

The EQ Farmers Produce Market



The Farmers Produce Market has been an institution in the Eastern Suburbs since 1999. With over 100 stalls featuring the best regional produce, flowers and gourmet food fare. We offer the largest and freshest selection of fine foods, including home grown produce, cheese, eggs, meats, poultry, seafood, bread, cakes and pastries. We are a premium produce market, where the producer or grower, along with their staff, is available to speak with customers at point of sale and to offer detailed information on the goods available.

Visitors to the *EQ* on market days enjoy two hours of free car parking followed by low rates for extended stays, a children's playground and organised children's activities, movies at our two cinema complexes, relaxed lunches at our popular cafes and restaurants, as well as numerous special events throughout the year. *EQ* is an ideal Family friendly location.

Combined with the colourful and eclectic atmosphere of our ***EQ Farmers Produce Markets*** held every *Wednesday* and *Saturday* and our ***Sunday Craft and Merchandise Market***. It is a vibrant precinct which attracts a large and varied cross section of the surrounding communities as well as interstate and international visitors.

And now we're introducing the **Sydney Farmers Market**, featuring only produce grown in and around Sydney (mainly the Hawkesbury Nepean Basin, Mangrove Mountain and Bilpin) to be held every Friday in the Sydney growing season (from October to April), so Sydneysiders will be guaranteed fresh, local and seasonal produce.

The Entertainment Quarter is committed to providing all of our Market traders with the very best facilities and positioning in which to sell their product. Please log on to our website at www.entertainmentquarter.com.au to view all that our site offers.

We thank you for your interest in becoming a stallholder with us and invite you to return your application for consideration. **Please include a full listing of all products you propose to sell from your stall**, as well as price points, to help us continue providing the best possible product mix for our market.

To further your application, we recommend you include photos, catalogues, website details, references or any other information relating to your products. In order to assist us in determining your acceptance as a stallholder, we may invite you to forward product samples or meet with us at a mutually convenient time.

Please return the following documentation together to allow timely processing of your application

- i) Application form
- ii) Acceptance form - Terms and Conditions
- iii) Copy of current insurance policy (as detailed in Terms and Conditions)
- iv) Copy of current Organic Certification (if applicable)

We look forward to welcoming you to our Market family.

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Application Form -- Please complete the application and return, together with the signed acceptance of our terms and conditions to the **Markets Manager : Toni Wallis**

Fax (02)9383 4003 or e-mail to toni-wallis@cfspm.com.au - Enquiries ph (02) 9383 4163

| | |
|-----------------|------|
| DATE: | |
| TRADING NAME: | ABN: |
| OWNER/DIRECTOR: | |
| ADDRESS: | |
| PHONE: | FAX: |
| MOBILE: | |
| EMAIL: | |

Market Proposed to Attend:

Friday Sydney Farmers Market

Please provide details of your products and price points.

(Please attach a product list if more space is required)

Tick the applicable box

Do you grow or produce the products yourself? yes no

Is your product Sydney made or grown? yes no

Will you be retailing produce from your neighbours farms? yes no

Additional Requirements

- Do you require parking? yes no
- Is storage for your products required? yes no
- Is storage of a refrigeration unit required? yes no
- Is electricity required? yes no
- Are sink facilities required? yes no

Office Use Only

| | | | | |
|----------------------|-----------------------|---------------|-----------------------------|---------------------------|
| Pre-Payment Received | Car-park List Updated | Stall Booked | Public Liability Sighted | Product Liability Sighted |
| Database Updated | Products Approved | OHS Induction | Licence Terms & Con. Signed | Customer No: _____ |

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TERMS & CONDITIONS

The Marketplace

The Entertainment Quarter Markets are housed under our permanent umbrella structure, which provides an excellent all weather venue. Stallholders are expected to trade regardless of inclement weather and will be invoiced as normal if absent without 48 hours notice to management. In the case of extreme weather conditions, a decision will be made by management on whether or not to abandon trading for the day.

License Fees

Fees for the merchandise markets include the provision of one trestle table measuring 2.2m x .8m. You may choose to cover your table with fabric, and will require one length of 2x2m to do so.

Each stallholder is restricted to the allocated trading space and must comply with OH&S requirements by containing stock within this space. Products are not to be placed in aisles or on the ground in front of stalls in a manner which restricts the free movement around the market place of customers.

Merchandising

We are a premier market where visitors expect to find fresh produce presented in a visually attractive and appealing way. Please make certain you have plenty of stock on hand to see you through to the end of the trading day. You must keep your stall clean and tidy at all times.

Your presentation and professionalism enhance the appeal of your stall and help bring repeat business from our regular customers. Stallholders may not sit in low chairs (for example, a director's chair) as this limits interaction with customers and detracts from the service standards we expect from you. If you must sit down, please bring a stool or chair which is an appropriate height for customer interaction.

Smoking

The markets area is a designated non smoking zone and smoking is prohibited behind your stall at all times.

Produce Approval

To maintain the integrity of our markets, only products which have been approved by Markets Management may be sold on your stall and there should not be any attempt to sell other products without approval. You may not include on your stall the merchandise of another trader who is absent on the day. Management reserves the right to refuse permission for the sale of any item.

Payment

Upon approval of your application, GRM will issue a tax invoice for all fees and charges payable for your first day's trade. Payment is to be made at least one week prior to the relevant Market day. GRM reserves the right to alter fees and charges payable at any time. All fees and charges are inclusive of GST.

Thereafter, casual traders must book in advance and payment must be received by credit card, cheque or directly deposited into our bank account at the time of booking. If you have made arrangements (always at the discretion of the Markets Manager) to pay on the day, you must pay your license fee to the Markets Manager before setting up your stall.

Casual stallholders who book and pay in advance for six markets receive a 15% discount on the license fee.

Cancellation

Cancellation must be received 2 days prior to each trading day or prepayment is forfeited.

Cash Handling

The Stallholder will be solely responsible for, and bear all risk associated with, the collection of money at and the transfer of money to and from the Market site.

Parking

Stallholders are granted a concession rate of \$5.00 per trading day. When parking your vehicle in the multi level car park, go the pay station and identify yourself as a Stallholder to pre-pay the parking charge and avoid the rush at the end of the day

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Public Liability Insurance

The Stallholder is required to have Public Liability Insurance for an amount of no less than \$10million. Additionally, if selling food products or skincare you will also require Product Liability Insurance for an amount of no less than \$10million. Copies of all relevant insurance policies must be submitted before trading commences.

Some Insurance contacts are as follows:

- Insurances Resources 02 9570 4820
- QLD United free traders association 07 4662 2308
- CE Mc Donald – QLD (Product Liability) 07 3349 2455
- Rural & General Insurance 02 9326 9333
(the above company is the only one known that gives short term package cover)
- Freeman McMurrick Pty Ltd 03 9862 9175

Opening and Closing Times

Bump in from 8am to be ready for a 10am start. You may drive onto the hardstand (see map) to unload your vehicle beside the market. Trolleys are provided. Your vehicle must be moved from the hardstand to the car park before 9.30am. The hardstand is a public access area so please always be aware of pedestrians when driving in or out. As an OH&S measure, vehicle access to the hardstand is prohibited after 9.45am.

There is often an influx of people through the market area in the late afternoon due to events in surrounding venues, so don't underestimate the value of fully maintaining your stall until closing time. Vehicle access to the hardstand will be provided 5 minutes before closing time. Stallholders packing up their stall or leaving the market prior to closing time will not be invited back to our market.

Authorities

All food stalls may be subject to inspection by Officers authorised by the NSW Department of Health under the NSW Food Act 1989. You will need to apply for a NSW Food Traders Number from:
www.foodnotify.nsw.gov.au

Stallholders must ensure that all food and beverages are prepared and stored in a clean and hygienic manner and that all tools and utensils used to prepare and serve food and beverages are clean and hygienic. Any cooking or other equipment required for the preparation, storage and sale of food and beverages must be provided by the Stallholder and approved by GRM.

Occupational Health & Safety

Stallholders must read and provide signed acknowledgement our Terms & Conditions in relation to OH&S regulations. The Entertainment Quarter OH&S Guide and procedures manual requires you to act in a safety conscience manner at all times.

- All electrical goods used on site must be tested and tagged by a suitably qualified tradesperson.
- All security personnel have first aid training and should be called if there is an injury.
- Any potentially hazardous situation should be reported to the Markets Manager immediately.
- Vehicles accessing the Showring Rd or Bent St are to drive within the 10 KPH limits at all times.
- Unauthorised vehicles parked in restricted areas will be fined \$170.00.
- Abusive behaviour or physical violence will never be tolerated at The Entertainment Quarter. Offensive behaviour will result in the offender being required to leave the site immediately.
- The Markets Manager will act on any behaviour which he/she considers unsafe or contrary to the smooth running of the market.
- All boxes and packaging must be removed from aisles before 9.45am.
- Please report all spills and breakages to our cleaning staff to avoid mishaps.
- All hot food stallholders must be equipped with a fire extinguisher and fire blanket at every market.

Markets Management retains the right to refuse access to the Entertainment Quarter Market to any stallholder not complying with the above Terms and Conditions. Markets Management also retains the right to terminate a stallholder's participation at the Entertainment Quarter Market if adherence is not maintained.

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Acceptance of Terms and Conditions for The Farmer's Produce Market

I acknowledge that I have read and accepted this Application Form and the Terms and Conditions which are attached to this application form.

Trading Name _____

Signature of Stallholder _____

Print Name _____

Date _____

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