Dingley Village Farmers' Market Guide & Terms and Conditions

Thank you for your interest in the Dingley Village Farmers' Market (DVFM)).
The Dingley Village Farmers Market is a Dingley Village Neighbourhood Centre Initiative.

The market will operate on the THIRD SATURDAY of the month between 8:30am & 1pm at the Dingley Village Neighbourhood Centre, Marcus Rd, Dingley Village.

To ensure the event runs as smoothly as possible, stallholders are required to comply with the *Terms and Conditions* set out below. By signing the declaration on the application form, stallholders agree to abide by these rules.

Please carefully read the information presented below and contact us if you have any queries.

1. Online Application Process

Stallholder applications will need to be completed online. Please note that the online application form constitutes an Expression of Interest (EOI), which will be assessed for suitability by the market manager.
Once accepted, you will be notified of your success. Your booking will be confirmed upon receipt of your payment. This process is explained in detail below.

Application Process

1. Expressions of interest can be completed online by visiting http://www.dvnc.com.au/ and clicking on the Farmers Market tab.

2. Complete the application form supplying all required information. Please note that your application can not be progressed unless all required information is provided, including a copy of your insurance documents.

3. Once your online application is submitted, this will be assessed by our market manager who will validate the information supplied. If further information is needed, you will be contacted. Otherwise, if you are successful in your application, you will be provided with your invoice.

4. Payment and other required documentation including your Statement of Trade (SOT) and Liquor Licence (if selling alcohol) must be received by the due date of the invoice. If payment or documentation is not received, your stall will be reallocated to someone else.

5. Once payment is received, you will get final confirmation of your stall allocation. Bump-in details and further information will be supplied prior to the market date.

Amy Hasse
Market Manager
Dingley Village Farmers Market
Phone : 0490 847 125
Email: market@dvnc.com.au

Dingley Village Neighbourhood Centre
31B Marcus Rd, Dingley Village VIC 3172
Phone: (03) 9558 1866

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Booking Conditions

- Stall bookings are non-negotiable and will be allocated on a *first-come-first-served* basis or at the discretion of the Market Manager with no further discussion entered in to.

- The Market Manager retains the right to refuse a stall application or to remove any stall deemed unsuitable or unsavoury.

- The Market Manager and Dingley Village Neighbourhood Centre retains the right to make reasonable alterations to these Terms & Conditions as it may be required to do. Vendors will be notified of any changes made.

- Stall description (goods and services for sale/distribution) must be listed clearly on the application form.

- The Market Manager and Dingley Village Neighbourhood Centre reserve the right to refuse a stall to setup or to cause a stall cease trading if the stall is found to be selling products or services not listed on their application or appropriate for a Farmers Market. Stall fees are not refundable to those removed from trading.

Vendor Fees

- $60 per 3x3 site. Additional 3m frontage $30 subject to availability

- Vendors who wish to book for a regular place, please contact our market Manager on 0490 847 125 to discuss pricing.

- Stalls which are successful in their application are not guaranteed or confirmed until full payment is received.

- No refunds for non-attendance, poor sales, bad weather or any other condition.

- Fees will be receipted and a copy of the receipt will be emailed to the address listed on the application form.

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2. Stall Sites

- All stalls must comply with Worksafe obligations as per Victorian OHS regulations 2007 and amendments. Further information can be viewed via the Worksafe site: http://www.vwa.vic.gov.au/laws-and-regulations/occupationalhealth-and-safety

- A standard stall site is approximately 3M wide and 3M deep. A double site is 6M wide 3M deep. Double sites will incur an additional fee and are subject to availability.

- Stallholders are required to nominate the number and nature of stalls required on the application form. Any later change will be at the discretion of the Market Manager and is subject to the availability of space.

- A stall foot-print must not exceed the area paid for. If you exceed this space, you will be asked to immediately remove any additional items. You will be suspended from trading until the situation has been rectified.

- Stallholders must bring all items they require to trade on the day – most sites are not powered. LIMITED power is available and requirements MUST be detailed on your application. All leads etc MUST be Tested and Tagged before being used. Water is accessible. Please be prepared for all weather conditions.

- Marquees must be weighed down. The Market Manager and Dingley Village Neighbourhood Centre staff reserve the right to suspend your trade if we believe your site poses a risk to patrons

- All generators must be noted on the application form. Sites requiring generators will be located at the discretion of the Market Manager. This will be in a location which limits negative impact on other stalls and the public amenity. Generators must be no more than 60DB at operational load, at a distance of 2M from accessible areas, from any angle. Generators identified as exceeding this will be relocated at the discretion of the committee.

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Prohibited Products

Dingley Village Farmers' Market aims to become an accredited Farmers Market. Our philosophy is *"if you can eat it or drink it. You can sell it."*
Goods must:

- Be grown or raised and processed in Victoria.

- Be food processors who source the majority of their primary ingredients from within Victoria e.g. bread, jams, juices, sauces, coffee, biscuits and cheeses.

Anything determined to not meet the criteria or deemed inappropriate by the Market Manager or Dingley Village Neighbourhood Centre will not be approved.

3. Stall bump-in, setup and pack-up

The Dingley Village Farmers' Market is located within a residential area. Bump in times MUST be adhered to. Failure to adhere to the times may result in the market losing its licencing.

- Bump in is between 7:00am and 8:00am, and stalls must be set up by 8:15am. No vehicle movement is permitted in the market zone between 8:30am and 1pm. Further details on parking and vehicle movements will be distributed to stall holders closer to the date.

- Trading opens at 8:30am and closes at 1pm. Any stallholder found to be breaking this condition may be barred from having a stall at future DVFM.

- Stall pack-down is from 1pm. Sites must not be be vacated before 1pm.

- Stallholders are required to take **ALL rubbish** (food waste, water, plastics and paper etc.) off site and are not to dispose of rubbish anywhere in the market zone. Stallholders found to break this policy may be barred from having a stall in the future. Council penalties may apply.

4. STREATRADER

The City of Kingston Council requires all food and consumables vendors to submit a 'Statement of Trade' for each DVFM.
A copy of your 'Statement of Trade' MUST be emailed once your site has been approved. *Please do NOT submit your SOT before you have been approved by our Market Manager.* STREATTRADER portal can be found at www.streattrader.com.au

Council Health Inspectors will be present at the market and may request to see your documentation. Failure to comply with Victorian Legislation may lead to you to cease trading or fined.

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