



---

## **STALL HOLDERS**

# **INFORMATION & REGISTRATION FORM**

### **WHAT IS IT?**

- A Foodies, Farmers and Families market is held in the central business district of Wagga Wagga in the beautiful Civic gardens. Emphasis is on quality goods & produce, and presentation.

### **WHERE?**

- Location, location, location – in Civic gardens in front of the Wagga Wagga Civic Theatre, incorporating Morrow Street under the Plane trees, with high visibility from Tarcutta and Baylis streets.

### **WHEN?**

- Second Saturday every month of the year from 8am-1pm (set up from 7am).
- November 14<sup>th</sup> **2015**
- December 12<sup>th</sup>
- January 9<sup>th</sup> Tentative.
- February 13<sup>th</sup>
- March 12<sup>th</sup>
- April 9<sup>th</sup>
- May 7<sup>th</sup>
- June 11<sup>th</sup>
- July 9<sup>th</sup>
- August 13<sup>th</sup>
- September 10<sup>th</sup>
- October 8<sup>th</sup>
- November 12<sup>th</sup> **2016**



### **WHY?**

- To bring fresh, quality produce direct from farm / factory to customer.
- To encourage restaurateurs to showcase their venues and regional produce
- To encourage Makers, stitchers, knitters, steel artists, paint artists etc
- To bring new and old talent entertainment by buskers and performers
- To create a highly visible, colourful regional event with economic, social and cultural benefits.

### **WHO RUNS IT?**

The original Wagga Wagga Farmers Market was established 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. It has been at this site since 2001.

The Rotary club of Wollundry Wagga Wagga also runs the very successful Beers and Gears Festival, the long weekend in October and the Wagga Food and Wine Festival in late March.

***All funds raised by Wollundry Rotary from the market and festivals go to a myriad of local and International organisations.***

**Here is few from last year.**

Wagga Women's Health, **Shelter Box Australia**, Nepal Appeal, **CSU Foundation**, Anglican Parish of Wagga Wagga, **St Vincent de Paul**, Rotary International Foundation, **Polio Plus**, Wagga Rescue Squad, **Noosawun Kouykai School Thailand**, National Science Forum, **RYPEN**, Sunflower House, **Ashmont Churches Caring for Children**, Wagga Base Hospital Auxiliary, **Riverina Blue Bell**, Riverina School of Strings, **Seniors Week** and the Wagga Wagga Eisteddfod.



---

### **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 contacts below.
- Applications from stallholders are received and will be placed in categories and products.

### **WHAT DO I GET?**

- Each stall holder will have a 3m x 3m covered mini-marquee with trestles, side walls (as required)
- Space will be organised beyond the marquee, depending on individual requirements.
  - the price is \$55.Prepayment reserves your site.
- There are limited powered sites available at the extra cost of \$10 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. All power cords need to have a current "Tested tag". 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 or hose. Access to mains tap water may be available to some sites.
- 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
- 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 keep this with you at every market day. The Wollundry Rotary Club has a master Public Liability policy for the markets it runs and is required to insure all stallholders if they cannot provide evidence of a current \$20M Public Liability policy cover for themselves. This will incur an extra cost of \$5.00 which will be collected on the market day. Product Liability insurance is the responsibility of each stallholder.
- 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. The 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 make an “advanced booking.”
- Optimum quality and presentation – subject to judgement of the market committee.
- Food prepared for sale must comply with the Food Act 2003 and Food Standards. The guide “*Food Handling Guidelines for Temporary Events*” has been developed to address these issues. Individual food stalls are required to complete and submit an “*Application for Food Stall at Temporary & Special Event*” with Wagga Wagga City Council. The stallholder must receive approval to operate prior to commencing trade. For more detailed information contact Wagga Wagga City Council Environmental Health Officers on 1300 292 442.

### **MAKERS, MOULDERS, TEXTILERS AND FABRICATOR GUIDELINES:**

Quality, Quality, Quality is the name of the game. We encourage only well presented, suitably priced and up market goods for sale.

### **BUSKERS AND ENTERTAINERS:**

We are looking to entertain at a reasonable volume, so acoustic sound is encouraged and amps at a low setting please.



## **WHAT TO DO NEXT**

- Complete the attached Application form and sign it.
- Send it back to:  
**Ken Taylor** – [rotary@taylorcc.com.au](mailto:rotary@taylorcc.com.au)  
Or [farmersmarkets@wollundryrotary.org.au](mailto:farmersmarkets@wollundryrotary.org.au)  
Or post to:  
**Wollundry Rotary,**  
**PO Box 229**  
**Wagga Wagga NSW 2650.**
- 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. (See above). **Cheques to be made out to Wollundry Rotary – Farmers Market.** All site fees are payable in advance.
- At this time you will need a policy for your Public Liability Insurance, & Product Liability insurance if selling food products. You will need to present your Certificate of Currency at each market to avoid the extra charge for Public Liability Insurance at each market.
- Return all the above 14 days before the next market (which are held on the 2<sup>nd</sup> Saturday every month.)

## **FOR INFORMATION CONTACT:**

Wollundry Rotary, **PO Box 229 Wagga Wagga NSW 2650.**

**Ken Taylor** Bus.: 02 6931 8252  
Mob: 0412 539631  
Email [rotary@taylorcc.com.au](mailto:rotary@taylorcc.com.au)

**Email:** [farmersmarkets@wollundryrotary.org.au](mailto:farmersmarkets@wollundryrotary.org.au)

**STALL HOLDERS INFORMATION & APPLICATION FORMS** are available from:

- Wagga Wagga Visitor Information Centre in Tarcutta St. Wagga Wagga.
- Wollundry Rotary website: [waggafarmersmarkets.org.au](http://waggafarmersmarkets.org.au)
- Look us up on Facebook - <https://www.facebook.com/WaggaWaggaFarmersMarkets>



**Sprout & About – The WAGGA WAGGA FARMERS MARKET**  
**REGISTRATION / 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.		Herbs & spices	
Pasta		Dressings, chutney, preserves,	
Nuts		Coffee	
Bread / pastry		Flowers / Nursery	
Oils - Olives		Breakfast cereals	
Bacon & Eggs - cooked		Regular guest chef/restaurant	
Stitches		Steel Fabricators	
Knitters		Garden ornaments / sculpture	
Potters		Beauty products	
Jewellery		Leather Works	
Wood Worker		Busker / Entertainment	
Toys and Games		Artistic Works	
Other – please specify			

**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			

(Signatory agrees to comply with Government regulations, Insurance requirements and the rules, regulations & guidelines of the Wagga Wagga Farmers Market)

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

**Privacy**

The information collected on this form is for use by the Management committee of the Wagga Wagga Farmers Market and may be used for promotional purposes