



Slow Food Melbourne 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, 8.00 am to 1.00 pm

Site Setup and Packup

Set up starts at 6.00 am. Please arrive no later than 7:15 am. Marquees must be secured BEFORE commencing other site setup requirements.

Packup only from 1.00 pm to 2.00 pm. 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.

Site Dimensions

Standard sites are 3 x 8 metres.

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

Vehicles on Site

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

Please state the dimensions on your application form if your vehicle or trailer exceeds 5 x 3 metres.

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. Cords not tagged and tested will not be permitted for use at the market.

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

Where stallholders require power for more than one piece of electrical equipment, we aim to provide a 15 amp point where possible. When running multiple leads we recommend using a 15 amp power block or power board to maximise available power. We strongly advise using no more than two leads per stall.

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.

Cost

Stall fees are:

- \$80.00 per unpowered 3 x 3 site
- \$90.00 per powered 3 x 3 site (assumes one power point)

Attendance, Payment & Cancellations

Invoices will be sent 14 days before market day. Full payment to our bank account as per the invoice must be made by the Monday prior to market day 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. Please notify us if you cannot attend on market day due to a last-minute emergency or mishap.

Weather

There are no refunds or credits for adverse weather. The market will operate in all weather conditions, provided it is safe.

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, artisan producer, or family member.

Insurance and Permits

All stallholders must 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, and food handling permits.

Market Mix

We aim 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 farm-based value-added producers who use their own farm produce as core ingredients. Other value-added producers will need to use local ingredients for their produce. Generally, 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 manager will make final decisions on the number, variety, fees and location of stalls.

We reserve the right to withdraw invitations to any stallholder, patron, or market volunteer. The Slow Food Melbourne committee will make decisions in consultation with market management, and no correspondence will be entered into.

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:

- Instagram [@slowfoodmelbournefm](https://www.instagram.com/slowfoodmelbournefm)
- Facebook [Slowfoodmelbourne](https://www.facebook.com/Slowfoodmelbourne)
- Twitter [@slowfoodmelb](https://twitter.com/slowfoodmelb)

Please use the hashtags #SlowFoodMelbFM and #SloFoWeFoFM

Contacts

Stall bookings, enquiries, site management and operation

Alison Peake: contact@slowfoodmelbourne.com.au, 0438 318 319

Invoicing

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