



## ORANGE REGION FARMERS' MARKET CHARTER STALLHOLDER REQUIREMENTS

The principles in this charter apply to the Orange Region Farmers' Market which is conducted by the Rotary Club of Orange Daybreak Inc.

1. The region includes the local government areas of Bathurst, Blayney, Cabonne, Evans and Orange. Neighbouring areas may be permitted at the discretion of the management group. Priority will be given to those producers closest to the region for each market.
2. Orange Region Farmers' Markets are for farmers and food producers of quality regional produce. Self-propagated plants, seeds, small live-stock, organic fertilizers, worm farms, flowers and personal care items from own-grown primary produce will also be eligible in most circumstances. Under no circumstances will any type of craft be allowed to be sold.
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 (the latter at the discretion of the Market Manager).
4. Re-sellers are not permitted. (The exception, under particular circumstances, is for approved local producers selling on behalf of other approved local producers for which the **prior permission of the market management committee must be sought in writing**).
5. Priority will be given to producers of fresh seasonal produce and value added local produce.
6. Value added produce is to be of a high quality and derived primarily from the vendors property or from within the geographic boundaries.
7. Cooked foods should be of the highest quality. It is preferable that local produce is utilised and where possible, obtained from other stallholders.
8. Any products being sold as organic must have, and display, proof of certification.
9. Any second grade fresh produce must be labelled and priced accordingly.
10. It is strongly recommended that stallholders be members of their local food group.
11. Every stall shall be clearly identified and named. It is recommended that each stallholder in attendance wear a name badge.
12. All produce must be clearly labelled.
13. Produce should be offered at fair, market-driven prices that reflect the quality and/or specialty nature of the goods sold. **All prices are to be clearly marked**. All applicable prices are to include GST.
14. All local, state and federal government regulatory obligations must be met and are the responsibility of the stallholder.

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15. The minimum labelling requirement for processed foods is producer contact details including address and telephone number, best by date, a Nutritional Analysis Panel and all ingredients in descending order. Recycled packaging of any sort cannot be used.
  16. All stallholders must hold \$10m public liability insurance and a product insurance policy where applicable. 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.
  17. 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.
  18. Any business that is providing a value-added and/or processed product must notify the NSW Food Authority, either via the website: [www.foodnotify.nsw.gov.au](http://www.foodnotify.nsw.gov.au) or by Tel:1300 552 406.
  19. Each stallholder is responsible for bringing all required equipment and leaving the stall site and communal areas clean and tidy.
  20. Wine tastings by vignerons is allowed at the Farmers' Market, but the number of stalls is limited to **three** at any one time. Any change from this is at the discretion of the Management Committee.
  21. The Farmers' Market is run for the benefit of producers - reasonable cooperation with Market Management and other stallholders is a condition of participation.
  22. Every effort will be made by the Market Manager to maintain regular stall sites however this cannot be guaranteed.
  23. Each stallholder must register their intention to attend in advance and **also of inability to attend if booked in**. The Market Manager will advise the best way to do this.
  24. Each stallholder must be set up and be ready to trade before the advertised market starting time of 8.30am. Stall-sites cannot be kept for latecomers and repeated late arrival will result in cancellation of stallholder registration.
  25. Stallholders occupying a site within the Agricultural Pavilion must notify the Market Manager if they are **not attending a market**. In the event of this not happening, the Market Management reserves the right to request payment for the site.
  26. Additionally, an allocated inside site will only be kept until 7.30am. After that time the Market Manager reserves the right to re-allocate the site unless prior arrangements have been made.
  27. All vehicles must be in place or off-site within half an hour of the market start time. All care must be taken at all times when driving within the site. Please adhere to the one-way traffic requirements.
  28. No stallholder is to pack up before the end of advertised trading (12.00 noon) unless with the permission of the Market Manager in exceptional circumstances.
  29. Failure to abide by any of these conditions will result in exclusion as a market stallholder.
  30. The Market Manager will attend Market Management Committee meetings and may make recommendations to the committee, but does not hold member voting rights.

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31. All decisions about eligibility will be decided upon by the Market Management Committee and with reference to the Market Manager. This committee will comprise stallholder representatives, Market Manager/management and members of the associated service club. Meetings are held on the Wednesday following each market day.
  32. **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 Market Management Committee.**
  33. Any formal complaints, suggestions or requests for variations to the Market Charter must be made in writing to the Market Management Committee.
  34. **By signing the Statement of Acceptance pertaining to the Orange Farmers' Market Charter, the stallholder agrees to allow the Farmers' Market Management Committee or delegate, and the Market Manger to inspect goods to be sold at the Market and if necessary, inspect properties and/or sites to verify authenticity of the produce.**

**Enquiries:**

Cath Thompson  
Market Manager  
Orange Region Farmers' Market  
6365 2298 or 0425 259 350 / [ccthomo@bigpond.com](mailto:ccthomo@bigpond.com)

**All correspondence to be forwarded to:**

Rotary Club of Orange Daybreak  
Farmers' Market Management Committee  
PO Box 2425  
Orange NSW 2800

- Please print & complete the following 'Statement of Acceptance' form.

Thank you.



## Statement of Acceptance of the Orange Region Farmers' Market Charter

I, .....,

of .....

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\*:

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|----|---|----------|
| 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.

2008	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Orange												

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.