

# **Slow Food Melbourne's Farmers' Market**

## **OPERATING GUIDELINES 2022**

### **Market Location**

Happy Receptions 199 Sunshine Rd. Tottenham 3012

### **Trading Times**

2<sup>nd</sup> Saturday of each month, every month of the year.

8am to 1pm

### **Site Setup and Packup**

Set up starts from 6am. Please arrive no later than 7:15am.

Marquees must be secured upon set up BEFORE commencing other site setup requirements.

Packup only from 1pm to 2pm. Stallholders are required to stay until the end of market, unless notified otherwise by market management.

Stalls must not be dismantled until market closes, even if sold out.

If Sold Out please place a sign at your stall to this effect.

Market management endeavours to provide stallholders with the same site each month, but this is not guaranteed, due to seasonal variability.

### **Vehicles on Site**

Strictly no vehicle movements on site between 7:15am and 1:10pm.

Please state on your application form the dimensions of your vehicle or trailer if they exceed 5 metres X 3 metres on site.

Stall sites allow for a single vehicle or trailer and a 3 X 3 metre marquee. There are limited sites which offer a larger site footprint. Please advise us if you require one of these sites and what dimensions and orientation needed.

### **Site Dimensions**

Standard sites are 3m X 8m.

### **Cost**

Stall fees are \$80 per 3x3 site, plus \$10 if you require power.

### **Power**

There is limited power provided at the site. If you require power, please inform us. You must bring your own 25 metre extension cords which are tagged and tested, otherwise they will not be permitted for use at the market.

Please advise if you require a 15amp power point as there is limited availability.

### **Attendance, Payment & Cancellations**

Invoices will be sent 14 days prior to market day. Full payment must be made in advance to confirm market attendance.

If you need to cancel your booking please let us know ASAP. If we have more than 24 hours notification we will credit your stall fee to the following market. If you are unable to attend on market day due to a last minute emergency or mishap please notify us.

## **Equipment**

Stallholders must bring their own equipment including shade structure and tables. All components of your stall must be secured safely. You will be asked to take down any unsecured structures.

## **Market Mix**

Our aim is to have a high percentage of primary producers who grow, rear or catch the produce they sell. A number of value-added producers will be included to ensure a wide range of available products. Preference will be given to value-added producers that are farm based and use their own farm produce as core ingredients. Other value-added producers will need to use local ingredients for their produce. Generally speaking, no more than two stallholders will be approved to sell the same item. This applies to all produce and value-added products, and specific types of vegetables.

The market management will make final decisions on number, variety, fees and location of stalls.

We reserve the right to withdraw invitation to any stallholder, patron or market volunteers. Decisions will be made by Slow Food Melbourne committee in consultation with market management and no correspondence will be entered into.

## **Staffing**

Your stall must be staffed by a person(s) who has direct knowledge and involvement in the production of any items for sale. Ideally this will be the farmer, or artisan producer, or family member.

## **Insurance and Permits**

All stallholders are required to be covered by appropriate current product and public liability insurance. All stallholders must have necessary permits and registrations approved by the relevant councils e.g. Streatrader, Food Business certification, food handling permits.

## **Weather Contingency**

There are **no refunds or credits for adverse weather.**

## **Social Media and Website**

Our website is at [slowfoodmelbourne.com.au](http://slowfoodmelbourne.com.au) and will have information on market times. Please provide stallholder photos, production information and business details so we can feature you in our producer profiles.

Our social media accounts are @slowfoodmelbournefm on Instagram  
Slowfoodmelbourne on Facebook,  
and @slowfoodmelb on Twitter.

Please use the hashtag #SlowFoodMelbFM and #SloFoWeFoFM

## **Contacts**

Alison Peake: stall bookings, enquiries, site management and operation  
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