

BERWICK FARMERS & CRAFT MARKET

ABN: 85 610 380 85
MOBILE: 0490 408650
EMAIL: manager@berwickfarmerscraftmarket.com.au
WEB: www.berwickfarmerscraftmarket.com.au



Stallholder Application Form

Please complete the application below with as much information as possible.
Email to manager@berwickfarmerscraftmarket.com.au

For new applications and re-applications please complete all requested information in detail.

MARKET START DATE (required)

STALLHOLDER'S NAME (required)

First

Surname

COMPANY NAME (if applicable)

ABN (if applicable)

PERMITS/STREET TRADING/LICENCE DETAILS

Food vendors MUST have a current recognised Council Food Licence and have it on display.

POSTAL ADDRESS (required)

Street Address or P O Box

Address Line 2

City

State

Postcode

Australia

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FARM/BUSINESS/CRAFT LOCATION ADDRESS (required)

Street Address

Address Line 2

City

State

Postcode

How far are you from our location?

Kms

CONTACT INFORMATION (required) (tick preferred)

Telephone

Mobile

Fax

Email

Website

Facebook

Twitter

Other Social Media

(Please indicate with a (tick) the links you would like us to post in the stallholder list on our website)

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BUSINESS PERSONNEL (required)

Who would regularly attend the Market (please provide the names if possible)

- Owner
- Grower
- Family Members
- Staff
-
-

PRODUCER CATEGORY (required)

(What products/produce do you propose to sell– tick all that apply)

- Primary Producer** – All products grown, reared, caught on producer’s land. e.g. fruit, vegetables, meat, eggs, etc.
- Secondary Producer/On Seller** – Anyone processing or adding value. e.g. cheese, wine, cakes, oil, small goods, charcuterie, craft, makeup etc.
- Tertiary Producer** - Prepared, ready-to-eat food
- Not for Profit Group** - School, scout group, Rotary, Men’s Shed etc.

Please list the items that you propose to bring to the market. Be specific i.e. carrots, cabbage, beetroot – not just ‘vegetables’. Pear & hazelnut muffins, cumquat jam – not just ‘muffins & jam’. Towel embroidery, puppets, table cloths, baby bibs not just ‘craft’

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CERTIFICATIONS

Certification/accreditations that are applicable to the produce you intend to sell.

Certification Type	Yes	No	Certifying Body	Cert Number
Certified Free Range	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Certified Organic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Certified Biodynamic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

TYPE OF APPLICATION (required)

- Regular (monthly market)
- Seasonal (date from: _____ date to: _____)
- Occasional – last minute/rotation/ when there is room)

***Please note that priority is given to businesses attending every month**

INSURANCE (required)

All Producers **MUST HAVE** market insurance covering:

- \$10 million public liability
- \$10 million product liability (if applicable)

Evidence must be provided in the form of a copy of your policy or certificate of currency with this application and prior to allocation of a stall.

Do you have Public Liability Insurance? Yes No

Insurer

Policy No

Expiry Date

Do you have Product Liability Insurance? Yes No

Insurer

Policy No

Expiry Date

('write as above' if the same policy covers both Public and Product Liability)

It is your responsibility to ensure your public liability/product liability insurance remains current at all times. Please advise us if you change insurer or policy details.

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MARKET DATES

We operate on the 4th Saturday every month excluding Christmas which is generally a twilight market dependent on when Christmas Day Falls

2016 Dates

FEB	27	MAR	26	APR	23	MAY	28	JUN	25		
JUL	23	AUG	27	SEP	24	OCT	22	NOV	26	DEC	21 (Twilight)

MARKETING OPENING HOURS

Saturday's 8.00am to 12.30pm
Xmas Twilight 4.00pm to 8.00pm

The market setup is from 6am. Stall holders must be in place ready to trade by 8.00am and are not to pack up before 12.30pm unless permission has been obtained from the Market Manager. Any stalls not occupied by 7.30am may be re-let. The stall holder will be charged for the space.

The BFCM operates **12 months** of the year come HAIL, RAIN or SHINE but does reserve the right to cancel the market due to any unforeseen conditions.

POWER (required)

Do you require access to Power Yes No

If 'Yes' please specify: 1 x 10 amp 1 x 15 amp

Other: (Please specify):

Is your equipment tagged and tested? Yes No

Date of last testing

Please detail all of the power equipment you require at your stall:

Do you use a cool room or refrigerated van at your stall?

Cool Room Refrigerated Van

Do you have a generator?

Yes No

Stall Set Up (currently 3m x 3m)

Do you require a vehicle at the stall?

Yes No

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If 'YES', please provide details of vehicle, including dimensions, side/back access & why you need it.

FEES

Please refer to the BFCM Market Rules on our website for the current fee structure:
www.berwickfarmerscraftmarket.com.au

Current fees until the December 2016 Market are:

Standard Stall Site: 3m x 3m	\$55.00 per market
Double Stall Site: 6m x 6m	\$85.00 per market

NOTE: Notice must be provided one (1) week prior to any market date if you are not attending that market to avoid the above stall fees being incurred. Failure to provide this notice means that you will be invoiced and payment will need to be made prior to the next market (unless there are extenuating circumstances).

LOCATION

The Market Location is:

Old Cheese Factory
34 Homestead Road (just off Clyde Rd)
Berwick 3806
Map Ref: Melways **131A2**

PHOTOS

In support of your Application please forward photos of your work and stall appearance. Email photo images as attachments with this application.

IMPORTANT INFORMATION

Please read the following important information:

1. All stallholders are required to conform to the **BFCM Market Rules** including a code of conduct as determined by the Market Management Committee from time to time. The **BFCM Market Rules** are displayed on the BFCM website:

www.berwickfarmerscraftmarket.com.au

2. There will be no occupation of a stall site until:
 - a) The application has been approved by the Market Management Committee;
 - b) An appropriate site is available and has been allocated, and
 - c) You have been advised of the above by the Market Manager

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APPLICATION PROCESS

The Berwick Farmers & Craft Market reserves the right to decline this application, and/or not accept any products for sale at the Market that do not adhere to our Market Policy. If your application is accepted, you will be informed in writing together with an invoice for the first market stallholder fee. The stallholder fee for Berwick Farmers & Craft Market in 2016 is \$55.00 for a single site and \$85.00 for a double site (powered or unpowered) and is collected on the day of the market.

The trader acknowledges and accepts in submitting this Application that BFCM Management may alter any rule or make additional rules and regulations, from time to time, by emailing such notice of change to them.

Any further use of our website, or correspondence sent from the BFCM to the trader with respect to such notice is deemed acceptance of the new Berwick Farmers & Craft Market Regulations.

STATEMENT

If accepted, I will support the Berwick Farmers & Craft Market and will comply with the Berwick Farmers & Craft Market Regulations and also any accreditation regulations as applicable. A trial period of 3 months is understood and the management reserves the right to not extend this agreement if I am unsuitable, breach regulations or the standard of conduct expected or stall does not meet our standards.

The information I have provided is true and I will advise management of any changes to my business, current market commitments, accreditation statuses or if I want to apply to add to my list of produce/product or size of stall required.

Name Signature Date

(Please keep a copy and return original form to Berwick Farmers & Craft Market, Rotary Club of Berwick, P O Box 30, Berwick 3806 **OR** Email all items to: manager@berwickfarmerscraftmarket.com.au)