

Slow Food Melbourne's Spotswood Farmers' Market

OPERATING GUIDELINES 2022

Market Location

Spotswood-Kingsville RSL, 63 The Avenue, Spotswood VIC

Trading Times

4th 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.

Market management endeavors 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.

Vehicles must be unloaded and removed from site as quickly as possible prior to any site setup.

Sites must be fully dismantled prior to bringing vehicle onsite for loading

Please state on your application form whether you require a vehicle on site.

There are certain areas of the site where vehicles will not be permitted.

Site Dimensions

Standard sites are 3x 8m which allows room for small vehicle behind your stall

Cost

Stall fees \$80 per 3x 8 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.

Attendance and Payment

Refunds are only applicable in specific circumstances as per discretion of market management.

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

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. Sandbags or water weights must be fixed to all 4 corners or secured to a vehicle. Tent pegs are not suitable onsite.

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 who do not comply with the stated objectives or cause unnecessary market conflict.

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 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 Slow Food Melbourne on Facebook, and @slowfoodmelb on Twitter. Please use the hashtag #SlowFoodMelbFM and #SpotswoodFM

Contacts

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

Email: slowfoodwestside@gmail.com

Phone: 0438 318 319

For invoicing enquiries, contact Gaye Wilson slowspotswood@gmail.com