



Wagga Wagga Farmers Market

STALL HOLDERS **INFORMATION & APPLICATION FORM**

WHAT IS IT?

- A Farmers market is held in the central business district of Wagga Wagga in the beautiful Civic gardens. Emphasis is on quality product and presentation.

WHERE?

- Location, location, location – in Civic gardens in front of the Wagga Wagga Civic Theatre with high visibility from Tarcutta and Baylis streets.

WHEN?

- Second Saturday every month of the year from 8am-1pm (set up from 7am).

WHY?

- To bring fresh, quality produce direct from farm to customer.
- To increase profits for producers and lower prices for customers.
- To encourage restaurateurs to showcase their venues and regional produce
- To educate customers on the benefits of buying direct.
- To create a highly visible, colourful regional event with economic, social and cultural benefits.

WHO RUNS IT?

This increasingly popular idea was established for Wagga Wagga by a group of local producers with the support of Wagga Wagga City Council, Wollundry Rotary Club and the NSW Department of State & Regional Development. Wagga's Wollundry Rotary, who have great experience through the long running Sunday Markets provide market management and logistical support and the producers oversee the style and quality of the event (see attached).

All profits raised by Wollundry Rotary from the market will go to local charities and other worthy beneficiaries.



Wagga Wagga Farmers Market

HOW DOES IT WORK?

- Stall holder applications for stalls at the market will be available at Wagga Wagga Tourist Information Office in Tarcutta St. Wagga Wagga, or by contacting the contact below
- Applications from stallholders are received and will be placed in categories and products.
- It is the aim to have a maximum of 2-3 stalls having the same product at each market day. This is done to ensure the financial success of each stallholder.

WHAT DO I GET?

- Each stall holder will have a 3m x 3m covered mini-marquee with trestles and sign board. The hire fee is \$88 per site per market. Advanced booking for 6 months discounted to \$82.50 per site per market pre-paid = \$495.00. This reserves your selected site.
- There are limited powered sites available at the extra cost of \$11 per site per market. You need to nominate if you need 1 phase or 3 phase power. Stallholders need to provide their own power cords. Defective power cords will not be connected for safety reasons.
- Power for refrigerated trucks is limited and each applicant should note any requirements on their application. We will contact you to discuss what can be done
- Water will be available, but you will need your own container. Access to a mains tap water is not envisaged at this stage, but may be reviewed subject to demand.
- Toilets and amenities will be available on the north side of the Civic Theatre

SOME SIMPLE RULES

- Sites cannot be transferred or sublet.
- The market will generally operate “hail, rain or shine” – but for safety reasons may be cancelled at any time.
- There is a “No show – No refund” rule
- Payment for sites is “In advance”. This means you will be asked at the market to pay for the next market day. If you decide not to continue with your stall, then the site will be offered to the next person on the waiting list. The selection from the waiting list will be subject to the produce category and product type being suitable.
- No cars are to be parked on the stallholders site or in Burns Way. Cars are to be parked in the carparks after unloading. (This is a WWCC consent condition)
- There will be a designated member of Wollundry Rotary “in charge” on each market day, who is responsible for the operation of the market. This person’s instructions are to be followed.
- Stall holders are to provide table cloths to prevent soiling and reduce damage to the table skirts.
- All stallholders are to adhere to the OH&S induction instructions. This is for the safety of everyone.
- All stall holders are to maintain a current Public & Products Liability Insurance policy whilst trading at the market. Request a “Certificate of Currency” for the policies above from your Insurer, and attach to the application form.



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- The sign boards provided with each site are the only signage permitted on the stallholders site. This is to maintain a uniform presentation for the market.
- Each stallholder is to clean up the area and remove their own rubbish from the market site.

PRODUCER GUIDELINES:

We see the market succeeding through rigorous maintenance of quality of product and presentation.

- 80% of produce sold must be your own. Re-sellers excluded, however, representatives of recognised food groups will be considered. Seller must have excellent knowledge of product being sold.
- Limit of three stall holders per product type.
- Where all else is equal, preference will be given to local region producers, and those prepared to accept the 6 market “advanced booking.”
- Optimum quality and presentation – subject to judgement of the market committee.
- Comply with Australian Food Safety Standards, and local Health Dept requirements.

WHAT TO DO NEXT

- Complete the attached Application form and sign it.
- Send it back to:
Wollundry Rotary,
PO Box 229
Wagga Wagga NSW 2650.
Or fax to:
Colin Duff - 0269269001
- You will be contacted & informed of either:
 - Your acceptance as a current stallholder
 - Your placement on the waiting list, if sites are not available
- When accepted - you will then be requested to confirm your site by returning a cheque for your stallholder site fee. (\$88 for 1 market or \$495 for 6 market advanced booking). **Cheques to be made out to Wollundry Rotary – Farmers Market.** All site fees are payable in advance.
- At this time you will need to provide the Certificate of Currency for your Public Liability Insurance, & Product Liability insurance if selling food products.
- Return all the above 14 days before the next market (which are held on the 2nd Saturday every month.)



**Wagga Wagga
Farmers Market**

For information contact:

Wollundry Rotary
PO Box 229
Wagga Wagga
NSW 2650.

Colin Duff Bus. 02 69269000
 Fax: 02 69269001
 Email colinduff@ric.com.au

Pat Ingram Bus. 02 69210777
 Fax: 02 69210732
 Email pat@iswfs.net.au

Email:

Wollundry@rotarnet.com.au
visitors@wagga.nsw.gov.au

STALL HOLDERS INFORMATION & APPLICATION FORMS are available from:

- Wagga Wagga Visitor Information Centre in Tarcutta St. Wagga Wagga.
- Rotary Home page: <http://www.rotarnet.com.au/Wollundry>



**Wagga Wagga
Farmers Market**

WAGGA WAGGA FARMERS MARKET
APPLICATION / AGREEMENT

CONTACT DETAILS

Date of Application: _____

Business name: _____

Contact Name: _____

Postal Address _____

Phone: _____ **Fax:** _____ **Mobile:** _____

Email: _____ **Website** _____

PRODUCT DETAILS

Please place an "x" adjacent to the appropriate category from the list below

Fish		Wine	
Fruit		Cheese	
Vegetables		Eggs	
Meat – Beef, lamb, pork, venison, poultry, game,		Herbs & spices	
Pasta		Dressings, chutney, preserves,	
Nuts		Coffee	
Bread / pastry		Flowers / Nursery	
Oils - Olives		Breakfast cereals	
Bacon & Eggs - cooked		Regular guest chef/restaurant	

DESCRIBE PRODUCT TYPE:

SEASONAL AVAILABILITY:

SITE REQUIREMENTS

Please place an "x" adjacent to the appropriate item in the list below

Power - single phase 240V		Power - three phase 415V	
Describe electrical items			

Signed: _____ **Date:** _____

(Signatory agrees to meet the rules, regulations & guidelines of the Management committee of the Wagga Wagga Farmers Market)

Privacy

The information collected on this form is only for the use by the Management committee of the Wagga Wagga Farmers Market and will be held at Wagga Wagga City Council.