

STALLHOLDER INFORMATION

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PARRAMATTA FARMERS' MARKET – KEY INFORMATION

The Parramatta Farmers' Market (PFM) is a weekly market operated by Blue Sky Events Pty Ltd trading in the Church Street Mall precinct.

The market is a showcase of fresh, seasonal, locally and regionally grown NSW produce sold by growers' and local artisan producers.

LOCATION:

Centenary Square, Parramatta (between Darcy & Macquarie Streets)

TRADING DAYS & HOURS

Every Wednesday

7.30 am – 2.30 pm

STALL FEES:

General Stall: (3m x 3m) \$95.00 (incl. GST)

Hot Food Stall:(3m x 3m) \$135.00 (incl. GST)

GENERAL ENQUIRIES

All market management enquiries please contact:

Office Phone – **0402 280 633** (Wednesday to Friday 11am – 5pm)

Site Manager's Phone – **0403 123 876** Market Day - Wednesdays

E: office@blueskymarkets.com.au

IMPORTANT REQUIREMENT: YOU MUST BRING WEIGHTS FOR EACH MARQUEE LEG

If you bring in a marquee you must have sufficient weights to avoid any wind hazards.

Casual Stallholders: must bring a minimum 15 and up to 30 kgs of weights for each leg and we can top your weights up

Regular Stallholders: must bring 30kg weights for each leg.

ATM

The nearest ATM is on the corner of Macquarie and Church Street.

BAD WEATHER POLICY

The Market will trade in all weather conditions. Please do not apply for a stall unless you are prepared to take the risk on weather. No credits or refunds are issued in the case of bad weather.

BUMP-IN AND OUT

Stall locations will be determined by the event manager and will take into consideration issues such as the product on sale, the general look of the market and operational requirements such as power.

Stallholders will be directed to their site upon entering the square. They must under no circumstance move their site without approval from the Market Manager.

Each stallholder will be responsible for setting up their own stall (including signage), stalls must be adequately weighted and secured for all weather contingencies.

Vehicles will be allowed (via Macquarie Street only) to enter Church Street Mall to unload and load, however all vehicles will need to be off site before trading starts. Whilst moving around in the mall you must at all times have your vehicle's hazard lights on, obey staff directions and travel at walking speed.

Access times are:

Bump-In: 6am – 7.15am, stalls must be ready to trade at 7.30am

Bump-Out 2.30pm – 3.30pm

Due to traffic and safety issues in the mall no stall will be permitted to trade past 2:30pm

CANCELLATION

Stallholders are required to provide a minimum 7 days' notice to Market Management prior to the pre-booked trading day if they are unable to attend that particular market.

If 7 days' notice is not received, the Stallholder will be liable to pay the full stall fee for that day.

CHANGING PERMITTED PRODUCTS

Approved Stallholders are issued a permit to trade for the sale of specified products (as per your registration). If Stallholders wish to vary these products they are required to submit an Application to Change Permitted Use via email, which is reviewed and approved or disallowed by the Market Manager.

CLEANING

General waste bins are available for general litter.

Stallholders are responsible for all stall waste, including cardboard and cooking waste. During market trading if there is a spill or breakage please advise the Market Manager. You are requested to leave your market stall site clean at the end of trading.

CODE OF CONDUCT

Our Stallholder Code of Conduct is available on the Market website:
<https://www.parramattamarkets.com.au/>

CONTACT DETAILS RELEASE

Parramatta Farmers' Market can receive enquiries for stallholder details. If you DO NOT wish your details to be provided to enquirers (who may include prospective customers and media) please advise the Market Manager via email at office@blueskymarkets.com.au.

DISABLED ACCESS

Parramatta Farmers' Market is accessible to disabled shoppers and disabled parking bays are available.

DISPUTE RESOLUTION

Please advise any market trading concerns to the Market Manager who is responsible for the resolution of any disputes that may arise on market day.

DOGS

Dogs are not prohibited in the Parramatta Farmers' Market, with the exception of guide dogs.

ELECTRICAL

Both 3-phase or single-phase power is available. Stallholders must advise their exact power requirements when booking.

Stallholders must ensure that at all times all electrical equipment used within the market carry current and appropriate tagging.

ELIGIBLE PRODUCTS

Only Approved Products are permitted to be displayed and sold i.e. you may only offer for sale the product range included in your application. The market is a showcase of fresh, seasonal, locally and regionally grown NSW produce sold by growers' and local artisan producers.

Other general merchandise may be sold at the market dependant on the whether a product category may be considered complementary to the general famers market offerings.

Products that you cannot sell at any of our Markets

Detailed below are items that you are NOT permitted to sell at the Market:
Health/Cosmetics/Medicines/Alcohol/ Amusements, Electrical Goods/Tools, Massage/Therapy, Hazardous and Dangerous Goods, Ammunition, Automobile Parts, Bicycles, Child Restraint Devices, Christmas Tree Lights, Firearms, Children's Furniture, Sporting goods or athletic equipment, Protective equipment, Ride on Toys i.e. Skateboards, roller skates, roller blades, water amusement equipment, Projectile toys, E cigarettes.

EMERGENCY EVACUATION

The Market Manager is responsible for any Emergency Evacuation, details will be supplied.

FIRE SAFETY

Portable Fire Extinguishers and Fire Blankets **must** be supplied by Stallholders undertaking cooking or heating processes

FIRST AID

First Aid supplies are available from the Market Manager.

Any medical emergency or accident must be immediately reported to the Market Manager. In the case of SERIOUS MEDICAL EMERGENCY please CALL 000 then the Market Manager,

FOOD SAFETY

All stallholders selling fresh, pre-prepared or site-cooked food must notify the NSW Food Authority (foodauthority.nsw.gov.au) before they can trade at the Parramatta Farmers' Market.

Most stallholders at temporary events (eg farmers' markets) do not require a NSW Food Authority licence unless they sell meat, shellfish, dairy or eggs, as these are considered higher risk foods.

Parramatta City Council (PCC) Health Department is responsible for food safety compliance procedures and inspections on market day. Inspectors will check such aspects as temperature control, cleanliness, hand-washing and produce labelling.

If you intend to sell cooked food at the Market, you need to hold an approval from the City of Parramatta (TFP) and an up-to-date NSW Food Authority Food Safety Supervisor Certificate (FSS). We advise first applying to the market for approval. If your application is successful, then you will need to supply all food documentation before your attendance.

For more information, please visit:

City of Parramatta Requirements:

<https://www.cityofparramatta.nsw.gov.au/business/funding-and-support/business-services/temporary-food-outlet-registration>

NSW Food Authority Requirements:

http://www.foodauthority.nsw.gov.au/Documents/industry_pdf/temp_events_guideline.pdf

Quick Checklist for ready to eat food stalls:

- FSS certificate
- City of Parramatta Temp Food Permit
- Floor mat (non-porous and must cover entire stall area)
- Walls on 3 sides of your tent
- Read, understood, and implement safe food handling practices (refer to links)
- Appropriate safe food handling equipment (e.g. thermometer, Bain Marie, ice box etc)
- Hand and equipment washing station in your stall
- Fire extinguisher
- Fire blanket
- Sneeze guards
- Food grade sanitizer
- Waste management (bins etc)

GAS BOTTLES

Stallholders using gas bottles must ensure that all bottles are fitted with a gas fuse. They must display a current checked and tagged document.

HANDWASHING & HAND CARE

Food safety requirements provide that all Stallholders require access to hand-washing facilities.

Please ensure that you investigate and provide for your stall acceptable hand washing facilities.

Gloves are to be worn when handling food samples, cutting or handling fresh food etc.

IMPORTANT PHONE NUMBERS

| | |
|----------------|--------------|
| Emergencies | 000 |
| Market Manager | 0403 123 876 |
| Fire Station | 9895 4620 |
| Police Station | 9633 0799 |

INSURANCE

All Stallholders must have their own public and product liability insurance with a minimum of \$10 Million cover in the name of the Stallholder.

A copy of the Insurance Certificate of Currency must be supplied to the Manager before a Stallholder may trade at the Market.

It is the responsibility of the Stallholder to ensure that the insurance is renewed and remains current for the term that the Stallholder sells products at the Market.

Any stallholders trading as proprietary limited companies or employing staff to work on their stall are also required to hold Workers' Compensation.

LOST CHILDREN

Stallholders are asked to keep the child at their stall, ring the market manager who will come and collect the child.

LOST PROPERTY

Any lost and found property is to be reported or given to the Market Manager.

MARKET OPERATOR

Parramatta Farmers' Market is operated by Blue Sky Events Pty Ltd

NSW FOOD AUTHORITY

This organisation is the prevailing authority for all food safety matters. Copies of Guidelines for Food Businesses at Temporary Events is downloadable at www.foodauthority.nsw.gov.au

NURSERY PRODUCE

Potted plants and herbs, seeds and cut flowers are all permitted for sale. As is compost, worm farms and vermiculture products, hay and straw. The intention is that these plants and natural products encourage backyard food production.

ORGANIC PRODUCERS

Any stallholder claiming organic/ biodynamic produce status must grow the produce in accordance with prevailing organic and biodynamic certification practices. Certificates must be displayed on the stall. Organic and bio-dynamic producers must provide copies of certification with the Stallholder Application.

PARKING

Unless otherwise advised all parking is the responsibility of the stallholder. If you have an oversize vehicle that will not fit into any of the normal car parks, organisers will work with you to find a solution. However they must be advised prior to the market.

PRICING & QUALITY

Pricing of the goods sold at the Parramatta Farmers' Market is the responsibility of the Stallholder. Stallholders are expected to price goods to reflect quality.

All prices are to be displayed clearly.

PRODUCT LABELLING

The minimum labelling requirement for processed foods under the FSANZ Food Standards Code states that all food labels **MUST** identify the following information:

Name and description of the food

Identification of the 'Lot' number (Food Recall Information)
Name and Australian street address of the supplier (Food Recall Information)
List of Ingredients
Date Mark
Nutrition Information Panel (NIP)
Country of Origin
Warning and advisory statements as applicable to the product

Compliance with these requirements is the stallholder's responsibility.
NIP Details available at: www.foodstandards.gov.au/npc/

REFRIGERATION

Stallholders with refrigeration must notify this information on the Stallholder Application.

REFRIGERATED DISPLAY CABINETS

The length of any refrigerated display cabinet must not exceed 2.4 metres. All refrigerated display units must be tested and tagged annually.

REFRIGERATED TRUCKS/VANS

Refrigerated vans may be permitted on-site. Please notify these details when completing the Stallholder Application.

RULES OF THE MARKET

All Stallholders are granted consent to Trade at the Market on the condition that they agree to the terms and conditions outlined in this document and the Market Regulations. The Market Regulations are on our website: <http://parramattamarkets.com.au>.

SAMPLING

Stallholders are encouraged to offer tasting samples.
Please make yourself conversant with prevailing food safety sampling procedures.

SECURITY

Stallholders are responsible for the security of their own property. Please be mindful that the mall is a very public place and seeing stallholders with cash on display could well constitute a risk. Therefore, keep your cash in a secure location and in your sight.

If you have any problem with security please report to council staff immediately. Any theft is to be reported to the Market Manager.

SELLING TIMES

No selling shall commence before the designated opening time of 7.30am. Strictly no selling can occur after the closing time of 2:30pm.

Stallholders are required to remain on-site until trading ceases.

Bump-out is not permitted before market closing if a Stallholder sells out of produce.

SMOKING

Parramatta Farmers' Market is a smoke-free market and smoking is not permitted within the market precinct.

STALL LOCATION

Stall locations will be determined in the week prior to Market Day, and we will advise you of your location by email.

STALL EQUIPMENT & FURNITURE

Parramatta Farmers' Market will provide no furniture to stallholders

Unless permission is received all display of produce must stay WITHIN the allotted stall space.

Stallholders are required at all times to maintain a high standard of visual merchandising and stall presentation. The Market Manager may ask you to remove or replace and additional furniture or displays that do not meet the required standards.

STALLHOLDER - CASUAL

A Casual Stallholder must book and pay for a stall prior to attending the Market. You will be allocated a spot in the Market after you have pre-paid your stall fee via our online booking system.

STALLHOLDER – REGULAR

After first attending the Markets as a Casual Stallholder, you may request to be classified as a Regular Stallholder.

If you are granted Regular Stallholder status, you do not need to book each week. Your stall fee will be debited from your account each week via our online booking system. A fixed stall space is held for you unless you cancel beforehand. Your Regular Stall will be held for you until the end of the setup time on Market Day. After this time, the spot may be given away to Casuals or Standbys.

A Regular Stallholder has the advantage of a fixed regular position, so customers can get to know where to find you and you can then build your repeat customer base. Regular Spots are generally the best locations in the Market and most of these spots allow stallholder to drive their vehicles up to their stalls to unload.

Please note that paying a Stall Fee or becoming a Regular Stallholder does not create any form of legal or equitable tenancy or imply any future legal right/s or license.

If you wish to become a Regular Stallholder, please speak to the Manager. We will review your stall and consider whether it may be included in the mix of stalls and stallholders who are already Regulars.

TOILETS

Public toilets are located next to Parramatta Town Hall.

VEHICLE MOVEMENTS

There is to be NO vehicle movement during market trading.

WASTE DISPOSAL

Stallholders are responsible for all waste attributable to their stall.

WATER

Water access points will be provided compliant with PCC requirements. Stallholders must advise the Market Manager when lodging the Stallholder Application if water is required to operate their stall.

WEATHER & REFUND POLICY

The Market is conducted in the open air and will operate in varying weather conditions including wet and windy weather. It is the responsibility of the Stallholder to bring their own covers and

weights to hold down equipment and protect their stall and products in adverse weather conditions. The Market will NOT be cancelled in the event of wet weather, but we may cancel in extreme weather conditions. The Market is not cancelled ahead of time. Stallholders are solely responsible to decide as to whether they will trade in bad weather conditions. Please note that no refunds are issued in the case that a stallholder decides not to trade due to the weather.

WEIGHTS & MEASURES

All scales must be marked with a NMI number and stamped indicating the device has been tested and passed for use. The scales must be accurate within the prescribed tolerances. More information: www.measurement.gov.au.

WHERE TO GO, WHAT TO DO ON ARRIVAL

We will email you a guide on Where to Go & What to Do in the week prior to Market Day.

This guide will include a map and indicate your stall location, arrival times, where to enter the Market, answers to frequently asked questions and so on.