



## ORANGE FARMERS MARKET

### ORANGE REGION FARMERS' MARKET CHARTER - STALLHOLDER REQUIREMENTS 2018

#### Purpose

This charter applies to the Orange Region Farmers' Market Inc (OFMI) which is conducted by the OFMI and supported by the Rotary Club of Orange Daybreak Inc.

1. The region includes the Central West. Produce grown outside of the Central West or outside of season and brought in from other growing regions is not acceptable. Neighbouring areas may be permitted at the discretion of the OFMI Management Committee. Priority will be given to those producers closest to the region & reviewed annually against this Charter.
2. Orange Farmers' Markets are for farmers and producers of quality regional produce. Self-propagated plants, seeds, small live-stock, organic fertilisers, worm farms, flowers and personal care items from own-grown primary product will also be considered by the OFMI Committee.
3. All produce must be sold by the principal producer who is directly involved in the production process, or a nominated family member or employee or delegated representative. Re-sellers are not permitted.
4. Value added produce is to be of a high quality and derived primarily from the vendors property or from within the geographic boundaries.
5. Food cooked for consumption on the day should be of the highest quality and primary ingredients should be local.
6. Any products being sold as organic must have and display proof of certification.
7. Any second grade fresh produce must be labeled as such.
8. Stallholders are encouraged to be members of their local food group.
9. Every stall shall be clearly identified and named. It is recommended that each stallholder in attendance wear a name badge.
10. All produce must be clearly labeled.
11. All prices are to be clearly marked. All applicable prices are to include GST.
12. All local, state and federal government regulatory obligations must be met and are the responsibility of the stallholder.
13. The minimum labeling requirement for processed foods should be in accordance with the Australia New Zealand Food Standards Code.
14. All stallholders must hold \$10M public liability and product insurance. Proof of currency must be returned with the signed Statement of Acceptance to the Market Manager or Management Committee prior to attendance at the market.
15. All stallholders must apply to Orange City Council for a 'Catering and Sale of Food for Temporary

Holder Permit. A copy of the current permit must be returned with the signed Statement of Acceptance to the Market Manager or Management Committee prior to attendance at the market.

16. Any business that is providing a value-added and/or processed product must notify the NSW Food Licensing Authority.

17. Each stallholder is responsible for bringing all required equipment and leaving the stall site and communal areas clean and tidy.

18. Alcohol tastings and sales is allowed at the Farmers' Market, but the number of stalls is regulated by Management. Any change from this is at the discretion of the Orange Farmers' Market Incorporated Management Committee.

19. No individual product will be promised exclusivity. All attempts will be made to limit the number of stalls selling the same product so that there is sufficient trade for the greatest number of local producers.

20. Every effort will be made by the Market Manager to maintain regular stall sites however this cannot be guaranteed.

21. Any grievances should be reported to the Market Coordinator who will bring the concern to the attention of the Farmers' Market Committee who will advise those involved of what action is to be taken.

22. Inappropriate language, behaviour, music or lighting, profanity, noise or other harassment or abuse by a vendor or participant toward another vendor, participant, employee, or customer of the Market is grounds for immediate and permanent expulsion from the Market.

23. Stallholders must register their intention, and pay for their stall site in advance. Payment in advance for a stall site will ordinarily confirm a site. A nominal additional fee will be charged for payments that are made on the day. Payments must be received and cleared, prior to the day. There will be no refunds for non-attendance.

24. Each stallholder must be set up and ready to trade before the advertised market starting time of 8:30 am. Sites can not be kept for latecomers, and repeated late arrivals will result in cancellation of stallholder registration.

25. An allocated site will be kept until 7:30 am. After that time, the Market Manager reserves the right to re-allocate the site unless prior arrangements have been made.

26. All vehicles must be in place or off-site no later than half an hour before the market start time. All care must be taken at all times when driving within the site. Please adhere to the traffic requirements.

27. No stallholder is to pack up before the end of advertised trading 12:00 pm unless with the permission of the Market Manager in exceptional circumstances.

28. Failure to abide by any of these conditions will result in exclusion as a market stallholder.

29. All decisions about eligibility for the market will be decided upon by the Management Committee. This Committee will comprise stallholder representatives the Market Manager, and members of the associated service club. Ordinarily, meetings are held in the week following the market day.

30. On market day, the Market Manager has the right to uphold the Market Charter and request that any items in breach be withdrawn from sale or any non-compliant stallholder be requested to leave. Any such incidents will subsequently be reported to the OFMI Management Committee and a review will be undertaken.

31. Any formal complaints, suggestions or requests for variations to the Market Charter must be made in writing to the OFMI Management Committee and will be considered in an annual review process.

32. By signing the Statement of Acceptance pertaining to the OFMI Charter, the stallholder agrees to allow the OFMI Management Committee or delegates, and the Market Manager, to inspect goods to be sold at the Market, and if necessary, inspect properties and/ or sites to verify authenticity of the produce.

### STATEMENT OF ACCEPTANCE OF THE ORANGE REGION FARMERS' MARKET CHARTER

I,  
.....  
.....

of  
.....  
.....

Contact:.....

Contact Numbers:  
.....

agree to work and practise in accordance with each of the principles in this Charter and agree that inspections of my farm(s) may be carried out by the Market Manager and/or Committee members to verify authenticity of my produce.

I have provided copies of the following documents\*: Please circle

- 1) Public Liability Insurance                      Yes / No
- 2) Product Liability Insurance                  Yes / No
- 3) NSW Food Authority Notification            Yes / No
- 4) Orange City Council – Catering & Sale of  
Food for Temporary Holder Permit          Yes / No
- 5) Relevant registrations from Councils  
other than Orange City Council              Yes / No

(\*All documents must be current)

### ATTENDANCE

Please indicate your intended attendance for whatever forward period you are comfortable with.

We will then register you for these markets. Please circle

Jan      Feb      Mar      Apr      May      Jun      Jul      Aug      Sep      Oct      Nov      D

Signature.....

Date .....

Please return completed form and documents to the Market Manager prior to the next scheduled market.

Please retain a copy of the completed form for your own record.....