



# Woodend Community Farmers' Market

## Thank you for applying!

The Macedon Ranges Sustainability Group is pleased to welcome your application to become a stallholder at the Woodend Community Farmers' Market.

### MARKET DATES

**Every 1st Saturday of the month**

### LOCATION

**Corner of High & Forest Streets Woodend VIC 3442**

### WHO DO I CONTACT?

**Katherine Bishop  
Market Manager**

**marketmanager@mrsg.org.au  
0458 769 258**

**The Woodend Community Farmers' Market is a vibrant community hub showcasing high-quality local produce, promoting sustainable community values and the importance of local food networks.**

Our Purpose is to create and nurture a sustainable future in the Macedon Ranges. To initiate and promote opportunities to learn, share skills and experience, and advocate in support of environmental sustainability and social equity, together with activities that bring revenue into the community and increase employment.

The Woodend Community Farmers' Market aims to provide a viable trading place for local farmers & producers to build their business & establish a branding that is backed by their knowledge & experience through presence at our local farmers' market.

This market seeks to encourage local food production in the Macedon Ranges.

We work cooperatively with other Macedon Ranges farmers' markets that are accredited with the Victorian Farmers' Markets Association.

The following document outlines the terms and conditions of trade at the market and forms part of your acceptance to begin trading. The market committee welcomes you as a stallholder and wishes you a prosperous time as a member of our growing community.



---

## STALLHOLDER INFORMATION

---

Please read the information carefully.  
If you are accepted, you agree to be bound by the market regulations herein as a part of your acceptance to trade at the Woodend Community Farmers' Market.

### ABOUT THE MARKET

Farmers markets are booming all over Australia, boosting local economies and tourism. They bring communities together, educate consumers and reduce environmental impacts through reduced transportation of goods, and support small sustainable businesses.

**The Woodend Community Farmers Market runs on the first Saturday of every month, from 9AM-1PM. The site is located near the Woodend Library and in the Information Centre car park on the corner of High & Forest Streets.**

The aim of this market is to provide a viable trading place for local producers & to offer shoppers exceptional quality, unique, fresh and innovative products that express the farming & food production community across the region.  
(NB producers from outside the region may be considered where no local producer exists or they do not wish to participate at the Farmers' Market.)

We are proudly accredited with the Victorian Farmers' Markets Association (VFMA). If you wish to trade at this market for most of the year, you are required to be accredited – or must apply to be accredited by the VFMA. (This is not compulsory for seasonal producers who only intend to attend one or two markets per year.)

The market is run by the not-for-profit Macedon Ranges Sustainability Group (MRSG). We support sustainable community development projects and work towards positive environmental outcomes.

From time to time we may use the market to host events and speakers affiliated with the MRSG.

### CRITERIA FOR SELECTION

When shopping at a farmers' market, the public should have confidence in the authenticity of producers. i.e. that the person they are transacting with is the person who grew or made the produce.

The introduction of the Accreditation Program, an initiative of the VFMA supported by the State Government of Victoria, ensures this and provides a solid basis of quality, integrity and fairness to all consumers. The program advocates best practice and celebrates the work of genuine farmers, specialty makers and farmers' markets. The program ensures the credibility of participants in a proudly transparent process.

See [www.vfma.org.au](http://www.vfma.org.au) for more information.

Vendors are welcome under the following categories -

#### PRIMARY PRODUCER PREFERRED

Primary producers and value adders of own primary product – as accredited with the Victorian Farmers' Markets Association are preferred.

NB: No pets.

#### VALUE ADDERS/MANUFACTURERS

These include items that add to the diversity and selection available at the market such as preserves, cakes, biscuits, bread, soap, sauces, etc., subject to VFMA accreditation. Non-food items must be made with local materials/ingredients – subject to Victorian Farmers' Markets Association accreditation.

Items considered 'craft' will be subject to VFMA accreditation where applicable.

#### COMPLIANCE

It is the vendor's responsibility to comply with all legal regularity requirements including; food handling, liquor licensing, council registration, Prime Safe for meats and public/product liability insurance.

All stallholders must register with Streatrader at [https://streatrader.health.vic.gov.au/public\\_site](https://streatrader.health.vic.gov.au/public_site) prior to commencement of trading.

APPLICATIONS ARE FORWARDED TO THE COMMITTEE FOR APPROVAL PRIOR TO ATTENDANCE AT THE MARKET.

Copies of all relevant certification (including public liability insurance) must be supplied with your application.

The acceptance of applications and the allocation of stalls are at the discretion of the organisers.

The Market Committee reserves the right to refuse entry to any stallholder failing to comply to market regulations. Additionally, failure to comply to legal regularity requirements, market regulations, or rude, offensive or aggressive behaviour will result in the loss of place at the market.

## MARKET REGULATIONS

1. Produce that is not produced in our region will only be included if it is not available and/or able to be produced in our region. In addition, this produce must fit all other criteria and must be perceived by the organisers to add value to the market.
2. Authenticity in local product with truth in grading and labeling.
3. All product prices must be clearly displayed to the consumer.
4. The direct farmer to the consumer transaction is very important and to be maintained, however, co-operative stalls are permitted where this may not be possible. These stalls must be cleared by the organisers before commencing trade in the market.
5. Pricing shall be market reflective. Overcharging and/or advantageous pricing is discouraged.
6. It is the coordinator/committee of management's responsibility to maintain the integrity of the Woodend Community Farmers' Market Regulations & the Charter of the Victorian Farmers' Markets Association.
7. It is the coordinator's responsibility to ensure the market is compliant with Victorian Farmers' Markets Association accreditation requirements. This includes market day assessments of producers & providing information on market data as requested.
8. Organic claims must be backed by certification.
9. Scales must be calibrated for correct weights.
10. The committee will at times conduct fundraising stalls, provide information, trade backyard produce and sell other products when vendors are unable to do so – these products will be appropriately advertised.

## STALL REQUIREMENTS & LOCATION

Stalls will be allocated a position at the discretion of the market organisers. Stallholders's requests for preferred positioning will be duly considered but may not be granted.

Please indicate in your application whether you require a vehicle onsite and/or access to power. These sites are limited and may not be available but we will do our best to accommodate your setup.

## ALLOCATED AREA

Site maps and allocations are emailed to stallholders prior to market day.

Stallholders must trade/performance only within the site allocated and sites will not be altered in size on the day, unless other arrangements are agreed with the market organisers prior to market day. The display/stall equipment must be set up and removed in a safe manner and comply with safety standards.

## STALL FEES

**Regular Site 3x3 metres ( NO VEHICLE ) - VFMA accredited stallholder - \$40**

**VEHICLE Site 3x3 metres + vehicle - \$45**

**Double Site 6x3 metres ( NO VEHICLE ) - \$60**

**Double VEHICLE Site 6x3 metres + vehicle - \$65**

**POWERED SITE - additional \$5.00 charge to the above rates**

## FEE PAYMENT & BOND

Site fees will be collected in cash on market day morning. Please ensure you have the correct change.

All stallholders are required to pay a month in advance for their site. This will be kept as a security against no-shows on the day or for less than **1 WEEK** notice of inability to attend without good reason. The market coordinator may waive the forfeiture of the bond in the case of illness or unforeseen events.

You will be issued with a receipt for any payments made to the market organisers.

PLEASE NOTE: Site fees are reviewed regularly and these fees may change. You will be given at least one month's notice of any changes to the fee structure.

## PARKING

It is an obligation of the market permit that all stallholders park on the fire training track across 5 Mile Creek. Stallholder Parking is to be accessed via Davy St. only. Parking instructions are included in the attached site map. **Stallholder parking is not permitted on the Old Calder Highway or Tylden-Woodend road reserve; nor in the customer parking areas nearby the swimming pool and neighbourhood house.**

**\*\*PLEASE ALLOW ENOUGH TIME TO PARK AND WALK BACK TO YOUR CAR BEFORE 9AM START!**

## TOILETS

Toilets are located at the Visitor Information Centre & will be open from 7am.

## BUMP IN / BUMP OUT

These times must be STRICTLY adhered to:

### BUMP IN

7.00am – 9:00am

Access to the market is via Margery Crescent off High Street. This access will be open from 7am and the road closed to host the market at 9am.

**Regular Sites** - Vehicle access to your stall location will be restricted to unloading only. Once unloaded, your vehicle must immediately be safely removed to the designated parking area.

**Due to the constricted site DO NOT set up your stall until your vehicle has been moved offsite.**

Please follow all market staff instructions.

**Sites with Vehicle Parking** - Vehicle access to your site in the Visitor Information Centre car park will open at 7am and close at 9am. You will be directed to your stall by market staff.

Please use extreme caution and commonsense when moving vehicles through the market area

All stallholder vehicle movements will cease at 9.00am SHARP and will not recommence until 1pm.

### BUMP OUT

**Market Closes: 1pm Pack up: 1pm - 2pm**

Under NO circumstances are vehicles permitted to enter or leave the market area between 9am and 1pm.

**Please pack down your stall/display before bringing your vehicle onsite.**

Please note: There will be significant traffic during bump out. Stallholders are requested to be patient, to strictly follow the instructions of market staff and to exercise extreme caution during the Bump Out.

**Please keep in mind that market staff are volunteering their time to provide the market experience for the community and your benefit. Rude or aggressive behaviour towards market staff or other stallholders will not be tolerated.**

## ELECTRICITY

Access to power is available throughout the market and must be paid for with your site fee. Please refer to your Stallholder Application Form for details.

Stallholders must supply their own leads, power boards and adaptors to connect to the power supply. The equipment must be water resistant and maintained above ground or securely fixed to the ground to minimise trip hazards.

All equipment is required to be in safe working order and the market organisers recommend that all leads be tested and tagged by a registered electrician according to Australian safety regulations.

The organisers accept no responsibility for stallholders over-drawing their power supply and tripping out their appliances.

**The exhibitor will be liable for any damage caused by electrical overload or misuse.**

## WEATHER CONDITIONS

The Woodend Community Farmers' Market runs year-round. The weather has the potential to impact on the success of the market.

Please note that in the event of inclement weather, the event will still proceed. Stallholders must be prepared and equipped to trade in all weather conditions.

**It is necessary for you to bring a marquee or umbrella, lots of drinking water, sunscreen and hats for summer; and suitable warm clothing and wet weather gear in winter.**

The event may be cancelled due to extreme weather in the event of a **CODE RED** fire danger day. Stallholders will be advised of cancellation by phone or SMS to the mobile number listed on their application form. The organisers accept no responsibility for any stallholder loss of income or otherwise due to event cancellation.

## FOOD STALLS

All food vendors must comply with Food Safety Certification, including Food Handling Certificate and Certificate of Food Safety (Premises) to be able to sell food at the market. In addition, all food stalls must register their intent to trade with the shire council through Streatrader. Information and registration can be found at -

[https://streatrader.health.vic.gov.au/public\\_site](https://streatrader.health.vic.gov.au/public_site)

Temporary food stalls can pose a higher risk to the consumer than regular food shops due to their temporary nature and lack of permanent cleaning, hand washing, storage, refrigeration and heating facilities.

A separate Food Safety Checklist for Food Vendors is available upon request to help you understand what is required to operate a temporary food stall – that way, you can be sure that you are providing your customer's with safe food.

## FIRE SAFETY

**Suitable portable Fire Safety Equipment must be provided if you are operating a stall using cookers, gas BBQs and/or naked flame.**

In the event of a TOTAL FIRE BAN day cooking permits must be obtained from the CFA in Chapel St. in Bendigo. NOTE: These permits must be obtained prior to close of business day on Fridays.

## EMERGENCY / FIRST AID

In the event of an emergency all participants will be directed to the **Emergency Assembly Area** behind the squash courts and the Library. This area is shown in a white circle on the attached site map.

**First Aid** can be found at the MRSG stall shown with a red cross on the attached map.

## PROTOCOL

Stallholders and their staff at the market are required to conduct themselves in a manner suitable to a family event. Offensive language will not be tolerated.

Stallholders and their staff are required to cooperate with the market organisers and be mindful of the requirements of their fellow stallholders and market visitors.

## SPECIAL NEEDS

The Macedon Ranges Sustainability Group believes that the market should be accessible for everyone, and will endeavour to meet the needs of participants with special needs. Prior notice of any special requirements will assist the market organisers in providing accessibility.

## WORK HEALTH & SAFETY

The market organisers have a duty of care to all attendees.

As such, Work Health and Safety is of great importance at the Woodend Community Farmers' Market. We want to keep our event safe and enjoyable for people to visit, perform, conduct business and, most of all, to have fun.

You will be supplied with a simple Stallholders Safety Checklist at the end of this document for you to utilise in preparing for your attendance at the market.

It is recommended that you familiarise yourself with the safety requirements in the Checklist.

Market staff will conduct a site inspection on the morning of the event using this checklist. You will be requested to immediately rectify any areas of noncompliance.

## FURTHER COMMUNICATION

Any final details and requirements will be communicated to exhibitors via email in the week before the market. This information will include:

- Site number and location
- Allocated bump-in time (if applicable)
- Site access details
- Parking
- Weather forecast
- Reminders

The MRSG and the market committee wish you a successful experience at the Woodend Community Farmers' market!

## WORKPLACE HEALTH & SAFETY LIST

Please review and consider any points relevant to your attendance at the market.

### GENERAL

- Gazebos secured with pegs/weighed down against the wind
- Gazebo guy ropes do not cause a trip hazard
- Stall signage in good repair and appropriate
- Tables, chairs, umbrellas in good repair
- Approach and exit areas free of obstructions
- Stall stock displayed securely (not likely to fall)

### POWER

- All electrical equipment, leads and connections must be tested and tagged
- All electrical leads must be off the ground or fixed securely to avoid trip hazards
- Electrical adaptors must not be 'piggy backed'
- Only allocated power outlets can be utilised

### WORK AREAS

- Floor area clean and free of obstruction
- Waste receptacles available
- Food products stored off the ground

### STRUCTURE

- Enclosed tent/structure for full preparation of food on site
- Barrier between stall and public (counter)
- Cooking equipment located in a way that reduces contamination

### TEMPERATURE CONTROL

- Temperature control for perishable & potentially hazardous foods i.e. 5 degrees for chilled, -15 degrees for frozen and 60 degrees or above for hot foods

### GAS (YOU MUST HAVE A PERMIT ON TOTAL FIRE BAN)

- Gas cylinders in good condition and less than 10 years old
- Cylinders are secure and outside the stall structure
- Cylinders are not blocking thoroughfares
- Cylinders are on a level, non-combustible surface
- Cylinders in well-ventilated location
- Cylinders safety outlet faces away from stall structure
- Cylinders are clear of ignition sources

### GAS APPLIANCES

- Appliances are away from the public
- Supply hoses are in good condition
- Combustible materials are clear of appliances
- Fire Extinguisher/Blanket available and in good condition
- Stall staff/volunteers aware of safety procedures

### WORK AREAS

- Floor area clean and free of obstruction
- Storage and preparation areas clean

### STORAGE

- Separate raw and cooked foods
- Food covered
- Food prepared on tables

### SERVING

- Money and food handled separately
- Utensils and gloves used to handle food
- Condiments are squeeze-type dispensers or sealed packs

### TASTE TESTING DISPLAY

- Single-serve utensils
- Signage stating 'single-serve only'

### PERSONAL HYGIENE

- Clean personal attire and habits
- No smoking or alcohol consumption in food stall
- No contagious illness, uncovered cuts or sores on food handlers
- Hand washing facility/bucket
- Liquid soap and paper towels for stall staff

### GENERAL CLEANING

- Stall and stall surfaces clean
- Utensils and equipment clean

### WASTE MANAGEMENT

- Bins with lid and liner
- Waste water storage available and labelled
- Waste water disposed of properly
- Waste oil stored and removed from site

## **Towards Zero Waste**

Woodend Community Farmers Market is a “Towards Zero Waste” market which means we are aiming to produce zero waste from the market (ideally this includes all preparatory and behind the scenes work too).

### **Why Zero Waste?**

Because we live on an amazing planet, the only one in the entire universe (that we know of) that supports life. This planet is under enormous stress from overconsumption and waste of resources. In natural systems there is no waste. We support nature. We support this planet, our home. Help us support it too.

The WCFM aims to achieve Zero Waste through a number of programs and strategies including the following:

#### **No Plastic Bag Policy**

#### **BYO Mug Policy**

#### **3 Bin Waste Station Policy**

#### **Towards Zero Waste Educational Program**

#### **No Plastic Bag Policy**

- The WCFM have adopted a No Plastic Bag Policy
- The WCFM are Enforcing a No Plastic Bag Policy at the market. Stallholders are not allowed to provide customers with any plastic carry bags. They are allowed to provide paper bags but we encourage customers to bring their own bags.
- We will actively promote our BYO bag policy and program on all market literature and advertising material
- Re-usable jute bags will be for sale at every market.
- An educational process is underway for public and stallholders to phase out the use of any other plastic bags at the market, i.e. “bagged produce” except where food safety requirements exist through:
- Actively promoting the use of paper bags, reusable containers, and reusable bags
- Selling reusable fruit and vegetable mesh bags at the market
- Highlighting good practise at our market via this website and social media.
- Encourage stallholders to support customers who bring their own containers for refill for example honey jars, and olive oil bottles.

#### **Encouraging a BYO Mug Policy**

- We are encouraging all customers to BYO mugs, and/or use reusable cups
- We will actively promote our BYO mug policy and program on all market literature and advertising material.
- We will have a “wash and go system” for reusable cups and mugs.
- Stallholders selling any take away items are encouraged to use reusable containers as a first priority, compostable cups and containers as a second priority and recyclable containers as a last resort.

#### **Waste Stations for sorting waste**

- The WCFM will have 3 waste stations, each comprising a recycling bin, a compost bin, and a landfill bin.
- We will have prominent signage and colour coded lids on all bins to make it easy for customers to compost food and organic waste and to recycle products, and as a last resort, to bin all other items.
- We will audit the waste streams entering the bins, to determine the effectiveness of our waste strategies.
- Ensuring farmers take home all waste they generate at the market. This helps them to see how much waste they produce, and to be responsible for it. We understand that most of their waste will be compostable materials that can be returned to the land via farm based composting systems.

#### **Towards Zero Waste Education Programs**

- We will have a Waste Action Group stall at each market to promote the program and provide advice, education and assistance to customers and stallholders.
- Terracycling will also be available for Market Patrons & Stallholders to bring items such as batteries, cosmetics & skincare packaging, dental items, contact lenses, hair care items, coffee pods from Nespresso, L'Or, Moccona, Nestle Dolce Gusto for Terracycle Recycling.

With your support, we aim to radically reduce the amount of waste going to landfill and ultimately to be a zero waste market. We have introduced a number of practices to reduce waste for example:  
replacing plastic spoons with silver ones-

For all enquiries regarding the Towards Zero Waste program, contact Katherine at [marketmanager@mrsg.org.au](mailto:marketmanager@mrsg.org.au).

**\*\* Check your site number against allocation list emailed to you monthly**



