



Southern Flinders Ranges

## CHARTER

*Consumers and Producers working together to build our local economy, promote healthier eating, grow our community cohesiveness and gain greater recognition for the culture and biodiversity of our region.*

*We welcome your participation.*

## Contents:

- \* Introduction
- \* Making an Application for a stall.
- \* Market Hours.
- \* Stallholder Bookings.
- \* Stall Fees.
- \* Market Membership and Voting rights.
- \* Who may sell?
- \* Insurance.
- \* Labeling and Signage.
- \* Health and Safety.
- \* Products to be sold
  - category 1 – Primary farm produce
  - category 2 – Value-added consumable products
  - category 3 – Non-consumable products
- \* Fundraising.
- \* Grievance Procedures.
- \* Market Management Committee disclaimer.

## **Introduction:**

### **What:**

The Wirrabara Producers Market is.....

- ✦ a monthly market featuring products of the southern flinders ranges
- ✦ an avenue for promoting the producers of the region
- ✦ a meeting place for locals and visitors
- ✦ a not-for-profit community event

### **When:**

Every 3<sup>rd</sup> Sunday of the Month plus Easter Sunday in all weather from 8:30am till noon.

### **Where:**

Progress Park, 42 High Street - Across the main road from the Hotel, or in the Wirrabara Institute, High Street, during inclement weather.

### **Notes to Stallholders.....**

- ✦ On arrival please see Market Manager for site allocation.
- ✦ BYO extension cords and power boards for those requiring a powered site.
- ✦ Tastings of your produce are encouraged... use tongs or tasting sticks.
- ✦ Water is available from tap, sink and rain water tank.
- ✦ Rubbish bins are provided on site.
- ✦ Please familiarize yourself as to the locality of a fire extinguisher.
- ✦ Try to minimize the amount of plastic packaging you hand out.
- ✦ The stallholder may sell only the products they have listed on the approved Application Form.
- ✦ If vendors have produce available to sell during the year, other than that previously nominated, the Market Manager needs to approve this.
- ✦ Stallholders must give 7 days' notice of intention to vary the produce originally nominated on the Application Form.
- ✦ It is the responsibility of stallholders to prepare and pack up their own sites.
- ✦ If you need assistance please speak to the Market Manager who will be only too happy to help.

## 1. Making an application for a stall

- ☆ Please read the following market rules, complete the attached application form and submit - addressed to the Market Manager, PO Box 15, WIRRABARA, 5481 SA.
- ☆ The Market Manager, on behalf of the Market Management Group, has the authority to reject applications that do not comply with stated conditions noted here in.

## 2. Market Hours

- ☆ Arrive early to ensure your stall is set up by the start time of 8.30am
- ☆ Only foot traffic will be permitted after this time.
- ☆ Trading may only begin at the ringing of the bell.
- ☆ Stallholders are requested to remain on site until Noon.

## 3. Stallholder Bookings

- ☆ Approved casual stallholders need to confirm their site for each market by telephoning the Market Manager.
- ☆ Stallholders with annual memberships are assumed to be attending and need to notify if they are not. This ensures no gaps on market day.
- ☆ For casual stallholders, if no prior notice is given, your preferred site may not be available

## 4. Stall fees

- ☆ Casual stallholders will be required to pay the appropriate fee to the Market Manager on market day.
- ☆ The appropriate stallholder fees shall be set by the Management Group on an annual basis, and will reflect the cost of running and promoting the market.
- ☆ Payment shall be made by way of cash or cheque made payable to: The Wirrabara Producers Market.

## 5. Market Membership and Voting Rights

- ☆ All annual stallholder members are eligible to vote – one vote per stall.
- ☆ All remaining stallholders who have attended not less than six markets in the preceding 12 months are also eligible to vote.
- ☆ Non – stallholder market volunteers may apply to the market management committee or be nominated by committee for a market membership, enabling them to vote and stand for election at the Annual General Meeting.

## 6. Who may sell?

- ☆ Only the producer, his/her family or employees directly involved in production will be permitted to sell the produce.
- ☆ If a stallholder is unable to attend a particular market, a representative may be nominated to sell items on the original stallholder's behalf for that period of time only. Please consult with the Market Manager prior to the commencement of the market day.

## 7. Insurance

- ☆ It is the responsibility of each stallholder to ensure that they hold appropriate **Product & Public Liability** insurance. A copy of the current Certificate is required by the Market Manager upon application and upon each annual renewal.
- ☆ For stallholders without their own insurance the Market Manager may be able to offer a market day insurance cover. Please enquire at the time of application as there is an extra cost involved. Users of this service are required to notify their intention to attend a market the week proceeding as we need to register those requiring **Product & Public Liability** insurance with the insurance company.

## 8. Labeling and Signage

- ☆ All stallholders are expected to make themselves aware of and comply with the requirements of current trading standards and regulations regarding labeling and descriptions of goods. This information can be obtained online or via the local Council.
- ☆ All produce being promoted as organic must be certified by the relevant accrediting body (e.g. NASSA, ACO, Demeter) Evidence of accreditation must be provided on application and be clearly displayed at stall site.
- ☆ All prices (per kilo, or per item) need to be clearly visible.
- ☆ Stallholders should ensure their measuring scales are accurately calibrated.
- ☆ Each stallholder must display a sign showing their name and address.

## 9. Health and Safety

- ☆ Stallholders must confine displays and signs to the stall site and keep pathways clear for shoppers.
- ☆ Smoking by stallholders is not permitted on site.
- ☆ All food stallholders must trade in accordance with the Health Department of South Australia's Food Handling Regulations, and notify the local Council of their food business. Forms are available from local Council & Market Manager. (see attached form for example)
- ☆ No dogs allowed on site during the hours of the Market

## 10. Products to be sold

- ☆ All products sold must be produced, caught, grown, raised or created in the Southern Flinders Ranges region or manufactured by the stallholder preferably from produce grown/found in the Southern Flinders Ranges region.
- ☆ For the purpose of this market the committee had determined that this will be in area of 50kms radius of Wirrabara Township.
- ☆ The Market Management Committee reserves the right to accommodate stallholders from outside this region, if the vendors are offering produce not currently available within the Southern Flinders Ranges.
- ☆ This Market does not permit the purchasing/re-packaging/on-selling of finished or imported goods.

### **Products eligible for sale include:**

- **Category 1 – Primary Farm Produce**
  - ☞ Includes eggs, fruit, vegetables, herbs, olives, meat, fish, nuts, milk, grains, bee products, potted herbs, seeds & seedlings and livestock.
  - ☞ The produce must have been reared or grown by the producer/business named on the application form and have spent at least 50% of its life on the producers land.
- **Category 2 – Value-added Consumable Products**
  - ☞ Includes products such as dried fruits, cheese, oils, jams, preserves, flour, breads, cakes and desserts whose principal ingredients where possible, are primary farm produce from category 1.

## Products eligible for sale include: (cont)

- **Category 3 – Non-consumable Products**

- ✎ The Management Committee has determined that up to 30% of market stalls will be allocated to non-consumable goods, excluding plants. Preference may be given to those that depict our region.

For example: paintings, drawings and photographs depicting the area.

Wooden products using local timbers.

Crafts from local foliage etc.

## 11. Fundraising

- ☆ As the controlling body, the Wirrabara Progress Association reserves the right to fundraise at the market, for example, by providing catering and hospitality through the sale of refreshments and foodstuffs or by conducting raffles, and the Wirrabara Producers Market will also offer the same opportunities to other non-profit community organizations from time to time as it sees fit.

## 12. Grievance Procedures

- ☆ All complaints in the first instance are to be taken to the Market Manager on the day.
- ☆ The decision of the Market Manager in all matters relating to the running of the market shall, on the day, be final.
- ☆ If the issue is not resolved satisfactorily the complainant may make a formal complaint in writing and submit it to:

**Wirrabara Producers Market Management Committee**  
**PO Box 15**  
**Wirrabara SA 5481**

- ☆ Following receipt of the complaint committee will investigate the issue and respond in writing to the complainant as soon as is practical.

## Market Management Committee Disclaimer

The organisers, officers and servants shall not be responsible for any person whatsoever whilst upon the market area for personal injury, fatal or otherwise suffered by such person unless due to any claim or action in respect of any such injury suffered by any person or persons whom they may employ or engage. The organizers, their officers and servants shall not be responsible to any person whatsoever for any damage, theft or loss however caused in respect of any exhibits, produce or other property in transit to or from the market or throughout the duration of the market period.

Stallholders shall indemnify the organisers from and against all claims and actions in respect of any personal injury whether fatal or otherwise. Damage, theft or other loss that may be caused or occasioned in connection with the market and against all costs and proceedings arising there from.

The organisers, their officers or servants shall not be in any way responsible or accountable for anything that may happen to visitors, members, stallholders or their employees or to any stall or property brought to or used at the market.

The Market Management Committee reserves the right to review and amend the Charter when and as deemed necessary.