

# CARRIAGEWORKS FARMERS MARKET

## Stallholder Application Form

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### APPLICANT INFORMATION

<b>Company/Organisation Name:</b>	
<b>Business Address:</b>	
<b>Farm Address:</b> <i>(if different to business address)</i>	
<b>Production Address:</b> <i>(if different to business or farm address)</i>	
<b>Postal Address:</b> <i>If the same as one of the above, please tick one of the following:</i>  <input type="checkbox"/> Business address <input type="checkbox"/> Farm address <input type="checkbox"/> Production address	
<b>NSW Food Notify Number:</b>	
<b>Temporary Food Stall Permit Number:</b>	
<b>Contact Name:</b>	
<b>Telephone Number/s:</b>	Business:
<b>Email Address:</b>	
<b>ABN:</b>	
<b>Trading Name:</b>	
<b>Website:</b>	
<b>Please indicate your required stall size:</b>	3m x 3m <input type="checkbox"/> 4.5m x 3m <input type="checkbox"/> 6m x 3m <input type="checkbox"/>
<b>Do you require electricity for your refrigeration vehicle while on site?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Do you require electricity for your stall?</b> If so, please list what equipment you will be using that requires power, and how much power each item draws.	
<b>Do you use a refrigerated display cabinet as part of your stall?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please indicate if your stall needs to be connected to water?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will you use gas?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will you be using/bringing any hazardous substances?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**PRODUCT INFORMATION**

(Please attach additional pages if required)

**1) Please describe the nature of your business:-**

**2) Carriageworks Farmers Market is based upon the core values of authenticity, origin, knowledge, sustainability and excellence (see Carriageworks Farmers Market Charter for further detail). Please describe how your business meets the core values of the Carriageworks Farmers Markets:-**

**AUTHENTICITY**

The fundamental purpose of an authentic farmers market is to facilitate the purchase of produce direct from the farms and kitchens where the produce is grown, livestock raised or artisan products made.

**ORIGIN**

All produce for sale at the Carriageworks Farmers Market must be grown or raised within NSW/ACT. Value added products are not required to use entirely NSW/ACT ingredients; however 50% of the products final value must be added within NSW/ACT.

**KNOWLEDGE**

Carriageworks Farmers Market believes that interaction between the farmer, chef or artisan producer and the customer is an essential part of the Market.

**SUSTAINABILITY**

Carriageworks Farmers Market recognises our impact on the environment and understands the importance of sustainable business practices especially with regards to water use, waste management and carbon emissions.

**EXCELLENCE**

The Carriageworks Farmers Market is committed to showcasing the very best and most innovative producers, chefs and artisans in NSW.

- 3) **Briefly describe what produce/product you wish to sell. Where possible, please include product brochures or photographs as well as any licensing requirements for your product. Please note, all Certified Organic producers will need to include certification with their Stallholder Application Form.**

4) Please indicate other markets/retail outlet where your products are available.

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5) Is your product/produce seasonal? If yes, please indicate when it will be available.

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6) Is the stall operating under the 'Farmers' Grow – Supporting' or 'Farmers' Grow – Cooperative' model? (refer to the Carriageworks Farmers Market Charter for further information) If yes, please detail the arrangements below.

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7) Community / Promotional Stalls only:-

<b>Organisation type</b>	<input type="checkbox"/> Not for profit <input type="checkbox"/> Fundraising organisation? <i>NSW fundraising registration no:</i> <input type="checkbox"/> Community Group <input type="checkbox"/> Other (please specify)
<b>Provide further details of proposed activities</b> (e.g. fundraising, sale of food/other, promotional activity)	

8) **Additional Information – please add any additional information you would like us to know in support of your application e.g. awards received, product reviews received etc.**

9) **STALL COSTS - please tick your stall preference/s:**

- |                          |                      |               |
|--------------------------|----------------------|---------------|
| <input type="checkbox"/> | Stall only (3m x 3m) | \$195.00 +GST |
| <input type="checkbox"/> | Stall with power     | \$206.00 +GST |
| <input type="checkbox"/> | Food Vendor          | \$230.00 +GST |
| <input type="checkbox"/> | Storage (per unit)   | \$10.00 +GST  |
| <input type="checkbox"/> | Promotional Stall    | POA           |
| <input type="checkbox"/> | Community Stall      | FOC           |

10) **STALL ATTENDANCE - please advise the Saturdays you would like to trade:**

- Every Saturday
- Fortnightly (*please circle which Saturday*)      1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup>
- Monthly (*please circle which Saturday*)      1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup>
- Community Stall date: \_\_\_\_\_
- Promotional Stall date: \_\_\_\_\_
- Other (including any notes if you are a seasonal producer)

**11) Declaration – I declare that:-**

- a. I have read and will abide by the Carriageworks Farmers Market Charter and understand that this is a Farmers' Market and that the authenticity and integrity of the markets is of paramount importance to the approved producers in this market and Market Management;
- b. All produce to be sold by me/us in the markets will at all times comply with the conditions determined by the Management of the Carriageworks Farmers Market;
- c. I agree to representatives of the Market Management contacting me and/or visiting my premises/property (or those of a producer for whom I am the approved agent) at any time during business hours;
- d. I acknowledge, that should I breach the standards required, I may be suspended and/or removed from the wait list of prospective stallholders;
- e. I acknowledge the right of the Carriageworks Farmers Markets to verify any information provided by me.

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Applicant's Name:

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Applicant's Signature:

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Date:

Please send your completed application to Lucinda Cole, Producer – Food Events:

Email: [Lucinda.c@carriageworks.com.au](mailto:Lucinda.c@carriageworks.com.au)

Post: Carriageworks

PO Box 3035

REDFERN NSW 2016 or

Fax: 02 8571 9089

# CARRIAGEWORKS FARMERS MARKET

## Frequently Asked Questions

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### 1) What day is the Market on?

Carriageworks Farmers Market operates each Saturday from 8am to 1pm. The Market takes a Christmas Break and is closed on the last Saturday of December and the first two Saturdays of January each year. If the Market does not trade due to public holiday restrictions, all stallholders will be advised with ample notice.

### 2) Where is the Market located?

245 Wilson Street, Eveleigh - it is part of the Carriageworks Precinct.

### 3) How do I apply for a stall at Carriageworks Farmers Market?

Fill out the application form that is available online and send it to Eveleigh Market Management for assessment. Please read the Carriageworks Farmers Market Charter, available under the 'General Info' tab, to ensure you meet the criteria.

### 4) How long does the assessment process take?

The application assessment process usually takes up to 28 days from receipt of application. Management will then advise on the outcome of your application as appropriate.

### 5) Are there stalls currently available at Carriageworks Farmers Market?

Carriageworks Farmers Market stalls are always in high demand, however, management are always interested in receiving applications from potential stallholders that offer unique, high quality product. Please contact Carriageworks Farmers Market management for more information regarding stall availability.

### 6) How long is the waitlist?

Carriageworks Farmers Market management select new stallholders based on the quality of their product, alignment to the core values of the Market outlined in the Carriageworks Farmers Market Charter and in relation to the overall composition of products at the Market. Selection of new stallholders is not based on the application submission date. Where stall positions become available in the Market, applications on the wait list shall be assessed upon their merits.

### 7) Do I need to re-apply to be placed on the wait list each year?

All stallholders are kept on the list for 12 months from the receipt of their application (unless advised by the applicant that they no longer wish to be part of the Market). We do require all applicants on the waitlist to reapply after this period to ensure information on file is as up to date as possible.

### 8) What can I sell?

Carriageworks Farmers Market only assesses applications from growers, rearers and artisan food producers who wish to sell their farm origin or associated value added processed food products direct to the customer. Please refer to the Carriageworks Farmers Market Charter for further detail.

### 9) What certificates will I need?

If you are approved to trade at the Carriageworks Farmers Market you will need to provide details/copies of the following:-

#### **City of Sydney Temporary Food Stall Permit:**

<http://www.cityofsydney.nsw.gov.au/Business/ApprovalsPermitsAndNotifications/TemporaryPremises.asp>

#### **NSW Food Authority**

NSW Food Authority Notification Number:

<https://nswfoodauthority.transactcentral.com/contactcentre/servlet/SmartForm.html?formCode=OLNOTIFY0>

### ***Food Safety Supervisor Certificate***

Note: this certificate is not required by all food handlers, please check website:

<http://www.foodauthority.nsw.gov.au/rp/fss-food-safety-supervisors>

#### **10) Do I need Insurance?**

Yes. Once a stallholder is approved to have a stall at Carriageworks Farmers Market they must send a copy of their Certificate of Currency for the sum of \$10 million for public liability before they commence trading. Stallholders will also require Workers Compensation if they hire staff to work at their stall and it is recommended that you have product insurance.

#### **11) How many people come to Carriageworks Farmers Market?**

Carriageworks Farmers Market is a destination market that currently has an average of over 4,000 people in attendance each Saturday morning.

#### **12) Does Carriageworks Farmers Market undertake any marketing?**

Yes, with the current focus being aimed at social media and Carriageworks e-newsletters. Carriageworks Farmers Market is active in public relations and maximizing the opportunities for its stallholders.

#### **13) What does the Market provide?**

The Market sets up a stall area in a 'u' shape with orange vinyl skirts for each stallholder plus places a business sign overhead. The market also has two cleaners, two security guards and Market Management on hand to assist on the day. Carriageworks Farmers Market is a purpose built market place in the heritage listed Blacksmiths Workshop on a sealed concrete floor with a roof cover. Stallholders have access to power (fees apply), water and toilets. There is also limited stallholder parking on site.

#### **14) Does Market Management allocate stallholder positions?**

Yes. Each stall position is allocated by Market Management and cannot be changed by the stallholder on the day.

#### **15) Is there any specific product Carriageworks Farmers Market is looking for?**

Market Management is always actively seeking good quality produce that is grown, reared or made in NSW/ACT. The Market team continually strives to find the next exciting foodie experience that can educate and challenge the consumer to enjoy fresh and seasonal New South Wales produce and artisan food products. Market Management encourage prospective applicants to call and discuss their products and potential for a stall at the Market.

#### **16) Is there parking on site?**

There is limited parking on site for 65 spaces. All stallholders are allocated one vehicle per stall on site on a first in first served basis. Limited parking is also available in the Wilson Street area, however please note that parking restrictions may apply.