

## **GUIDELINES FOR STALLHOLDERS AT PepperGreen Farm**

### **BACKGROUND**

As well as supporting local producers, makers and community groups in our region, PepperGreen Farm (PGF) is being strategically developed to become a vibrant community precinct, harnessing synergies with Bendigo's tourism, food and arts industry and creating employment. As a social enterprise of Access Australia Group, PepperGreen Farm offers hospitality, tourism, micro business skills training, educational demonstrations, wellbeing programs and a retail outlet for local makers and producers. PepperGreen Farm aims to create opportunities for people of all abilities and will forge strong relationships with the wider community.

### **STRUCTURE**

PepperGreen Farm Community Market is coordinated by a Working Group made up of interested locals and stallholders, who run the market in a voluntary capacity alongside a paid PepperGreen Farm Market Co-ordinator. The Market Co-ordinator and Working Group report to PepperGreen Farm Programs Director. All proceeds are reinvested back into PepperGreen Farm Social Enterprise.

### **MARKET GUIDELINES**

All stall holders must be familiar with the following market guidelines and will need to indicate on their application that they have read and understood the PepperGreen Farm Community Market guidelines.

The Market Working Group /Market Co-ordinator reserve the right to make a final decision on the number, variety, cost and location of stalls. The Working Group and Market Coordinator also reserves the right to withdraw invitation to any stallholder who does not comply with the stated guidelines or causes unnecessary conflict within the market.

If Market Guidelines are breached by a Stallholder, they will be given a verbal warning. If the breach continues, they will be given a written warning and if the breach is still not addressed, will be dismissed from the market.

### **OPERATING HOURS & SITE ACCESS**

The PepperGreen Farm Community Market is held on Saturdays and Sundays (Sundays coming September) from 10.00am to 2pm.

Access to the site is allowed from 8.00am. Stallholders must arrive by their scheduled time and no vehicle movement will be allowed between 9am and 2pm. This rule must be adhered to for the safety of market patrons.

All stall holders must vacate the market no later than 60 mins after closing time.



## **INDUCTION & TRAINING**

All stall holders and their staff must attend site OH&S induction upon arrival for set up at the muster point. All stall holders must ensure their staff are competent to perform the service they provide

## **MARKET SITES**

### Village Green:

Stall sites have a 3 metre frontage, and are suitable for a trestle table and shelter. Vehicle access during market hours is only permitted if indicated in your application.

### Middle Village Green:

Open sided canopies only

### Casual Sites:

Casual stall sites – no canopy

## **ON YOUR ARRIVAL**

Please make your way to the stall holder muster area indicated on the Site Map. The Market Coordinator is on-site from 8.00am.

First induction for the day is 8am-8.15. The second induction will be 9am-9.15am. You will be advised of which induction to attend.

## **WEATHER CONTINGENCY**

Stallholders should provide their own weatherproof covering or shade depending on the season. If you have a gazebo or tent, please ensure that you have weights to anchor it down.

PepperGreen Farm reserve the right to cancel the event on basis of public safety risk. ie. extreme weather conditions

PepperGreen Farm Community Market does not operate on days declared "Code Red" fire danger rating by the CFA.

Stallholders who do not arrive to trade because of self-assessment of weather conditions, on a day when the markets are operated by management (i.e. not cancelled) must still pay their stall fees.

### ***On Code Red days the PepperGreen Farm Community Market will not operate.***

On days declared "Extreme" by the CFA, if there are fires within 30km of Thunder St, North Bendigo, the market will not operate. Stallholders will be notified the night before market day by mobile phone text message if the market is to be cancelled because of Extreme fire conditions.

The market will operate on days declared by the CFA as Total Fire Ban, but stalls who will be cooking may need a permit from the CFA to operate.



## **SITE FEES**

All 3m x 3m stall sites fees are payable **prior** to market day. The fee is \$35 per non powered site and \$45 per powered site.

Site fees are per market. Fees are to be paid in advance as confirmation of a booked stall.

**Fees will not be refunded unless you give a minimum of fourteen days' notice to Market Co-ordinator if you cannot attend the market.**

## **SENDING APPLICATION:**

### **Via post:**

Access Australia Group  
c/o PepperGreen Farm  
33 Mundy Street  
Bendigo VIC 3550

*Please note: if you are sending via post please email [info@peppergreenfarm.com.au](mailto:info@peppergreenfarm.com.au) or call 54459888 to advise it is on its way.*

### **Via email:**

[info@peppergreenfarm.com.au](mailto:info@peppergreenfarm.com.au)

## **POWER**

There are limited powered sites available at PepperGreen Farm Community Market. If you need to cook produce, you should bring your own gas cooking equipment but you must still make arrangements with us so we can assess safety and space requirements. Gas bottles must be securely stored and must have a fire extinguisher and/or blanket.

Note that, if you require access to electricity, you may need to provide these things as limited power is available, by prior arrangement only.

## **STANDARDS**

Stallholders are expected to maintain high standards of honesty and integrity and to conduct themselves in a courteous, business-like way.

*Most importantly, we ask that you have fun.*

Please note that stalls cannot be on-sold or transferred to another user. It is expected that traders provide clear pricing of produce and products for market visitors and that scales are accurately weighted at every market.

## **QUALITY**

Stallholders must adhere to all relevant regulations and present their food products to a high standard. Any infringements of regulations (e.g. hygiene, health and safety, consumer protection) will normally lead to future stall holder applications being cancelled.



## **DISPUTES**

All disputes on the day of the market will be mediated by the PepperGreen Farm Market Coordinator on duty. A copy of our Feedback, Appeals and Complaints form, our Incident & Hazard Report form and Grievance Policy are available on site in the Wash Area for stall holders.

## **INSURANCE**

Stall holders must have their own product, business and personal liability insurance. A copy of the certificate of currency is to be submitted with your application. Certificate must also be valid and up-to-date at time of market.

## **ADDITIONAL PERMITS AND LICENSES Food**

Under the Food Act 1984, a state-wide, single registration enables food stall, mobile food premises and food vending machines to operate anywhere in Victoria. These food businesses must be registered (as a food stall, mobile food premises or vending machine) in the municipality in which they are used or garaged. Class 4 food businesses which are exempt from registration are still required to notify councils of their intent to trade. For more information, go to:

[https://streatrader.health.vic.gov.au/Resources/Helpdocuments/about\\_streatrader.htm](https://streatrader.health.vic.gov.au/Resources/Helpdocuments/about_streatrader.htm) A copy of your permit must accompany your application.

## **Food Handling**

Where food is handled and cooked on site the stallholder must comply with food safety standards. We provide access to water and amenities to assist with food handling.

## **RUBBISH**

Stallholders must not leave any rubbish, produce and/or goods in the market area. Please take all rubbish with you at the conclusion of the market. Rubbish bins will be provided for market visitors only.

PepperGreen Farm Community Market is plastic bag free: stallholders are asked not bring or supply new plastic bags (including the bio-bag variety) to customers unless for food regulation requirements.

Food vendors must provide a bin for their customers within their stall area and are responsible for removal of their litter from the market.

## **SMOKING**

PepperGreen Farm is a smoke free zone, therefore no smoking is permitted on the grounds.

## **LIABILITY**

The Market operators and/or agents are not liable for any loss or damage to any person or their property from whatever cause.

