

# **VENDOR CHARTER 2008-09**

## **FARMERS MARKETS**

### **PERMACULTURE CABOOLTURE**

#### **CREEC - 150 ROWLEY RD BURPENGARY**



## **GENERAL INFORMATION**

The Farmers Market is held on the 1<sup>st</sup> and 3<sup>rd</sup> Saturday of the month from 7am to 11am at the Caboolture Region Environmental Education Centre (CREEC), 150 Rowley Rd, Burpengary. The emphasis is on high quality, value for money, organic, chemical free, renewable and sustainable products.

In order for you to be a Vendor at the Farmers Market, you must complete and submit the Vendor Application Form 2008-9, provide copies of all required documents and receive approval from Permaculture Caboolture.

CREEC will open at 6am on market mornings for vendor set-up, you will be required to be fully setup and have your vehicle removed off-site no later than 6.45am. Vendors may **not** pack up their site prior to close at 11am unless sold out and vehicles must not be on site for pack-up until after 11am.

The following sections explain how to complete the application form and requirements that you must fulfil prior to becoming a Vendor.

## **CONTACT DETAILS**

The person stated is the person representing the Vendor and will be the contact point for all correspondence. All receipts will be written out to the person or trading name stated. If the contact details change, then you must notify Permaculture Caboolture in writing within 14 days.

## **PUBLIC LIABILITY INSURANCE**

All Vendors are required to have public liability insurance for at least \$10M. The policy must be valid for the activities you will be undertaking at the markets. You are required to provide to us a copy of your current policy prior to attending the markets as a Vendor. We retain this copy and will forward a copy to CREEC administration.

## **FOOD SAFETY**

If you prepare food (including handling/cutting food samples) at the markets then you must provide us with proof of formal qualifications and/or attendance at an appropriate food handling course.

If you prepare food at another premises, then the food must be prepared in a licensed food premises.

You are responsible for ensuring that you comply with the requirements of the Food Act and Food Safety Standards. Food stalls, at any time may be monitored by governing bodies. Vendors found not meeting requirements will be requested to comply prior to the next market day. Vendors who fail to comply will not be allowed to operate.

## **ORGANIC LEVEL**

If you sell or claim your products to be organic or part organic (Level 1,2 or 3), then you must provide us with certificates and/or other documentation prior to attending the markets as a Vendor.

#### **Level 1 - Certified Organic**

Currently certified organic by an approved Australian certification body.

#### **Level 2 – In Conversion**

Minimum of 12 months of verified conformance with an approved Australian certification body.

#### **Level 3 – Pre-certification**

Methods of production used over the last two years are organic and you are actively pursuing organic certification.

#### **Level 4 – Chemical Free**

No artificial chemicals or fertilisers have been used to produce the goods. No artificial/synthetic ingredients are contained within the goods and are not sourced from genetically modified or engineered products.

## **PRODUCTS & PRODUCE**

The emphasis of the markets is on fresh, high quality, seasonal, local and artisan processed edible produce. Also included are potted herbs, plants, seeds, flowers, organic gardening supplies, organic beauty and organic household cleaning products.

The products and produce that you sell will be used to determine a suitable site for your stall. Permaculture Caboolture reserves the right to prohibit the sale of goods it deems, non-suitable and/or inappropriate goods.

We welcome not-for-profit organisations that compliment the market's core values. We encourage you to participate at the markets by holding informational and educational site.

## **PRICING, LABELLING & PRODUCT INFORMATION**

Pricing of products must be clearly displayed and correctly labelled. Prices should be fair and reasonable, reflecting the quality or speciality nature of the goods sold. Products sold by weight or volume must be measured accurately and measurement devices compliant with appropriate regulations.

Product information must be clearly communicated to the customer and should include

- Product and/or ingredient origins (Country, State, Region)
- Manufacturing/production methods
- Supply chain
- Sustainability, renewable and recycling processes

## **LAWS, LICENSING, REGULATIONS & STANDARDS**

You are responsible for ensuring that you abide by all relevant local, state and federal laws, regulations and standards including but not limited to:

- Trade Practices Act
- Workplace Health and Safety
- Australian Organic Certification Standards
- Food Act and Safety Standards

We may request current copies of your certificates, permits and other document that may substantiate your compliance. We may forward these onto other regulatory bodies and/or validate the currency/accuracy of these documents.

## **SITE TYPE**

You will be allocated your site(s) on market day. Regular Vendors will most likely be allocated to same site every market day. We will endeavour to locate you at the most suitable site, however this may not always be possible. You must not move to another site during the market unless approved by the market day coordinator. You must not sub-let your site to another Vendor.

All your equipment (tables, displays, tent, marquee, vehicle, produce, etc.) must be kept within the perimeter of your allocated site.

Powered sites are limited and are 10 or 15 amps. You must provide your own electrically certified lead.

Indicating your preferred site type will assist us in allocating you a site prior to market day. However, the site allocated to you on market day may vary from what has previously been planned.

## **FEES & CHARGES**

You are required to pay the site fee on entry to the markets. Additional charges will apply for a powered site. The prices below are per market day and are subject to change without notice.

- |               |                |
|---------------|----------------|
| • 1.5m x 1.5m | \$10           |
| • 3m x 3m     | \$20           |
| • 6m x 3m     | \$40           |
| • 9m x 3m     | \$60           |
| • Powered     | site fee + \$5 |

The following only applies for not-for-profit organisations:

- Information or educational only sites up to 3m x 3m will not incur any site charges.
- Sites over 3m x 3m will be charged at 50% of the applicable standard rate.
- If you sell anything (excluding membership), then you will be charged at 50% of the applicable standard rate.
- The powered site fee will not be waived.

## **ATTENDANCE**

We understand that you may not be able to attend every market day. If you are a regular and can't attend as usual, then please let us know so we effectively allocate sites for the day.

## **COMPLAINTS**

We will attempt to resolve complaints as positively, quickly and as confidential as possible. We reserve all rights.

## **CODE OF CONDUCT**

You and your representatives are to behave in a courteous, honourable and non-offensive manner at all times.

Consumption of alcohol (other than for sample tasting) is strictly prohibited.

Smoking is strictly prohibited.

You will not attempt to sell or trade illegal or prohibited items. We will report all illegal activities to the appropriate authorities and you will be permanently banned from participating at the markets.

You are to adhere to all conditions of entry of the venue on which the markets are held.

## **DEFINITION OF TERMS**

You	The person(s), organisation or company (and those representing the Vendor), selling and marketing products
The Markets	Permaculture Caboolture Farmers' Markets
We, Us	Permaculture Caboolture
Products	Products, produce or services
The Venue	The site on which the markets is being held.
Council	Moreton Bay Regional Council

## **APPLICATION LODGEMENT**

In order for you to be a Vendor at the Farmers Market, you must complete and submit the Vendor Application Form 2008-9 , provide copies of all required documents and receive approval from Permaculture Caboolture.

If you require assistance in completing your application or have any questions please contact the Farmers Markets Vendor Coordinator Beecher LARKIN, on 5496 6461.

Send your completed application and copies of your supporting documents to:

**Farmers Markets Vendor Coordinator**

**c/o CREEC**

**150 Rowley Rd**

**Burpengary Q 4505**