

# STALLHOLDER APPLICATION PACK



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## Application checklist

1/Get preliminary approval from us prior to submitting application form.

Note: Participation is not guaranteed until we have viewed your application form.

2/Submit a signed application form (post, fax, or email/scan) **including payment** (see pg1).

Sites are not confirmed until payment is received.

Including a copy of your public liability insurance if covered.

3/Confirmation

We will contact you via email or phone once we have received and processed your application.

4/Obtain necessary food permit from appropriate city council (see pg 7)

5/Receive market information "running sheet" via email, usually emailed on the week of the market.  
This includes all necessary information inc times, map etc

6/Attend market!

**OFFICE USE ONLY**

Date received: \_\_\_\_\_ Date payment received \_\_\_\_\_ Amount received: \_\_\_\_\_

Approved:  Declined:

Date replied: \_\_\_\_\_ via email  via phone

Comments: \_\_\_\_\_

Added to waiting list:  Added to stallholder list:  Added to booking list:

Comments: \_\_\_\_\_

Power  Generator  Lg marquee  Lg vehicle  Trailer  Does not have public liability

**CASUAL STALLHOLDER APPLICATION FORM**



Please tick the market/s you are applying for.

- SPOTSWOOD 1st Saturday**  \$65
- BALLARAT Bridge Mall 1st Saturday**  \$55
- CAULFIELD 2nd Saturday**  \$70
- BALLARAT Lakeside 2nd Saturday and 4th Saturday**  \$45
- SUNBURY 2nd Saturday**  \$55
- ASHWOOD 3rd Sunday**  \$70
- MONTMORENCY 4th Saturday**  \$60
- PRESTON 4th Saturday**  \$70
- DINGLEY (markers & growers) 1st Sunday**  \$46 outdoors  \$50 indoor
- CAULFIELD racecourse (makers & growers)**  \$80

**Do you require power?** Yes  No  If so, please include an extra \$10 per market for power

**Do you have public liability insurance?** Yes  No  If not, please include on extra \$10 per market to be covered

Total you are paying \$ \_\_\_\_\_ Please include payment with application or EFT at time of applying.

What day/date do you wish to commence? \_\_\_\_\_

**CONTACT DETAILS**

Business/company name: \_\_\_\_\_

Owners name: \_\_\_\_\_

Brief product description: \_\_\_\_\_

Contact name: \_\_\_\_\_

Phone: \_\_\_\_\_ a/h: \_\_\_\_\_

Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Postal address: \_\_\_\_\_

Suburb/town: \_\_\_\_\_ State: \_\_\_\_\_ Post code: \_\_\_\_\_

Address of production premises (kitchen, farm, factory etc): \_\_\_\_\_

\_\_\_\_\_

Web page: \_\_\_\_\_

Stallholder staff name/s: \_\_\_\_\_

Position/role in the business: \_\_\_\_\_

Their mobile number/s: \_\_\_\_\_

**AGREEMENT**

I \_\_\_\_\_, have read and hereby agree to all terms and conditions of in Season Markets.

I understand that if I do not adhere to these terms & conditions I may not be allowed to participate at future markets.

If I am in breach of these terms & conditions and if requested to do so I agree to leave the market that I am participating at immediately. Stall fees are non-refundable and are not transferrable to another or subsequent market.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



**PRODUCT TYPE**

Please note: We do not allow re-sellers at our markets. In general terms, if you do not play a part in the production process ie: planting, picking, making, plucking, breeding, bottling, brewing etc you will more than likely not meet our criteria, therefore not be allowed to attend our market/s. If you are unsure whether you meet our criteria please contact us to discuss this.

Please tick the category that bests fits your business.

Farmer/grower

Producer (ie: baker etc)

Value adder (ie: jams etc)

Food for immediate consumption

Art, craft or Jewelry  (Note: Not allowed at our Farmers Markets)

Please list every product/item you intend to sell, in detail: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you able to sell your produce/product all year round? Yes  No

If not, which months is your produce/products available? \_\_\_\_\_

Are you certified organic? Yes  No

Do you grow your own ingredients? Yes  No

What region is your produce/product grown in? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where do you source your produce/ingredients from? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## STALL REQUIREMENTS

Stallholders must bring any equipment they require for their stall set up (marquee, trestle etc).

Standard stall sites are 3 x 3 metres. If a larger stall is required then this should be negotiated with the market organiser upon application.

Given the nature of farmer markets some of our markets may not have 100% stallholder vehicle access and your vehicle may not be able to be near your site. You will be notified by the organiser if you can not have vehicle access or you are not allowed to have your vehicle on site.

If you are given vehicle access, only 1 x vehicle per stall is allowed on site.

Do you require power? Yes  No  If yes, how many amps do you require? \_\_\_\_\_

Do you use your own generator? Yes  No  Generators must be quiet or will not be allowed.

Do you use a 3 x 3 marquee? Yes  No  If not, what size? \_\_\_\_\_

What vehicle do you have? Car  Ute  Van  Lg Van  Sm truck (1-2 tonne)  Lg truck

Other - please specify: \_\_\_\_\_

Do you also have a trailer? Yes  No  If yes, what size? \_\_\_\_\_

## PAYMENTS

All stall fees must be paid in advance. Your site is not 100% confirmed until payment is received.

Payments are non-refundable and are not transferable to another or a subsequent market.

Payments can be made by branch deposit, EFT (electronic funds transfer) or by cheque.

Payments can be made by credit card. Please contact our office on 9553 0601 with your card details.

### By Mail:

Cheques are to be made payable to In Season Markets Inc and posted to:

PO Box 640

Carnegie, Vic 3163.

### Direct Deposits:

inSeason Markets Inc

ANZ Bank of Australia

bsb: 013-260

acc: 4846-16038



## TERMS AND CONDITIONS

### What is allowed at our Farmers Markets:

1. Primary produce - ie: seasonal fruit & vegetables, beef, chicken, plants, seedlings and cut flowers. In general terms, the stall holders should play a part in the production process.
2. Value added products. Products must be produced by the stall holder and ingredients should be sourced from Victoria.
3. Food for immediate consumption. Ingredients should be sourced from Victoria.

### What is allowed at our Makers & Growers markets:

1. All of the above - plus hand made arts, crafts and jewelry. All products must be made or produced by the stallholder.

### What is not allowed at our Farmers Markets:

1. Reselling of any product.
2. General craft products & bric a brac.
3. Produce that is not of a fresh and very high standard.

### What is not allowed at our Makers & Growers markets:

- 1: Mass produced or imported products.

### Paying for your market:

All stall fees (as listed on page 1) must be paid in advance. Sites are not confirmed until payment is received. All stall fees are non-refundable and are not transferable to subsequent or other markets. All stall holders who wish to return must book and pay for the subsequent market on "market day". **Stall holders risk losing their site and being replaced by another stall holder if they do not book and pay on market day.** Stall holders who turn up to our market/s who have not pre booked and prepaid will not be allowed to set up.

### Food permits:

All food based stall holders must obtain a necessary food permit from the relevant city council. If you do not already have an appropriate permit or you are unsure if you require one please contact the relevant city council. See the attached list of council contacts. Council representatives often attend our markets to inspect stalls and their permits. If you do not have an appropriate permit on market day you may be asked to leave immediately.

### Public liability:

All stall holders require public liability insurance. Please provide a copy of your policy when applying for a stall. If you do not have public liability insurance you will need to be covered by our policy and must pay an additional fee (see pg1).

### Equipment:

Stall holders are required to bring their own equipment. This may include trestle table, structures (gazebo/tent), water buckets, power cords, product displays, etc.

All equipment supplied by stall holders must comply with health and safety regulations.

If stall holders would like to purchase quality gazebos, we recommend Life & leisure mobile store. Please contact Keith Wilson at Life & leisure mobile store for an "In Season" deal, ph: 0417 369 468 or 1300 179 938, email: [lifeandleisuremobile@bigpond.com](mailto:lifeandleisuremobile@bigpond.com)

If you would like to see this particular gazebo please speak with us on market day as we usually have one on display.

Stall holders must also have appropriate weights and pegs for their marquee (4 small pegs is not sufficient and 2 x large pegs per leg is a minimum requirement when on grass, and 1 weight/sand bag (min 15kgs) per leg when on asphalt/bitumen). Some rope should also be carried to attach your marquee to your vehicle in the event of strong wind gusts. These are strict requirements of our markets and if not adhered to may result in you being asked to leave.

We often have a contracted supplier of weights and pegs attending our markets as an additional service to you. If stall holders do not have appropriate weights/pegs on market day and wish to set up on the day, they must purchase some appropriate weights/pegs from our supplier on site or obtain some elsewhere prior to setting up.



**Power:**

All power cords, power boards, double adaptors and other electrical equipment must be “currently” tagged by an authorized electrician. Stalls using un-tagged or out of date equipment will not be able to use power. This will generally result in the stallholder not being able to participate on the day.

We often employ the services of a “test and tag” contractor. If you do have untagged equipment that you would like to use, please have these items tested and tagged by our authorised contractor on the day. He/she charges a small fee that you will need to be paid directly to him/her.

**Cancellation by stallholders:**

We require 7 days notice in writing (email, fax or post) if you are not able to attend a market that you have booked.

Stalls that do not give notice or simply do not turn up on the day will generally not be invited to attend again. All stall fees are non-refundable and are not transferrable to subsequent or other markets.

**Bad weather:**

We do not refund or discount stall fees for bad weather. Please do not request refunds or discounts for bad weather.

**Cancelled markets:**

In the unlikely event we are forced to cancel one of our markets **prior to the day** we will attempt to notify all of our stallholders by email and/or phone. In this event stall holder fees will be transferred to the next market that you wish to attend.

A market will go ahead rain, hail, wind or shine and will only generally be cancelled prior to the event if access to the market site is not available.

If the market is called off on, or during the day due to bad weather, any stall fees paid will be retained.

**Communications:**

Our preferred method of communicating with stallholders is via email. Please make sure your email address and other contact details is kept up to date with our office.

We will often send out various informational flyers and newsletters relating to our markets. A hard copy of this information is sometimes distributed to stallholders on market day. If you are not getting this information from us please let us know.

**Prior to the day:**

A market running sheet which includes most of the necessary market day information (access times, map & directions etc) is generally emailed to all stallholders a day or two prior to the market. If you do not receive this or require any additional information please contact us. Most information can also be found on our webpage.

**Stall Allocation:**

Sites are allocated by the market organiser based on product type, vehicle size, stall requirements etc.

Stallholders will be given their site number upon arriving at the market. Please make yourself known to our market staff on market day for your site number, even if you have attended our market previously.

Please do not drive onto market grounds until you have your site number.

**On the day:**

All stallholders must be set up no less than 15 minutes prior to the market start time (see running sheet).

Gates will be shut to vehicles 15 minutes prior to the market start time. No vehicle should be driven on to the market grounds after this time and stallholders must not drive or move their vehicle during market operation hours. Stalls must not leave the market or pack up their main equipment (marquee, table etc) prior to the end of the market.

Stall holders should attempt to have enough stock for the day, obviously this may take a few markets to assess. Stalls that continually sell out too soon may be replaced with a stall with adequate stock levels.

If you do sell out, please place a “sold out” sign at your stall.

Stallholders must have available and provide the following information to customers upon request:

1. Name of Business 2. Ingredients and production method. 3. Weight 4. ABN 5. Price 6. Contact details  
The individual/s selling the produce at the stall must have extensive knowledge of what they are selling, including the production method, where it is grown, cooking instructions etc.

### Market grounds and vegetation:

Trees and other vegetation must not be damaged in any way and under no circumstances should any branches be removed unless with prior consent from market staff.

If driving on the market grounds to and from your stall location, please use the most direct route and where possible use the same route when arriving and leaving. Avoid unnecessary turning.

Gazebos/marquees and tents are to be held down by weights wherever possible.

When driving vehicles into the market area, drivers are to drive no more than 8km/h.

Each stallholder is responsible for their own site's condition and sites must be left the same condition as found.

Stallholders must take ALL rubbish away with them (big or small), this also includes vegetable matter.

Bins on site are only for visitor's use and are not to be used by stallholders.

### Returning stallholders:

Whilst you will more than likely be allowed to continue to attend our market if you wish, every stall who attends our market/s does so by invitation. We reserve the right to revoke our invitation at anytime for any reason.

While we are always mindful of the "market mix" and to not have too many similar product types, stallholders are not guaranteed that other similar products will not be on sale on the same day that they attend.

We do not guarantee any sort of exclusivity of product type at our markets to stallholders.

Whilst we will endeavour to position you in the same stall location or preferred site, stallholders are not guaranteed the same site location at subsequent markets.

### Gift vouchers:

inSeason Markets have their own unique gift vouchers. These are given away by us as a promotional tool or purchased by customers as gifts and used on market days.

If you receive an In Season gift voucher (or multiple vouchers) at one of our markets please check the expiry date. If within the expiry date please honour them as cash to be refunded later on the day by us.

Gift vouchers have a value of \$5 each and will always be dated and signed by us.

Please hand them to our market manager on the day when they are collecting stall fees, to be fully refunded.



### Stallholder issues:

If you have any issues with any of our operations or with any other stallholder please do not address these on market day. Market day is for doing business! Please feel free to contact us during business hours to discuss your concern.

Requests for site location changes, product inclusions etc should ideally be requested in writing via email during business hours. Please feel free to phone us as well.

### Feedback:

We value stallholder feedback. If you have any feedback or constructive criticism relating to any of our markets please feel free to let us know. During office hours is preferred!

## **COUNCIL CONTACTS**

Spotswood Farmers Market - City of Hobsons Bay  
Mohamad Maaliki. Ph: 03 9932 1508

Ballarat Lakeside (& Bridge Street Mall) Farmers Market - City of Ballarat  
Miriam Coyle. Ph: 03 5320 5702 Email: [miriamcoyle@ballarat.vic.gov.au](mailto:miriamcoyle@ballarat.vic.gov.au)

Caulfield Farmers Market - City of Glen Eira  
Ph: 03 9524 3405

Sunbury Farmers Market - City of Hume  
Anthony Knight. Ph: 03 9205 2521 Email: [anthonyk@hume.vic.gov.au](mailto:anthonyk@hume.vic.gov.au)

Ashwood Farmers Market - City of Monash  
PH: 03 9518 3539 or 9518 3540

Preston Farmers Market - City of Darebin  
Ph: 03 8470 8658 Email: [health@darebin.vic.gov.au](mailto:health@darebin.vic.gov.au)

Montmorency Farmers Market - City of Banyule  
Ph: 03 9457 9965