



STALLHOLDER INFORMATION & OPERATIONAL GUIDELINES

Structure of the Market

The Inverleigh Produce & Lifestyle Market is managed by a community team. A management committee represents the local community, stakeholders, farmers, producers & stallholders. The market is a not-for-profit organization. Stallholder fees and fundraising efforts are used for management, promotion and maintenance of the market and also to support our local community.

Market Day & Hours

The Inverleigh Produce & Lifestyle Market is held from 9am-1pm on the third Sunday of every month between September and April. Stallholders must arrive prior to 8.30am and no vehicle movement is permitted within the market area between 8.45am-1pm, unless authorized by market coordinators.

Location & Site Access

Access to the site is from 6am via East Street through the Public toilet block across from the Inverleigh Hotel. Site access and parking will be directed by the market coordinators on the day, which can be identified by official 'Blue' market coordinator lanyards, and high-vis vests when directing traffic. To enable emergency vehicle access, only vehicles approved by the market committee will be permitted on site (e.g. refrigerated vans and producers with 'tonnage,' food vans etc.). Stallholder parking is available on the East Street surrounding the market and in the Inverleigh township close by. Please exercise extreme caution and respect when driving around the Market on the day and always be precautious of pedestrians and other vehicles.

Site

A standard stall site is approximately 5 x 3 metres and is suitable for a trestle table and/or standard marquee. Vehicles must only stay on market site if required: vehicles must be parked behind the stall and not impose on public walking areas or other traders. Stallholders are assigned sites on arrival. Please note that these are not permanent sites. The market Committee has the right to change the market layout/sites accordingly and at will. All marquees must be secured on each corner with suitable pegs or other weights.



Site Presentation

The presentation of your site is your responsibility and its appeal will have an impact on your sales. When or if you sell out, do not pack up your stall; rather, write a 'sold out, see you next time' or similar note for disappointed customers until 1pm.

Site Fees

Please refer to the Stallholder registration form for stallholder/site fees

Stall Staff

Stalls must be staffed by people genuinely involved in the business and production of the goods for sale. If you (the applicant) cannot attend the market, those who represent you must act in accordance with the Market Criteria, actively engaging with the public and embracing the spirit of the market – and display 'hands-on' knowledge of your product.

Weather Contingency

Stallholders should provide their own weatherproof covering or shade (depending on the season) and must have weights to anchor marquees in gusty winds. Should the weather be extreme enough, the market will be relocated to the Inverleigh Public hall at the market

committee's discretion, prior to the market day. Stallholders will not be reimbursed for the market day if they do not wish to participate at the public hall.

Labeling

All produce is to be clearly identified. The origins of the produce and products are to be clearly communicated, distinguishing the identity of farmer, farm, region, processor or food manufacturing business. All value-added produce is to be labeled in accordance with prevailing food safety regulations. Quality levels must be clearly designated. Only certified organic produce may be labeled organic, and sellers who claim organic certification status must display their 'Certified Organic' certificate on their stall.

Pricing

The total product price must be clearly displayed, including GST if applicable. The market aims to educate consumers on the true value of the cost of production of food. Vendors should offer all products at fair, market-driven prices that reflect the quality of the goods sold.

Stall Equipment

As a stallholder, you are expected to supply all the equipment needed to conduct your business – including marquee, weights and trestle tables etc.

Scales

We suggest that stallholders price by the unit (bag, bunch, bottle, bucket, handful) not by weight where not appropriate.

Power & Gas

A very limited number of powered sites are available at the market, if any from time to time. If you need to cook, you should bring your own gas-cooking equipment/generator/inverter and advise the Market coordinator to ensure we can assess safety and space requirements. Please note: All electrical cords and appliances must be 'tagged and tested' by a licensed electrician on an ongoing basis.

Standards

Stallholders are expected to maintain high standards of honesty and integrity and to conduct themselves in a courteous, business-like manner. Likewise, customers are expected to maintain the same standard of behavior.

Disputes

If there is a dispute, or a stallholder is unclear about the market criteria, Operational Guidelines or site issues, the market Committee will make a determination. Day-to-day issues will be resolved by the market Committee or representative, who will assure compliance by delivering fair warning for alleged infringements – either verbally or, if necessary, in writing. If the dispute is not resolved, the market representative may recommend permanent removal of the stallholder's booking.

Toilets

Public toilets are located right beside the market site. There is also an outdoor unisex toilet at the back of the Inverleigh Hotel which is across the street.

Committee

The Market Committee comprises a mix of passionate locals and stallholders, and meets on a Monday evening twice monthly, coinciding 1 week prior to each market. The annual general meeting is held in January of each year.

Health Regulations

Stallholders (with the exception of non-food stalls) are responsible for obtaining a Statement of Trade permit and are required to register on Streatrader. This document is available online at www.streatrader.health.vic.gov.au. There is no fee for this permit. Upon acceptance of your application, a copy of your Statement of Trade must be submitted to TFM and updates provided annually. Food cooked on site at the market (including tasting samples) must be of high quality.

Anyone selling alcoholic beverages must obtain the appropriate license from Liquor Licensing Victoria at the stallholder's expense. Information on liquor licenses may be found at www.liquor.vic.gov.au. Alcohol licenses must be displayed and relevant regulations must be abided by.

Legals, Insurance & Public Liability

Stallholders must have their own Product and/or Public Liability insurance. Upon acceptance of your application, a copy of your Certificate of Currency must be submitted to TFM and updates provided annually. The market has its own Public Liability Insurance to cover the grounds of the market, but no stallholders are included within this policy. If you do not have public liability insurance, you can follow this link to obtain quick and easy insurance from Stall Insure @- <https://www.stallinsure.com.au/dbweb.asp?ac=fm>

Waste & Recycling

Our Market prides itself on recycling and minimal waste. All waste from your stall must be taken away with you. Do not dispose of stall waste in town rubbish bins or recycling bins, as these are primarily for visitor use.

Should you have any concerns or questions please contact us via one of the following –

www.inverleighmarket.com

inverleighmarket@outlook.com

www.facebook.com/inverleighproduceandlifestyle