



Slow Food Melbourne Farmers' Market

OPERATING GUIDELINES

The following are the terms and conditions under which stall holders are invited to trade with us at market. Please familiarize yourself with these and also ensure all staff are aware of their obligations when trading on your behalf.

Please be aware that new stallholders are accepted on a casual trial basis with no guarantee of ongoing trade. Permanent stall positions will be offered at the discretion of market management.

Market Location

Spotswood Primary School, 600 Melbourne Rd, Spotswood

Trading Times

4th Saturday of each month, every month of the year (with occasional changes to December dates to accommodate Christmas), 9.00 am to 1.00 pm

Site Setup and Packup

Set up starts at 7.00 am. Please arrive no later than 8:15 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.

Vehicles on Site

Strictly no vehicle movements on site between 8:15 am and 1:10 pm. 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 vehicles onsite for loading.

Please state on your application whether you require a vehicle onsite. There are certain areas of the site where vehicles are not permitted.

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.

Cost

Stall fees are:

- \$80.00 per unpowered 3 x 8 site
- \$100.00 per powered 3 x 8 site

Power

There is limited power provided at the site. If you require power, please inform us. You must bring your own 30-metre extension cords, which are tagged and tested. Cords not tagged and tested will not be permitted for use at the market.

Attendance, Payment & Cancellations

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

Refunds are only applicable in specific circumstances at the discretion of the market management.

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.

Metal weights, sandbags or water weights must be fixed to all four corners of your marquee. Tent pegs are banned by council.

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 management 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 who does not comply with the stated objectives of the market or causes unnecessary conflict. The Slow Food Melbourne committee will make decisions 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, 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.

Weather

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

Rubbish

There is no provision for rubbish disposal onsite for stallholders. You are required to take your rubbish offsite at the end of the market. This should include provision for disposal of any packaging or containers for food consumed onsite by your customers.

You are responsible for removal of ALL rubbish created by your stall.

Plastic Bags & Packaging

The market is plastic bag free with the exception of any packaging required by statutory authorities or health regulations. Where packaging or food containers are required, please obtain biodegradable or compostable options.

Disposal of Ice

If you are disposing of ice, do not put it on grassed areas or garden beds where it can kill vegetation. Please place ice in drains or sinks or on hard surfaces.

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 #SpotswoodFM

Contacts

Stall bookings, enquiries, site management and operation

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

Invoicing

Gaye Wilson: accounts@slowfoodmelbourne.com.au

MARQUEE WEIGHT POLICY

The following are the minimum standards which will be accepted for weighting marquees onsite during market.

These specifications are for a 3 x 3 metre marquee.

Be aware if you trade with a larger marquee eg. 6 x 3 metre these amounts need to be doubled.

- #1 Immediately marquees are opened onsite they must be secured with weights. Do not under any circumstances leave an unsecured marquee.
- #2 Each leg must be secured by at least **20kg** of weight
- #3 Weights need to sit on the foot of the marquee leg to prevent the legs being able to lift off the ground in the event of wind and also must be attached or tied to the marquee leg.
- #4 Tent pegs are not to be used as primary securing for marquees. Sometimes your stall may be located on asphalt. Tent pegs are banned by council.

#5 Marquees will be inspected prior to the commencement of every market and non-compliant stalls will not be allowed to commence trading.

#6 You may choose to tie to a vehicle for extra security but this will only be accepted as secondary fixings. Appropriate weights are still required on **all four** marquee legs.

Weights manufactured by Altegra are the ideal weight for market as they comply with all of the above terms and conditions. They are 20kgs, designed to sit on marquee leg base plates and fit around square or hexagonal marquee legs. They also have a handle for easy installation and carrying.

Per point 5, you will not be allowed to commence trading until your marquee has been correctly secured. If you do not provide appropriate weights you will be required to purchase a set of Altegra weights from us at a cost of \$380 or take your marquee down.

Please understand this is for the benefit of us all. We are responsible to ensure our customers can shop safely without concerns for possible injury from flying marquees. We are all at risk of losing our businesses and have legal liabilities if someone were to be seriously injured. There have been too many near misses over the years at most markets so we all now need to be more vigilant and careful.