



MUDGEE FARMERS' MARKET STALL-HOLDER INFORMATION

When	Regular Markets - 3rd Saturday of each month
Where	St Mary's Catholic Church grounds. Cnr. of Church & Market St Mudgee
Times	8.30am – 12.30 pm
Contact	Julie Watt – Farmers' Market Manager
Mobile	0412 222 442
E-mail	farmersmarket@mudgeefinefoods.com.au

Welcome to the Mudgee Farmers' Market!

We try to keep rules and regulations to a minimum so you have the best chance of success. We want everyone to have good exposure of their produce, good sales and good fun!

Make yourself known to your neighbouring stalls – produce swapping is highly recommended. It's a great way to taste the food of the region and meet your neighbours! If you have any issues about your stall or the Farmers' Market itself please catch up with Julie during the morning. Or contact her by phone or email during the week.

It is recommended that all stallholders be members of Mudgee Fine Foods Incorporated. There are many benefits - please refer to the Membership Benefits Form for further information. Importantly it gives you a say in the promotion of the markets, marketing opportunities for your product, discount on your Stall Fees plus acts as a voice in the region. These forms are available at the Farmers' Market or from the website www.mudgeefinefoods.com.au

Read this document in conjunction with the MFFI Market Charter it covers the rules and regulations. If you have not already completed the Stallholder Application Form and signed the Market Charter Compliance Form please make sure you do so before setting up.

If you cannot make it to a market PLEASE let Julie know as soon as you can by email or phone, preferably with a week or more notice. Not only is it a courtesy, it makes stall placement, invoicing and sourcing ingredients for the Kids Cooking very difficult with only a few days' notice.

SETTING UP ON MARKET DAY...

1. If you carry your own **Public Liability Insurance** please ensure the Farmers' Market Manager has a copy of your Certificate of Currency before setting up. You will be charged the non-insured rate unless the Manager holds a current Certificate. If you wish to be covered by the Farmers' Market insurance policy a small fee will apply
2. It is good marketing to **identify your stall and products with signs**. There are MFFI blackboards you can borrow from the storeroom (with permission) plus chalk at the MFFI Information marquee. We encourage evidence of production authenticity e.g. signs, photos, etc.
3. **Sample giving and tastings** are a great way to promote and sell your product. Please ensure you **adhere to all relevant food-handling guidelines**. Copies are available upon request from the Manager. We have a liquor licence that allows for **wine tasting** and single bottle sales.
4. You will need to bring all your **own equipment** to run your stall, including table, tablecloth, signage, price lists (a wholesale price list may be handy for enquiries from chefs and caterers) **wind secured** marquee and gazebos, **tagged** power cords or electrical equipment, contoured mats for cords coverage, a change float etc. - there is a Westpac ATM directly across Church St.
5. **Vehicle access** is via Market Street only. Please park on paved area to unload (unless given prior consent from the Manager) The Church has asked us not to park on grassed areas due to compaction of the grounds.
6. The Manager is usually on site by 7.00am and will show you where to set up your stall. You may not get a permanent site straight away, it often takes a few Markets to work out the best position for you. Be set up and ready to trade comfortably before the advertised starting time of 8.30am.
7. **Vehicles must be off-site immediately after unloading**. Please be particularly careful at all times when driving within the site to drive with extreme caution and limit speed to 5 kms. Parking is available behind the Presbytery, this frees up the street for customer parking.
8. It is **compulsory for all marquees and gazebos to be pegged or weighed down** on all legs. Not only will it save you having to serve customers with one hand on the framework but importantly avoid serious injury or potential accidents.
9. **All stalls must have either a tarp or matting underfoot**. This saves the lawn and keeps the Church grounds looking reasonable.

10. You **must not pack up before the end of advertised trading – 12.30pm**, unless with the express permission of the Manager in exceptional circumstances. This is an W H & S issue.
11. On Market day the Farmers' Market Manager has the right to uphold the Charter and request that any items in breach be withdrawn from sale or any non-compliant stalls be requested to leave.
12. A raffle is held at each market to help MFFI cover costs associated with running the Farmers' Markets such as providing live music, advertising, administration, etc. All Stallholders are expected to contribute a small item from their stall as this helps keep down Stall Fees. We will collect these items at the start of the market from your stall.
13. Stallholder fees are decided and set by the MFFI committee. Fees can be paid by either;
 - a) **The week before the market** by Direct Deposit into the Mudgee Fine Foods
Bank: ANZ Bank
BSB: 012 740
Account No. 2243 94619
Reference: Your invoice number and stall name.
 - b) **On the day of the market** by paying in cash during the morning to the Manager.
a receipt will be issued to all Stallholders.
14. Leave your stall and communal areas clean and tidy when packed up and please take your rubbish home with you as we do not have enough bins to take Stallholder rubbish.
15. And don't forget have fun!