



BENDIGO COMMUNITY FARMERS' MARKET INC.

OPERATING GUIDELINES



March 2015

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MARKET LOCATION AND SITE LAYOUT

Sidney Myer Place, Bendigo
(Rosalind Park end of Williamson Street, just off Pall Mall).

See attached plans.

TRADING TIMES

2nd Saturday of each month, from 9:00 a.m. until 1:00 p.m.

SITE SETUP & PACKUP

Set up from 6.30 a.m.

Shelters must be immediately secured upon setup PRIOR to all other site setup requirements.

No pack up prior to 1.00 p.m. Stallholders are required to stay until the end of the market. Stalls must not be dismantled until the market closes, even if all goods are sold.

The Committee and Market Manager will endeavour to provide stallholders with the same site each month, but this will not be guaranteed. Seasonal variability of some produce may result in changes to the site plan throughout the year.

VEHICLES ON SITE

Strictly no vehicle movements on site between 8:15 a.m. & 1:15 p.m.

Vehicles must be unloaded and removed from site as quickly as possible prior to any site setup.

Sites must be fully dismantled prior to bringing your vehicle on site for loading.

Stallholders who require their vehicles on site must state this as a requirement on their application.

An additional cost to stall site fee may be applicable for a vehicle on site if it exceeds the site dimensions

No vehicles or trailers are allowed on the inside sites.

SITE DIMENSIONS

Standard sites available are **3m x 3m**.

Power is available, at an additional cost, to all outside sites; however the total number of powered sites available is limited. Where power is provided the stallholder must provide all power leads from their site to the electrical cabinet.

SITE FEES	Member #	Non-Member
Standard Site	\$50.00	\$60.00
Standard Powered Site	\$55.	\$65.

Trailer \$10 Standard vehicle \$15 Large vehicle \$20

Annual BCFM Membership fee is **\$30**.

Decisions regarding any site changes and/or provision of additional site space will be done so at discretion of the Market Manager for the benefit of the market as a whole. The Market Manager will consult with the BCFM Committee where necessary.

ATTENDANCE AND PAYMENT

No credits for non-attendance or allowances for on the day registration. Payment must be made in full prior to the first market attended and then in advance for each following market.

EQUIPMENT

Stallholders are required to bring their own equipment including tents, shade structure and tables. Any tent, shelter or shade structure must be secured safely on all corners. Unsecured structures will be directed by Market officials to be taken down.

All electrical equipment and power cords to be used must be tested and tagged as electrically safe. Untagged cords or equipment will not be permitted for use at the market.

MARKET MIX

The Market will aim to have a high percentage of primary producers who have grown, reared, baked, brewed, fermented, caught, smoked, pickled or preserved the product they sell.

To ensure that there is a wide range of produce available to meet shopper needs, a number of value added producers will be included in the market offering. Preference will be given to value added producers that are farm based and use their own farm produce as core ingredients.

Other value added producers will be encouraged to use local ingredients for their produce. Examples of value added produce which can be included are baked goods, jams and preserves, and confectionery.

As a general principle no more than two stallholders will be approved to sell the same item. This applies to all produce and value added goods and to specific types of vegetables (e.g. hydroponic tomatoes, and mushrooms).

The BCFM Committee will make the final decisions on the number, variety, fees and location of stalls. **The Committee reserves the right to withdraw invitation to any stallholder, patron or market volunteers who does not comply with the stated objectives or causes unnecessary market conflict.**

SOURCE OF STALLHOLDERS

Priority for participation in the Bendigo Community Farmers' Market will be given to farmers/producers in the Greater Bendigo area. However, where there is no-one in the Greater Bendigo area interested in selling a particular product, vendors will be accepted from other areas with preference given to those closest in accordance with the principle of minimising 'food miles'.

STAFFING

Stall must be staffed by a person(s) who has intimate knowledge of and direct involvement in the production of any items for sale. Ideally this will be the farmer or primary producer or family member.

Co-operative arrangements between groups of small local growers will be considered for a single stall; however, each grower will be required to staff the stall at least twice a year.

INSURANCE AND PERMITS

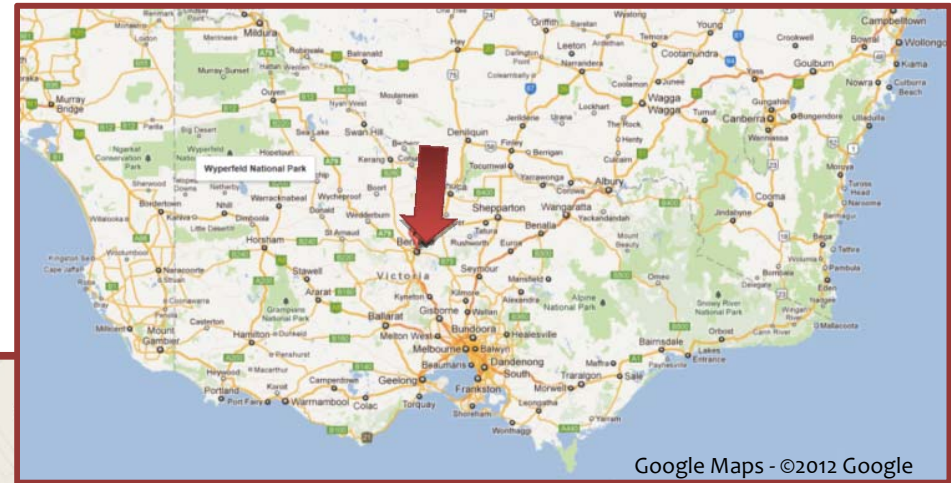
All stallholders will be required to be covered by appropriate product and public liability insurance. All stallholders must have necessary food handling permits approved by the City of Greater Bendigo.

WEATHER CONTINGENCY

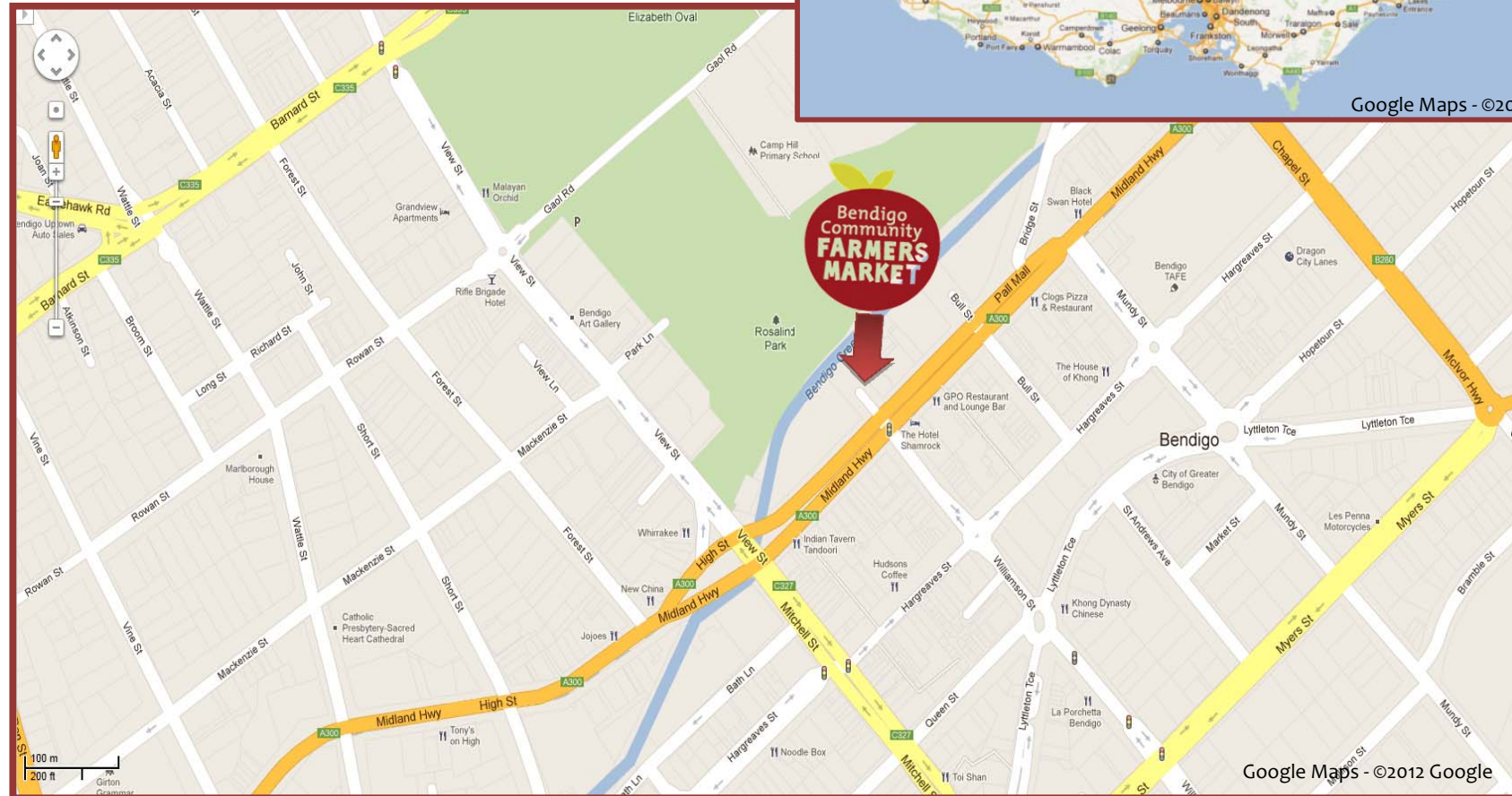
As this is an outdoor market there are **no refunds or credits for adverse weather.**

Market Location

Sidney Myer Place (end of Williamson St.) Bendigo VIC



Google Maps - ©2012 Google



Google Maps - ©2012 Google

Market Layout



KEY



Rubbish Bins



Power box.

All leads must be "tested & tagged".



Strictly NO vehicle movements onsite between 8:15 a.m. and 1:15 p.m.



Shade structures must be fully secured on all corners.



Stall sites.

The standard site size is 3m x 3m.

Differing stallholder requirements for site size may be able to be accommodated at additional cost.

Hire of outer stall sites does not automatically include the area behind stall sites.



Area behind outer stall sites may be available for vehicles or trailers.

Additional cost may apply for use of this area.



Pedestrian access to market