



Narrogin Farmers' and Makers' Market
Gnarrojin Community Garden Inc.

STALLHOLDERS' PACKAGE

WHAT:

The *Narrogin Farmers' and Makers' Market (NFMM)* is held 6 times per year featuring food, associated products and hand made goods from the region. It also serves as a meeting place for the community including consumers and producers. It is run by the *Gnarrojin Community Garden Inc. (GCG)*, a not for profit organization.

WHEN:

Dates chosen for 2024 reflect the peak times for produce in our region. They will be held in two blocks of three with a break during winter. Dates for the first block are:

Saturdays – February 10, March 23, April 27, September 7, October 5, November 9.

WHERE:

At the *Gnarrojin Community Garden*, 8 Hale Street, Narrogin.

WHO:

The producers from the region:

- Local farmers, growers and value adders
- Compost and mulch makers
- Producers of plants, seedlings and seed
- Artisans, craft workers and small businesses preferably using regional, sustainable and ethically sourced material.

Community (Not for Profit) Groups:

- Wishing to fund raise for and/or promote their organization.

The customers -

- Regular market shoppers
- Anyone who enjoys good food and locally made products
- People from surrounding districts
- Visitors to the region.

NARROGIN FARMERS' AND MAKERS' MARKET RULES

1. STALLHOLDERS RULES & RESPONSIBILITIES

1.1 Stallholder and Produce Eligibility

- All stallholders will be farmers, gardeners, soil ameliorant suppliers, bakers, cooks, artisans, craft workers, businesses or community groups who produce what they offer for sale.

- Produce must be grown or made within the region.
- Priority will be given to producers supplying biodynamic, organic and minimal spray produce.
- Stallholders may represent a maximum of three producers who meet the above requirements.
- Any variances to these rules are at the absolute discretion of the NFMM Committee and will be made in the best interests of the GCG.

1.2 Bookings

- Bookings must be confirmed with the grounds-person no later than 10am on the Friday prior to Market.

1.3 Stall Assignment

- Assignment of stalls will be on a first come first served basis however priority will be given to regular stallholders and special requirements.
- Stall distribution is at the discretion of the grounds-person in line with the best interests of the NFMM and the GCG.

1.4 Access

- Access to the site is from 7.00 am.
- Vendors are required to have their site ready, with all exhibits displayed and ready for sale from 8.30 am – 12.00 noon.

1.5 Quality Assurance

- All vendors are expected to maintain the Market's standards of freshness and high quality.
- Vendors are responsible for the decoration and the maintenance of their site in a clean and tidy condition at all times.

1.6 Legal Requirements

Food Safety

- Each new vendor to the markets must acquire any necessary licenses or permits for selling or producing food products and supply to the Market Stall Co-ordinator when applying for a stall.
- Stall holders preparing food, must complete *Notification of a Temporary Food Stall* application as supplied by the Shire of Narrogin to ensure that their production facilities meet the requirements of the Food Act and Food Standards Code.
- Stall holders must understand their obligations under the Food Act 2008 and comply with conditions imposed on them by the Environmental Health Officer of the Shire of Narrogin.
- Under the Food Act 2008, food businesses are generally required to be registered as a food business with the local government in which the place of manufacture or food business is based. Where a particular food business is based within the Shire of Narrogin, evidence of Food Business Registration must be provided to the Shire of Narrogin.
- Labelling – Food stall operators must comply with appropriate labelling requirements. All food vendors must notify purchaser of potential allergens. eg nuts, bee pollen, egg and egg products.

Signage

- All vendors must have signs that display their name and address in a prominent manner whilst trading at Market.
- Labelling - all vendors must comply with appropriate labelling regulations.

Insurance

- Stall holders must provide the market stall co-ordinator with a Certificate of Currency for their Public and Product Liability Insurance prior to setting up their stall and commencing trade. Note - if you are a business with an ABN, then the certificate must be for your business liability.
- If you are not a business with an ABN, then your home and/or contents insurer may issue you with a Personal Liability Certificate.

FEES (2024)

Regular producers are required to pay a site hire fee of:

- \$20/market entitles you to 3m x 3m space
- \$15/market entitles you to 1.5m x 3m in a marquee provided by the Community Garden

Occasional producers are required to pay a site hire fee of \$5/market and be members of the Gnarojin Community Garden. This entitles you to:

- Half a trestle table as shared space in the “Little Bits and More” marquee.

Access to electricity can be provided at \$5/market

Tables can be hired for \$5/table

Marquees can be hired for \$10.00

2. DISCLAIMER OF LIABILITY

- Stallholders will indemnify the Gnarojin Community Garden Inc. from any damage, expenses or liability arising from any injury or damages to any person, including the general public, the stallholder or others, occurring either in the space occupied by the stallholder or elsewhere arising out of its occupancy or anything connected with occupancy.
- Gnarojin Community Garden Inc. will not be liable for any loss or damage to the property of the stallholder that may arise from use and occupancy of the site.
- Gnarojin Community Garden Inc. will not be responsible if a current insurance “Certificate of Currency” is not provided to the Market Stall Co-ordinator,

CONTACTS:

- Market Stall Co-ordinator – Avril Baxter – narroginfarmersmarket@gmail.com
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