**TOODYAY FARMERS MARKET**

**RULES AND GUIDELINES**

**WELCOME!**

And thank you for choosing to become a stallholder at the

The Toodyay Farmers Market (TFM) Inc. committee, like you, wish to provide sellers, buyers and the general public with a smooth sailing market. These rules and guidelines have been developed to help achieve this.

If you have any questions, comments, feedback please contact the Toodyay Farmers Market Committee on:

Email: [toodyayfarmersmarket@gmail.com](mailto:toodyayfarmersmarket@gmail.com)

Post: P O Box 1209, Toodyay WA 6566

Facebook: [www.facebook.com/toodyayfarmersmarket](http://www.facebook.com/toodyayfarmersmarket)

Phone: **0487 440 754**

Note: The Toodyay Farmers Market is proudly

A Smoke Free and Plastic Bag free event.

**Table of Contents**

**ABOUT THE TOODYAY FARMERS MARKET** 3

Mission 3

Objectives 3

Committee Information 3

Membership 3

Date, Location, Time 3

Booking A Stall 4

Stallholder Eligibility 4

Toodyay Farmers Market Sponsored Stalls 4

Growers 4

Buskers 4

Fees 4

Bookings/Cancellations 5

Dispute Resolution 5

Disclaimer 5

**STALLHOLDER REQUIREMENTS 6**

Insurance 6

Food Certification 6

Waste Minimisation 7

Weights and Measures 7

Food Safety 7

**MARKET DAY REQUIREMENTS 7**

Arrival 7

Access 7

Parking 7

Stall Information 8

Assignment 8

Set Up 8

Pack Up 8

Trading 8

Bartering 8

Waste Disposal 8

Signage 8

Power 8

Noise 9

First Aid and Emergency Response 9

Waste Management\_\_ 9

Resources 9

DEFINITIONS \_\_\_\_\_10

2.

**ABOUT THE TOODYAY FARMERS MARKET**

**MISSION**:

To create a space for local and regional people to sell, promote and advertise locally grown, produced and raised goods. To share knowledge and educate on topics that will bring value to people’s lives. To encourage and support sustainable living and back to basic principles, that promote human and environmental health.

**OBJECTIVES**:

Key objectives of the Toodyay Farmers Market are:

1. To Create a successful farmers market that mutually benefits buyers and sellers and provides a space that is uplifting for all those involved.
2. To provide a direct interface between buyers and sellers so people can be educated on where and how their food is grown.
3. To support the sale of local and regional artisan:
4. Primary grown and produced products
5. Value added products
6. Poultry and small animals
7. Arts and Crafts
8. Healing and alternative modalities/therapies
9. Ready to eat food
10. To provide information and education on:
11. Livestock and Property management
12. Sustainable practices that promote human and environmental health
13. Other topics of community interest
14. To provide a space for buskers to promote their talents.

**COMMITTEE INFORMATION**:

Current information on the Toodyay Farmers Market Committee can be found on the TFM website: [www.toodyayfarmersmarket.org.au](http://www.toodyayfarmersmarket.org.au)

Membership:

Anyone can become a member of the Toodyay Farmers Market. Membership cost $15.00 annually, which entitles members voting rights at the Toodyay Farmers Market Annual General Meeting. Members can come under the Toodyay Farmers Market Insurance (for an annual fee).

**DATE, LOCATION , TIME**:

1. 3RD Sunday of each month
2. 140 Stirling Terrace ( Stirling Park) Toodyay
3. 9 – 1 pm.

3.

**BOOKING A STALL**

Interested stallholders are required to submit in an Expression of Interest form to the Toodyay Farmers Market Committee. Forms are then reviewed by the committee and if successful will be directed to fill out a Stallholder Application Form. Once all requirements are successfully met the committee will advise stallholders they are permitted to trade.

**STALLHOLDER ELIGIBILITY**

Eligibility of stallholders will be determined by the Toodyay Farmers Market Committee. Stallholders will need to meet the criteria of the market objectives, however flexibility can be demonstrated at the committee’s discretion, if they feel it will add value to market day.

**TOODYAY FARMES MARKET SPONSORED STALLS**

The Toodyay Farmers Market Committee will be providing sponsored stalls ( insurance included) to cover local/regional growers who have occassional excess produce to sell at the markets.

**GROWERS**

The Toodyay Farmers Market Committee will be sponsoring a stall per month for local/regional growers. Each sponsored stall can cater for 3 sellers and the costs will be divided accordingly.

In the event that the sponsored stall is not filled on the day of market, the committee will allocate additional interested stallholders.

**BUSKERS**

Buskers will be provided a space to perform from. Buskers will not be charged a fee.

**FEES**

All approved traders who sell goods at the market are required to pay rent for the space they use. Payment must be made 14 days before market day to confirm and secure the stall.

Bank Details : BSB 633 000 Account 154 209 290 – please use your Name and Month as reference.

One standard stall bay is based on the size of 3m x 3m.

* Stall Fee is $32.00 per bay per market.
* Toodyay Farmers Market Sponsored Stall for produce sellers is $12.00 which includes insurance and one third of a stall.
* The Toodyay Farmers Market will sponsor buskers at no cost.
* Stalls providing education to market customers will not be charged a fee.

If the stallholder is unable to attend the market for unforeseen circumstances stallholders will have the option to receive a credit for a future market, or receive a full refund, provided notice is given one week in advance.

Note:

* The Shire of Toodyay fees have been wavered for stallholders.
* All TFM stall and membership fees go to the Toodyay Farmers Market Inc.

4.

**BOOKINGS/CANCELLATIONS**

All bookings must be made and fees paid within 14 days prior to market day to allow for processing of paperwork.

Any cancellation of stalls must be advised within 7 days prior to market day to receive a refund.

If the market is cancelled due to EXTREME weather, stallholders will be notified as soon as possible. Stallholders will have the option to receive a credit for a future market or receive a full refund.

**DISPUTE RESOLUTION**

Information on disputes that may arise should be put in writing to the Toodyay Farmers Market Committee covering all facts. An investigation into the matter will take place and the Toodyay Farmers Market Committee will respond in writing regarding the outcome of the resolution.

**DISCLAIMER**

* The TFM board is a volunteer group. All stallholders are asked to respect their efforts and communicate and deal with the Toodyay Farmers Market Committee accordingly.
* The TFM Committee reserves and maintains the right to refuse stallholder entry for any reason.
* The TFM Committee reserves and maintains the right to refuse or cancel membership for any reason.
* TFM Committee have final say on any matter, at their discretion.
* Stallholders will indemnify the organizer from any damage, expenses or liability arising from any injury or damages to any person, including the general public, the stallholder or others, occurring either in the space occupied by the participant or elsewhere arising out of its occupancy or anything connected with occupancy.
* The Toodyay Farmers Market welcomes responsible dog owners and request that dogs are kept on a short lead.
* The organizer will not be liable for any loss or damage to the property of the stallholder due to fire, robbery, accidents or any cause whatsoever that may arise from use occupancy of the site.
* The organizer assumes no liability for any damages or losses resulting from or relating to the failure of the stallholder to comply with the provisions of this agreement.

5.

**STALLHOLDER REQUIREMENTS**

**INSURANCE**

Stallholders are required to have a minimum of $10 million Public Liability Insurance.

OPTIONS FOR INSURANCE:

* Check with your current Insurance provider to include cover for selling at the Toodyay Farmers Market.
* Organize own Public Liability Insurance
* Adjust current insurance (i.e. farm) to cover selling at market
* Come under the TFM Insurance ( gazetted annually based on the TFM Insurance year)
* A current insurance certificate of currency must be provided to the TFM committee as proof of cover annually.

It is the responsibility of the stallholder to ensure upkeep and renewal of their Public Liability Insurance.

**FOOD CERTIFICATE**

Stallholders selling food or food products are required to operate in accordance with the Food Act 2008 and the Shire of Toodyay Guidelines for Food Stalls.

Stallholders selling food ( excluding whole, unprocessed fruit and vegetables) will need to supply a copy of their current Food Business Registration Certificate from the Shire in which the food is produced/processed.

**Note:**

* If you do not have the above, stallholders need to submit a **Food Premises Application/Notification form** to their local Shire and supply the Toodyay Farmers Market with a copy of approval before market day.
* Stallholders should be aware that home-based commercial activities might require planning approval. If you have any doubt or wish to discuss statutory planning requirements please contact the planner at your local Shire.

**WASTE MINIMISATION**

The TFM Committee encourages stallholders to think about how they can minimize the amount of waste produced by their stall.

Stallholders are encouraged to use environmentally friendly/biodegradable packaging, plates, cutlery and any other single use items.

**LABELLING**

All stallholders must comply with appropriate labelling regulations in accordance with the Food Act 2008 and the Australia, New Zealand Food Standards Code. [www.foodstandards.gov.au](http://www.foodstandards.gov.au).

6.

**WEIGHTS AND MEASURES**

Stallholders must meet requirements under the Weights and Measures Act. [www.measurment.gov.au](http://www.measurment.gov.au)

**FOOD SAFETY**

Stallholders must comply with the food standards that apply to their products and comply with their obligations under the Food Act and stipulated in the ANZF Standards and by the Environmental Health Office at the Shire of Toodyay.

**MARKET DAY REQUIREMENTS**

**DIRECTIONS**

You can access the park from the driveway next to the Cola Café. Drive around the back, past the church and drive straight ahead to Stirling Park. One of the market team will be there to allocate you a stall, explain where the toilets are, and instruct you where to park once you’ve offloaded your stall equipment.

**Please do not park your car at the back of the market area.** We need to leave an emergency access way. Stallholder cars can be parked across the road, behind the service station. Please find map below for your reference.



**ARRIVAL**

You are welcome to arrive from 7.00am. You will be allocated a stall on arrival. Stall bays will be marked out with spray paint.

7.

**STALL SET UP**

Each seller is responsible for their own stall set up, including providing any marquees, tables, chairs etc. **Please ensure your sites are secure – marquees tied down properly, weights used – this is so important to ensure the safety of others and is the stallholders responsibility**. Our volunteers on the morning are more than happy to help with this, if you need assistance just give us a hoy.

Please offload any goods from your vehicle ASAP and then remove your vehicle from site. You can then return to set up your space. We will need to be courteous of other stallholders at all times and work as quickly and efficiently as possible.

***ALL VEHICLES MUST BE REMOVED FROM SITE NO LATER THAN 8.15AM***

Vehicles are to have hazard lights on and moving at an idle speed while on site. If you arrive after 8:15am you may park temporary at the rear of the grounds while you unload your car. All vehicles will need to leave this area by 8:45am. Committee and Volunteer parking only directly behind the rectory (excluding animal transport vehicles).

**USING POWER**

For anyone using power, please ensure you bring your own extension lead to connect to the power box (6-10m). Please ensure all electrical equipment, including extension leads, are tagged and tested.

**MARKET CLOSE**

From 1pm onwards there is an opportunity for sellers to barter any leftover goods. Please note this is completely at sellers discretion and those who are not interested do not have to participate.

Please ensure any rubbish around your stall is disposed of appropriately and the site is left in the same manner it was found on arrival.

**STALL PACK DOWN**

Please note – you will not be able to dismantle your stall until after 1pm – If stock is sold before then you can put “Sorry Sold Out “ sign to let customers know.

Please pack up your site ***BEFORE*** collecting your car. This makes the process much quicker for everyone and stops congestion.

8.

**NOISE**

The Anglican Church Service starts at 10am Sunday and runs until approximately 11am. It is requested all efforts are made to cause minimal disruption to the Church during this time.

**FIRST AID AND EMERGENCY RESPONSE**

In the event of an emergency 000 will be called. A first aid kit will be kept at the Toodyay Farmers Market Information stall and can be accessed as necessary on the day.

**RESOURCES**

Department of Agriculture WA – Selling Produce at Farmers Markets

<https://www.agri.wa.gov.au/fruit/selling-produce-farmers-markets>

Waste Wise Event Guide

[http://ww.wasteauthority.wa.gov.au/media/files/documents/guide\_to\_Waste\_Wise \_Community\_Events.doc](http://ww.wasteauthority.wa.gov.au/media/files/documents/guide_to_Waste_Wise%20_Community_Events.doc)

Waste Minimisation Guide – Events and Venue

<http://www.zerowate.sa.gov.au/upload/resource-centre/publications/events/2010%20events%20guide.pdf>

9.

**DEFINITIONS**

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| --- | --- |
| Artisan | Handmade, handcrafted, hand-grown, hand-raised, |
|  | hand-produced. Quality items that are not mass |
|  | produced. |
| Local | The term local refers to people who live within, or |
|  | own property with, the Shire of Toodyay. |
| Regional | The greater Wheatbelt and Hills area surrounding |
|  | the Shire of Toodyay |
| Primary products | A raw product that has not been altered from its |
|  | primary state e.g. Fruit, Vegetables, Eggs, Animals |
|  | etc. |
| Value Added Products | A Primary product that has been altered, modified, |
|  | and or added to, to create a different |
|  | sellable item e.g. turning milk into ice-cream, |
|  | fruit into jams etc. |
| Small Livestock | Poultry ( chicken, turkeys, ducks, geese), rabbits |
|  | guinea pigs. |
| Ready to Eat Food | Food that is ordinarily consumed in the same |
|  | state as which it is sold |
|  |  |

10.