

University Hill FARMERS' MARKET



University Hill
Town Centre



University Hill Farmers' Market

The University Hill Farmers' Market is a new community initiative of MAB Corporation Pty Ltd. Since first opening in November 2009, the market has been growing monthly and is a great opportunity for farmers to showcase their wonderful produce and for customers to buy direct from Victorian farmers.

The University Hill Farmers' Market is located at University Hill, Janefield Drive (off Plenty rd) Bundoora (Melways ref 10 C8) and will operate on the
2nd Saturday of the month 8.30am – 1.30pm

The University Hill Farmers' Market operates as an authentic Farmers' Market - put simply, producers may only attend the market if they make or grow the product they are selling. We are a monthly market with a vibrant market mix of innovative Victorian stallholders.

Stallholder Guidelines:

- Most importantly: Whoever grows it sells it; whoever makes it sells it! This can include full-time employees of the primary producers. **Resellers are not permitted.**
- Site allocation will be 3x3 mt. If you require more room, please let us know well before you attend a market.
- Book your stall early!
- Your produce needs to be GM-Free and free range. If you are selling produce labelled as organic, you'll need to be able to produce your organic certification.
- Respect the environment. The market is a plastic bag free zone and shoppers will be encouraged to bring their own bags. Reusable shopping bags will be available for purchase at each market
- Please reduce, reuse and recycle packaging by using only recyclable plastics.
- Rubbish: If you bring it in, take it out with you! Bins will be onsite for public use only.
- Try to sell your produce loose, or in bulk
- Make sure your pricing is clearly displayed and is visible.
- Be ready to talk to market shoppers about your product! You know it best, so talk it up!
- All stallholders must have appropriate Health Safety permits from council and proof of public liability. A Certificate Of Currency for your business needs to accompany this application.
- You will need to bring your own signage, marketing materials, marquee and trestle tables. Limited marquees and tables are available for hire, but must be arranged with the Farmers' Market Coordinator prior to the market.
- If you are using power at the market, all leads and appliances must be tested and tagged in accordance with Australian standards.
- Attendance at the market is only approved for produce described on the application form. Any changes to produce being sold must be discussed with the Farmers' Market Coordinator prior to attending the market.
- The market will continue whatever the weather conditions, rain, hail or shine.
- The market mix in any given month is entirely up to the discretion of the Farmers' Market Coordinator, and we reserve the right to refuse admittance to any trader who fails to meet the expectations set out above or is not selling produce listed below.

Application Form

CONTACT DETAILS

Business Name (if applicable).....

ABN:.....

Contact Name:
.....

Contact phone number:
(w).....(m).....

Email.....Website.....

Fax.....

Street Address.....

Suburb/Town.....Postcode.....

Insurance:

Have you attached a Certificate of Currency detailing your Public Liability Insurance policy? (min \$10 mil)

Yes No

If no, why?.....

Are you certified organic by an accredited organisation? *If yes, please make sure have your certification on hand at each market* Yes No

When would you like to attend the University Hill Farmers' Market?

Monthly Seasonal (from _____ to _____)

Tell us what you are you selling:

Fresh Produce

Please describe what you will be selling (Detail your product range and approximate seasonal changes)

.....
.....

Other than farmers markets, where do you sell your produce?

.....

Value Added Goods (jams, chutney etc. Please note: NO Soap, craft etc)

Please describe what you will be selling (Detail your product range)

.....
.....

.....
Do you grow your ingredients yourself? Yes No
If not, where do you source your ingredients?

.....
.....
Other than farmers markets, where do you sell your produce?

.....
 Hot/Cold Food (for immediate consumption on market day e.g. coffee)
Please describe what you will be selling (Detail your product range)

.....
Do you grow your ingredients yourself? Yes No
If not where do you source your ingredients?

.....
Other than farmers markets, where do you sell your produce?

.....
Are you a member of VFMA? Yes No

Have you been accredited by the VFMA? Yes No

Do you attend any other Farmers Markets? Yes No

Which ones?.....

POWER:

Access to power is extremely limited at the market site and priority will be given to stallholders that require power for food safety.

Do you require access to power? Yes No
Is your equipment tagged and tested Yes No

Please detail equipment & amps required. All equipment must be tagged & tested prior to market day.

VEHICLE:

Do you require a vehicle at the stall? Yes No
Why do you need your vehicle onsite?.....

Food Safety:

Please contact the Health Safety Department at the City of Whittlesea to obtain council Food Safety Permits. Ph: 9217 2277 www.whittlesea.vic.gov.au

ALL STALLS MUST HAVE A CURRENT HEALTH SAFETY PERMIT FROM THE CITY OF WHITTLESEA PRIOR TO ATTENDING THE MARKET

PAYMENT INFORMATION:

All site rental fees must be paid in advance. Payments will be collected on market day or can be paid prior to the market via direct deposit.

Site rental:\$ 66 (Inc GST)
Site rental with power:\$ 77 (Inc GST)

How to Pay:

Direct Debit (Please be sure to include your business name followed by FM e.g. Amazing Apples FM)

Account Name: MAB Corporation Pty Ltd
BSB: 013423 (ANZ)
Account Number: 837219549

Cheque: Please make cheques payable to: MAB Corporation Pty Ltd

Cash: Collected by the Farmers' Market Coordinator on market day.

Please include payment of one month's site fees with your application.

What happens next?

- Once your application has been approved by the Farmers' Market Coordinator, you will be notified by phone or email and you will be sent a receipt for your 1st month site fees.
- If your application is not approved, you will be notified and your payment returned to you.
- Once you are approved, you'll receive arrival information to make things easy when you arrive at the market site.

STATEMENT

I comply with the stallholder guidelines set out in the above application.

Signed _____

Date _____

Please keep a copy and post application to Erena Norgard, Farmers' Market Coordinator, PO Box 7657, St Kilda Road, Victoria, 3004, email to enorgard@mabcorp.com.au or fax to 03 8681 2100

Contact Details:
Erena Norgard
University Hill Farmers' Market Coordinator
MAB Corporation Pty Ltd
enorgard@mabcorp.com.au
03 8681 2296 / 0409 234 106

Office Use Only:				
Date received:...../...../20		Power?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Application logged:...../...../20				
Stallholder notified:...../...../20				
Paid	Yes <input type="checkbox"/>	No <input type="checkbox"/>	APPROVED	Yes <input type="checkbox"/> No <input type="checkbox"/>