adds to the diversity of the market.

The following products will be permitted for sale:

- Edible products which are produced, caught, grown or raised locally. These are to make up the majority of produce sold at the market.
- Edible value-added products where the primary ingredient is produced locally.
- A non-edible product which is grown or produced locally e.g. flowers, plants, compost.

Approval of products sold by stallholders is on the basis of the products specified on their Application. If a stallholders product changes, a new Application must be submitted.

Permanent Stallholders

3. Stallholders may apply to become permanent. Stallholders must **contact** the Market Committee each calendar year if they intend to stay permanent. Permanent stallholders will have preference of stall position over casual stallholders, at the Market Committee's discretion.
4. Permanent stallholders will automatically be booked in to each market. They may cancel their attendance in accordance with the market cancellation policy (see Term 40). Cancellations should be in writing.
5. A stall is defined by a 3m x 3m area. If additional space is required, you can apply for a multiple stall at an additional cost.
6. The Market Committee reserves the right to change the size, shape and position of any site(s) as may be necessary to allow market stalls to better fit within the premises.

Casual Stallholders

7. Casual stallholders need to complete a stallholder application form advising the date of markets / months they would like to book. They may cancel their attendance in accordance with the market cancellation policy (see Term 40).



8. A stall is defined by a 3m x 3m area. If additional space is required, you can apply for a multiple stall at an additional cost.
9. The Market Committee reserves the right to change the size, shape and position of any site(s) as may be necessary to allow market stalls to better fit within the premises.

Community Stall Members

10. The Community Stall provides an outlet for smaller growers or producers to sell their surplus production.
11. Designated space will be given to your produce on the Community Stall, as you will be sharing your produce with a number of other producers. In situations where a producer exceeds a sensible level of produce on the community stall, the Market Committee will advise the need to upgrade to a standard stall where standard stall fees and space apply.
12. Community Stall Members shall pay a 20% commission from profits to the Market Committee.
13. Community Stall Members are covered under the Market's public liability and products insurance.

Workshop Instructors

14. Workshops about gardening, a cooking demonstration or other topic related to the ethos of a Farmers Market are welcomed.
15. Workshop start time will be 10am at each market.
16. Workshops will be run from the designated workshop area – refer to site plan. Deviations from this site are at the Market Committee's discretion.
17. Power and water are available for workshops. Other equipment can be provided including a small BBQ, small portable gas cook top and tables. The committee will endeavour to supply other equipment that is impractical for the instructor to provide.

Cost

18. The cost per stall is \$20, \$30 for prepared/hot food stalls and any other stalls requiring power and / or water. A stall is defined by a 3m x 3m area. If additional space is required, you can apply for a multiple stall. Additional 3m x 3m space will be an extra \$20 on top of the original stall fee. Stall fees will be collected on the day of the market.
19. For individuals wanting to sell their produce on the Community Stall, a 20% commission from your profits will be deducted as your fee for sales on the stall.
20. There is no charge for individuals and/or businesses holding a workshop.
21. *Optional marketing and advertising on the website and Media Release service costs will be added in the near future.*

Arrival and Departure

22. The Market will be open to the public between 8.30am and 12.30pm on market days. Stallholders will be designated a site for their stall. Stallholders are not permitted to change the location of their stall without the permission of the Market Committee. The Market Committee reserves the right to change the location of the designated site.
23. Stallholders may commence setting up stalls from 7.30am on market days. Stall holders must have set up completed by market commencement. Stallholders must pack down and have vacated McHattan Park by 1.30pm.
24. Stallholders must park on the surrounding road and set up their stall according to the monthly site plan.
25. No vehicles are allowed to enter McHattan Park or drive on guttering without permission of the Market Committee (in a red Farmers Market Apron).
26. Stallholders will be designated a site for their stall. Stallholders are not permitted to change the location of their stall without the permission of the Market Committee. The Market Committee reserves the right to change the location of a designated site.

General

27. As children will be in attendance, no products, goods or behaviour that could be considered offensive may be displayed.
28. Stallholders are encouraged to use recyclable packing (eg. paper bags)



29. The Market Committee reserves the right of refusal to stallholder applicants. Stallholder bookings may be cancelled.
30. Market Days will be the third Saturday of the month. The Market will not operate on Christmas Eve, Christmas Day, Boxing Day, Easter Saturday, Anzac Day, New Years Day or when clashes occur with other events on the site.
31. No loudspeakers or generators are permitted except if previously agreed to by the Market Committee.
32. Stallholders are responsible for providing all of their own equipment such as tables, trestles, gazebo's and display materials.
33. Please ensure that all items and rubbish are removed and the stall site and surrounding area is left clean and tidy.
34. All market stalls are to be conducted from secure, prefabricated structures or furniture, within the individual stall boundaries. Stalls and any associated signs, weather protection devices or other equipment must be securely parked/fastened/tied down in order to prevent accidental damage, collapse or injury, including during adverse weather conditions and in accordance with any relevant manufactures' instructions.
35. No stall is to have a wall exceeding 3m x 3m (unless they have applied for additional space and this has been approved by the Market Committee) and all stalls shall have an exit of minimum 800mm width to an adjacent space to afford a ready means of egress for site users.
36. Stallholders are responsible for ensuring that there are no health or safety risks associated with their stall.
37. A permanent amenities block is present within McHattan Park, including separate male, female and disabled toilets.

Cancellations

38. The Market Committee reserves the right to cancel a market for any reason, such as extreme weather or other. In such an event, best efforts will be made to contact stallholders in advance.
39. Stallholders cancelling their attendance must advise the Market Committee at least 24 hours prior to market day. An inability to do this may incur payment of the normal stall fee.

Insurance & GST

40. Vendors must provide evidence of appropriate public and/or product liability insurance 'Certificate of Currency' when applying for a site. If you require insurance for your stall it can be obtained from www.netinsure.com.au or www.stallinsure.com.au or contact Olivia Nivison 67772088 for more information.
41. Workshop holders and Community Stall Members are covered under the Walcha Farmers Markets public liability and products insurance.
42. Walcha Farmers' Market Inc. is not registered for GST and is therefore not responsible for the collection and payment of sales tax (GST) for individual vendors.

Market Website & Use of Logos

43. Walcha Farmers' Market maintains a modern and informative website that attracts 'internet traffic' from individuals interested in growing, fresh produce, healthy eating and participating in the markets. The Market website displays extensive information of interest to producers, consumers, foodies and those interested in conducting and participating in monthly workshops and cooking demonstrations, along with entertainment.
44. The Market Committee may request your logo and product information to be displayed on the Market website, including your contact details.
45. The most up to date Market information can be found on the Market website at www.walchafarmersmarket.org.au or by contacting the Market Committee.

Changes to Market Terms & Conditions / Guidelines

46. Should changes take place to the Market Terms & Conditions / Guidelines, the most up to date copy can be found on the Market website at www.walchafarmersmarket.org.au. Should changes significantly affect stallholders directly, information will be supplied to stallholders by email or post.

Market Safety Procedures



These procedures are site specific for stallholders attending the Walcha Farmers Markets located in McHattan Park, Walcha. 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.

47. Site Access

No vehicles are to be driven within McHattan Park. Given the size of the park, those stalls located within the body of the park, as opposed to the perimeter of the park (refer to Site Map), will be required to carry or cart their products to their stall, which is only a short walking distance from parking.

48. Parking

For those stalls located around the perimeter of the park (refer to Site Map), parking is available adjacent to the stallholder's site. For those vehicles to be parked 'off' the market site there is parking available around the park on Fitzroy and South Streets.

49. First Aid, Fire Extinguishers

A First Aid Kit and Fire Extinguisher will be available at the Community Market Stall.

50. Fuel and Chemical Stores

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

51. Canopies, Tents and Ropes

Stallholders are to secure their sites against wind, rain and storm events. In extreme weather conditions, the Market Committee may decide to cancel the market on that particular day.. Power leads should not lie on the ground uncovered.

52. Power Lines and Electrical Equipment

There are no identified overhead power lines on this site; however there may be several powered sites within the park. 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.

53. Injury

Any injury regardless of how minor must be reported to a Market Committee member who will assist you with first aid and record the details of the injury. 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 Walcha Farmers' Market Committee on info@walchafarmersmarket.org.au.