



VENDORS INFORMATION

MARKET RULES

**Last Saturday of the month, except December
8am to 12 noon**

**NABIAC FARMERS MARKET
Nabiac Hall & Showground
Nabiac Street
Nabiac NSW**

Mobile: 0438 012 781

Email: nfmcoordinator@gmail.com

Facebook: www.facebook.com/nabiacfarmersmarket

General Information

The Nabiac Farmers Market (NFM) is held at the **Nabiac Showground on the last Saturday of each month**, except December. Our relaxed country atmosphere is enjoyed by the vendors, community and visitors to the region. Our market showcases local producers, growers and artisans selling good value, seasonal, quality produce, products and art and crafts, primarily from the Mid Coast area, under the ethos:

Hand Grown, Hand Baked, Hand Made

Market hours 8am to 12noon

NFM has been in operation since 30th August 2003, thanks to a volunteer-run Market Committee, now assisted by a Market Coordinator. From 2019 NFM has operated as a sub-committee of the Nabiac Memorial Neighbourhood Centre Inc.

Proceeds raised on market day support projects in our local community.

All stallholder enquiries:

Phone: 0438 012 781

Email: nfmcoordinator@gmail.com

MARKET RULES

1. Vendor Applications / Product Changes

- Potential new vendors, or changes to products sold or promoted, are considered by the Market Committee once a month on a range of eligibility criteria, based on information provided in the Vendor Agreement / Application.
- New vendors or product changes may operate only when they have been approved by the Market Committee, and the Vendor Agreement / Application has been completed and all appropriate documentation and payment has been received, at least one week prior to market day

2. Products for Sale

- Produce or products on sale must have been grown, reared, harvested, baked, crafted, processed or value-added, locally.
- First priority will be given to producers in the vicinity of Nabiac and then the Mid Coast Council area. When enough produce or plants are unable to be sourced from the priority area, producers within 160kms (by road) of Nabiac may be considered by the committee and approved.
- Plant sellers must not sell anything classed as noxious weeds or a bush invader in our area
- The sale of secondhand goods is NOT PERMITTED, unless they have been 'up-cycled'

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- Egg sales must be dated and boxed in new boxes according to regulations
- No livestock is to be sold.
- Ducks, geese and chickens can be sold at the discretion and approval of the committee.

3. The Vendor

- The vendor is the producer, member of the family, bona fide employee or is an authorized agent of the producer.
- New vendors will be classed as casual for the first three months, and their stall site at the market may change at the discretion of the market coordinator.
- The vendor may sell products from other local producers, but that must not be more than 25% of product quantity offered for sale
- Stall sharing by different vendors is only permitted on approval from the committee where products are compatible

4. Certificates and Regulations

- The construction, fit out, finishes and operation of all food stalls must comply with the *NSW Food Act, 2003* including Standards 3.2.2 and 3.2.3 of the *Australian and New Zealand Food Standards Code*. Guidance may be obtained from *Food Handling Guidelines for Temporary Events* available from the NSW Food Authority
- All value-added food goods must be made in a kitchen/food premises registered with the NSW Food Authority. A copy of the relevant registration must accompany the Vendors Application and be available at each market, should it be required.
- Any vendor claiming organic produce status must grow the produce in accordance with prevailing organic certification practices, and the certificate must be supplied with the stall application and displayed at the stall.
- Wine, beer or liquor vendors must have a copy of their licence(s) available on market day, and must display all required signage as stipulated by the *NSW Casino Liquor and Gaming Control Authority*. All wine/beer/spirits stall participants must hold and have copies of their current RSA certificates available on market day.
- Copies of all the relevant certificates regarding a vendor's operation should be kept with the vendor on market day, should they need to be shown, eg: Council food safety checks, public liability certificates, own stall risk assessment.
- Nabiac Farmers Market is not responsible for the collection and payment of sales tax (GST) for individual vendors.

5. Food and Refreshment Outlets

Only catering and refreshments approved by the Market Committee will be permitted

6. Insurance

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- All vendors at a stall are required to maintain a current up to date **\$20 million Public and Products Liability Insurance** cover whilst trading at the market, and on the yearly renewal date a copy should be forwarded the market coordinator via email for market records.
- A copy of the current Certificate of Currency must be lodged with all new applications and the original available at the market should it be required.
- If the Vendor does not provide a copy of each renewal of their Certificate of Currency promptly as they will not be allowed to trade at the market.

7. Stall Fees

SITE REQUIREMENT / MONTHLY FEES

- Outdoor site (3m x 3m) \$25
- Outdoor double site (6m x 6m) \$50
- Outdoor powered site (3m x 3m) \$30
- Indoor site (variable, typically 3m x 3m) \$25
- Community group / Not-for-profit / Fundraising - No charge

8. Stall Fee Payment

PAYMENT to be made a minimum of one week before the market

Regional Australia Bank

BSB: 932 000 | Account number: 500175786

Account name: NMNC Nabiac Farmers Market

Please include your surname/business name as reference

9. Stall Allocation

- Assignment of spaces is always at the discretion of the Market Coordinator. Vendors who have a history of regular participation will, where possible, have preference.
- Those vendors with seasonal produce or products should not expect to return to an original site if they have not been able to attend for a number of months.

10. Stall Cancellation for a Market

- If they are unable to attend, vendors are expected to contact the Market Coordinator at least three working days prior to market day. With this advanced notice any prepaid fees will be credited. NB: If advanced notice of absence is not given, any prepaid fees may not be credited.
- If you are unable to attend a market at very short notice, please phone or send a text to the market phone ASAP on the morning of the market, so that your site can be reallocated.

11. Stall Setup /Pull Down

The Market Coordinator will be on site, in a fluorescent safety vest, from 5:30am.

- Vendors must be in position on their site by 7.30am on the day of the market. No car movement is permitted in the market area between 7:30am and 12 noon.
- Please drive with caution on the market site at all times and take extra care when reversing.
- The Market Coordinator may reallocate the site if the vendor is not in place by 7.30am and the vendor has not notified the Market Coordinator of their late arrival.
- Vehicle access to the Showground for unloading by outdoor vendors is now via Showground Lane.
- Unloading inside the Nabiac Street entrance will be limited to indoor stalls in the hall. No vehicles may be left parked in this area.
- No parking in *Library Vehicles Only* spaces
- Unless previously arranged, all stallholder vehicles will be parked in the areas designated for stallholders by 7.30am (sharp)
- New, casual and returning vendors must always confirm their stall position with the Market Coordinator on arrival at the market before setting up.
- The market opens at 8am. Please be set up, car out and ready for operation by 7.30am
- Vendors must be self-sufficient in terms of stall equipment, eg. trestle tables, chairs and signage. The NFM volunteers setting up for the market have priority over the use of tables and chairs in the hall.
- Stall take-down is from 12 noon to 1.30pm
- The venue must be vacated by 1:30pm on the day of the market

12. Quality and Quantity

- Vendors shall only offer quality produce and products at all times
- The Market Coordinator has the authority to ask vendors to remove sub-standard produce, products or second hand goods from sale on market day
- No produce/fresh food is to be displayed on the ground for sale at any time
- All vendors are encouraged to have sufficient product to sell for the allocated market time. If completely sold out, vendors **MUST NOT** pack up their stall (unless approved by the Market Coordinator), but instead display a *Sold Out* sign

13. Samples

- Samples can be opened, arranged or cut for display or tasting at the market, provided

they are properly stored and/or served in accordance with food handling requirements

- Samples may only be offered for tasting on a 'free of charge' basis

14. Prices, Packaging, Labels and Measures

- All items must be priced clearly
- All pre-pack containers or bottles must be marked with quantity or weight, name and address of the producer, and appropriate labeling complying with the July 2017 food labeling laws.
- Eggs MUST NOT be sold in used containers, must be stamped and adhere to the following guidelines - www.foodauthority.nsw.gov.au/industry/eggs/small-egg-farms
- Scales used in the market must be certified as required under the *Weights & Measures Act* and carry a current valid, visible inspection seal

15. Power

- No generators will be allowed to run during the market
- Where on-site power is available, it can only be used with the approval of the Market Coordinator
- All electrical equipment, including cords, must have a current safety tag as per AS3760 and must not present a trip or electrocution hazard at any time

16. Gas

- No gas appliances are to be used on site without the approval of the Market Coordinator, and all safety procedures must be adhered to at all times.
- It is the responsibility of the vendor to ensure that gas bottles, gas hoses and attachments are not faulty and that bottles are date compliant. Vendor must also provide a working fire extinguisher and fire blanket for any stall where gas burners are used, and ensure they know how the extinguisher is operated, and make themselves aware of the location of the nearest fire extinguisher on site.

17. Health and Safety

- All vendors must attend to their own OHS, public health and safety at all times by:
 - Ensuring their stall, products and any signage is adequately secured (pegged or weighted) against the elements - wind, rain and heat
 - Avoid the use of ropes in high pedestrian traffic areas. Any ropes must have a bright coloured ribbon or orange plastic safety cups attached for greater visibility.
 - Stay within their allocated site, eliminate trip or sharp hazards, confine displays and signs to your stall site, and keep all pathways clear for visitation
 - Address their own personal needs - chairs, shade, sunscreen, water, personal security of any valuables, cash tin.
 - Not leaving their stall unattended or let the public go behind their stall at any time

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- All injuries or adverse events, however small, must be reported and recorded on the appropriate forms at the NFM Information Tent. All injuries are to be evaluated by the First Aid Officer and an ambulance called if necessary
- You must fill in and supply a stall self risk assessment check list with your application
- Guided by the smoke free laws of NSW government health, the whole market site is a NO SMOKING zone, including e-cigarettes.
- Dogs are not permitted on market stalls, visitors will need to have their pets on a lead at all times.

18. Standards of Behaviour

- Vendors are expected to maintain high standards of presentation and honesty, and to conduct themselves in a courteous, business-like manner at all times.
- Customers are expected to maintain the same behavior
- Rude or aggressive behavior will not be tolerated at any time at the market

19. Disputes

- The Market Committee has the right to reject a vendor or ask a vendor to not trade on Market Day for not upholding **Market Rules**
- If there is a dispute, the Market Coordinator will try to resolve the matter and, if needed, with a committee member present.
- On any occasion where these **Market Rules** do not provide clear direction or if there is an unresolved dispute, the Market Coordinator will ask that the matter be put in writing via email for the Market Committee's attention at the next meeting. A response will be given by the Market Committee. Please note: A warning could be issued regarding vendor behavior or the vendor may be directed not to attend the market again for the benefit of the market operation in general, its volunteers, vendors and visitors.

20. Representation

The Market Committee consists of volunteers from the community and includes vendors to represent fellow stallholders in all committee discussions

21. Clean Up

- Vendors are to ensure their stall area is left in a clean and tidy condition at the completion of the market.
- We ask that you take all your generated rubbish with you to be disposed of at home.
- If you have bulky packaging, you may take it away with you, or take advantage of the skip bin which will be unlocked during the market. If your allocated area is left untidy or damaged, a fee maybe levied.

From time to time, the Market Guidelines may need to be supplemented or changed to further facilitate the smooth operation of the market. If this occurs, vendors will be notified by the Market Committee.

22. No Plastic Policy

Our market is now operating single-use plastic free. Please use non plastic bags or biodegradable packaging.

23. NFM Information Tent

Is situated next to the library's side door. The Market Coordinator will be in the NFM tent unless out on site. There is also a book for leaving messages for the coordinator or committee on the NFM table.

Please visit the information tent to discuss any first aid, needs, suggestions etc.

Direct customers if they have found or lost something to the information tent.

Direct lost children or family members to the information tent for assistance.

Please also direct anybody interested in becoming a stallholder to the information tent.

Thank You

Nabiac Farmers Market Committee