

## Rotary Club of Wonthaggi Community and Farmers Market Apex Park Murray Street Wonthaggi

After an extensive review of our Market procedures the following conditions and rules will apply.

1. The Rotary Club of Wonthaggi will decide the suitability of Apex Park prior to conducting each market. If conditions are considered unsuitable then that market will be cancelled.
2. The Rotary Club Chief Marshall will allocate all sites for all stallholders in advance.
3. Laneways and aisles will be as per the published plan, if alterations are required, they must be approved by the Rotary Club Chief Marshall
4. Marshalls will inspect sites during markets, any adjustments for safety reasons they suggest must be adhered to. **Also, under Victorian Government rules all store holders must provide hand sanitizer at each stall.**
5. Stallholders must inspect and eliminate any possible risks on their sites.
6. All tents and tarpaulins must be securely anchored.
7. Tables and goods stacked on the tables must be stable and secure. All items for sale must not in any way contravene any legal, legislative, regulatory or copy write requirements within the State of Victoria.
8. Allocated stalls to be on site by 7.30am unless previously arranged. Stallholders can only set up their stall/s on market days.
9. All stallholders must register their current name and address [or company name and address] within the Rotary Stall Manager System, along with their insurance preference.
10. All Stallholders must have a current suitable Market Stallholders Public and Products Liability Insurance cover with a reputable Insurance company which covers all of their particular stall/s. This policy should adequately cover them to pay damages and costs arising from property damage or personal injury occurring during the period of insurance as a result of their activities. The market organisers must register the stallholders site and insurance details.
11. All gas and electrical appliances must have a certificate of compliance.
12. All stalls must carry suitable and adequate fire prevention equipment. (as relevant to equipment / goods at their stall).
13. All incidents must be reported to the Marshall Team who will then investigate the incident and then complete an incident report form.
14. All sites must be left in a neat and tidy condition after each market.
15. If a stallholder chooses not to comply with these market procedures and conditions, they cannot operate their stall at this Rotary Market.
16. Smoking is banned in outdoor public areas that are within 10 metres of a food stall or food vendor and at this Rotary Market. Food stalls must display a non-smoking sign at their stall.

### Site fees for individual markets;

1. \$25.00 3 meters by 3 metres (Stalls holders should note that car access is not permitted for these sites.)

2. 6 meters by 5 metres \$45.00 (Stall Holder should note that this size is inclusive of your vehicle. Should your vehicle not fit within this space you will be required to purchase 2 sites)

- All individual site fees will be at the discretion of the market organisers. The market organisers can exclude the parking of cars or vehicles on Apex Park during a particular market to allow for a greater number of stalls to be in attendance. This is of course for the benefit of all stallholders. The market organisers can determine the size of each individual stall site and adjust it accordingly.
- The market operating hours are, set up 6-00am-7.30am, stalls operating 8am – 1.30pm, offsite by 2pm. If a stallholder chooses to exit a market early, he/she must notify the Marshall team so they can assist them with the vehicle exiting the site.
- The cancellation of any market will be notified via the local press, the Apex Park market notice board or the Rotary Club of Wonthaggi web site and facebook page.
- If a stallholder chooses not to give their proper details or participate in the insurance options or comply with these market procedures and conditions, they cannot operate their stall/s at this market.
- The market organisers reserve the right to exclude any stallholder for inappropriate conduct or misbehaviour on market days.
- The Rotary Club of Wonthaggi conducts this monthly market for the benefit of the Stallholders, the General Public, the Bass Coast Community and the Rotary Organisation.

### Farmers Market eligibility

To be eligible to hold a stall with the Rotary Club of Wonthaggi Farmers Market you should fall under one of the below categories

**1. Primary food products**

A primary food product for human consumption sold in its raw form that has not been processed or manufactured in any way, other than packaged.

**2. Seafood, game and foraged foods**

Seafood (salt or freshwater), game or foraged food that has been caught, hunted or gathered.

**3. Value-Added Foods**

Whereby the raw / fresh food / ingredient for human consumption is modified by means of a cooking or related process eg: brining, fermenting, marinating, smoking, drying, that process undertaken by the specialty producer.

**4. Specialty food products**

Made from primary farm origin produce, which has been cooked, processed, combined or substantially altered from the raw ingredient, to which additional food ingredients may have been added to create a new value-added specialty food for human consumption.

**5. Regional Produce**

Local and regional produce grown, reared or value-added within state boundaries. Refer to [VFMA Accreditation](#) for VIC criteria.

**6. Garden Inputs**

Products derived from an entire production life cycle that takes place on the producer's

property or other properties to which the producer has access. ie. worm farms and their associated by-products, fertilisers such as chook manure, pea straw and lucerne.