



### Guidelines for intending for Maker stallholders

- Run by volunteers, the Mount Gambier Farmers Market ("MGFM") operates every Saturday between 9:00 am and midday on the paved area in the Mount Gambier Library precinct.
- Once a month during spring, summer, and autumn, MGFM holds a combined Farmers and Makers market. Future scheduled dates for our Farmers and Makers Markets are listed on our website: [www.mountgambierfarmersmarket.com.au](http://www.mountgambierfarmersmarket.com.au).

### Stallholder eligibility

- All goods sold must be produced by the Maker stallholders themselves.
- MGFM does not allow second hand/pyramid/party planning items, or purchased items from retailers or e-Bay. Commercial vendors will not be accepted as stallholders.
- All products must comply with government standards and not be offensive to the public.
- To maintain high product standards, MGFM will determine if any artisan and craft products are not suitable for sale. MGFM will refuse the right to trade if the goods are not considered a suitable standard.
- For sales of products, stallholders are encouraged to use packaging that is biodegradable, ideally paper-based products.
- Stalls are to look professional, without clutter or rubbish.
- All electrical fittings, equipment or materials must comply with Occupational Health, Safety and Welfare guidelines as defined by the relevant legislation and must be tagged.
- All stallholders must be self-sufficient. This includes having their own gazebo/cover and trestle tables. All gazebo/covers must be secured, including appropriate weights. MGFM does not have storage facilities.
- Stallholders are responsible for ensuring they meet any South Australian legal requirements and City of Mount Gambier local rules.

### How to become a Maker stallholder

- The application form is available on the MGFM website.
- First time applicants should complete the Stallholder Application form and email to MGFM. Advise any site preferences.
- Stallholders must demonstrate they have their own insurance by providing an insurance Certificate of Currency ("CoC"). The CoC must clearly state the stallholder trading name. For new stallholders, MGFM can offer insurance (for a \$15 fee) during the first Saturday of trading. MGFM requires at least four days' notice if the stallholder would like insurance arranged.
- Applications open one month prior to market date.
- Applications must be sent to MGFM **no later than Friday two weeks prior to Market Day**.

### MGFM assessment of stall suitability

- In determining which stalls will be accepted, MGFM will give preference to those stalls that can demonstrate the greatest use of local products.
- If there are multiple Maker stallholders with similar products, preference will be given to those with higher

quality homemade, home crafted and locally made products. MGFM may invoke a rotational system between combined Farmers and Maker Market Days to provide fairness to stallholders with similar products.

- MGFM will balance the number of Makers with the number of regular Farmer stallholders.
- It should be noted, there are limited powered sites available. MGFM cannot guarantee intending stallholders will have a powered site.

### MGFM notification process

- MGFM will notify stallholder applicants by email of their acceptance (or non-acceptance) by Wednesday night, 10 days prior to Market Day.
- Once accepted, by Wednesday prior to Market Day, Maker stallholders are to pay the site fee of \$25 for a single 3 x 3 m site, (or \$50 for a double site) directly into the MGFM bank account:

Account:	Mount Gambier Farmers Market
BSB:	633 000
Account no:	147 343 768
- On the Thursday night prior to Market Day, MGFM will notify accepted stallholder applicants of their site location. Site locations consider balancing stallholder type. MGFM may decline stallholder site change requests.

### Site booking cancellations

- Site bookings can be cancelled up to 10:00 am on the Wednesday prior to Market Day. In such circumstances, fees that have been paid will be credited to the Stallholder.
- If the Stallholder does not cancel prior to that time, or fails to attend on Market Day, the Stallholder will not be reimbursed their stall fees for that market.

### Adverse conditions

- Normal arrangements are that all stalls are located on the paved area outside the Mount Gambier Library.
- Mount Gambier is known to have occasional extreme weather events, such as strong winds and/or heavy rain. MGFM will declare a situation of adverse conditions on the Friday prior to Market Day and will advise stallholders of likely actions.
- Depending on the number of stalls expected on an adverse condition Market Day, it may be possible to set up on the library verandah. In worst case circumstances, the market may need to be cancelled. If the market is cancelled, stallholders will be refunded their site fees.

### Bump in and bump out times

- Stallholders have access to the site for setting up between 7:00 and 8:15 am.
- Vehicles and trailers are only allowed on paved areas after prior permission by MGFM.
- If approval has been granted, vehicles and trailers must be off the site between 8:30 am and midday. Vehicles are not permitted to drive on the grass.
- When the market closes at midday, stallholders are to promptly pack up their equipment. Stalls, vehicles, and trailers must be off site by 1:00 pm.

### Contact details

MGFM Secretary, David Geddes

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