



GISBORNE OLDE TIME MARKET

STALLHOLDER APPLICATION FORM

Please complete this application form and submit to the market manager via email. Once the market Manager has received your application form, a copy of all relevant insurances, permits, licences, other documents and full payment of your site fee, your registration/s will be complete.

Site numbers, maps and other relevant information needed to assist you with a smooth transition on the day will be emailed to you just prior to the Market day.

Prior to filling out this form, we recommend that you read the Rules & Regulations to familiarise your responsibilities as a stallholder. If you have any questions, please feel welcome to get in touch with our Market Manager, Grace Pryor, at email: info@gisborneoldetimemarket.org.au or telephone after 6:00pm mobile: 0430 062 854.

YOUR CONTACT DETAILS

Business Name:

Contact Person 1:

Business Contact Number:

Mobile:

Email Address:

Street Address:

Suburb **Postcode**

Postal Address: (if applicable)

Suburb **Postcode**

Contact Person 2 EMERGENCY PURPOSES:

Mobile:

Email:

INFORMATION ABOUT YOUR BUSINESS

Business Sector

- Activities
- Art & Crafts
- Babies & Children
- Collectables
- Décor & Indoor Living
- Fashion & Accessories
- Food Ready to Eat
- Fresh from the Farm
- Garden & Outdoor Living
- Gourmet Pantry & Beverages
- Health & Wellbeing
- Personal Luxury
- Sports & Leisure
- Other

Are you Victorian Farmers’ Market Association (VFMA) Accredited? Yes / No

VFMA Accreditation Number?

What produce or value-added products does your business intend to sell?

Please clearly and specifically list your products in a manner that allows us to understand focus/es of your business.

Primary Product Line

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Supporting Product Lines

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Additional Questions for Food and Produce Sellers

Organic Certified Yes No
(Attach Organic Certificate)

VALUE ADDED PRODUCTS ONLY

Value Added Product - a product that has been processed (that is, not raw produce), including farm based producers who sell products made from their own raw ingredients. The product must be handmade by you or your business and any employee who attends the market.

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If your product is not predominantly made from locally sourced ingredients, please explain how this product would be a unique and beneficial addition to the Market.

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ALL STALLHOLDERS

Certifications, Accreditations & Growing Practices. Do your products hold certification, accreditation or noteworthy production methods that you would like to highlight? For example; organic certification, grass fed, free range or anything else that is notable. Please include relevant details and/or attach documentary evidence.

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Availability to sell at the Market - It is important for us to plan ahead so that we know we can offer a large range of products to our shoppers all year round.

- Permanent: 12 months per year** Yes
- Seasonal: Nominate Months**
- Casual: Nominate Months**

Which other markets do you attend?

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About your site?

Do you require a

- Single 3m x 3m site?
- Double 3m x 6m site?
- Food Truck 3m x 5m site?
- Other ?

Do you require public liability insurance under the market policy?

- Yes (a payment of \$20 is required)
- No

Power is NOT available at the market.

Will you be operating a generator? Subject to Event Manager written approval prior to event date. Vendors are to provide their own generators, on the condition that they are in good working order and are barricaded from the public.

- Yes** Please include kVA; fuel type i.e. Diesel and noise level?

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Please note that Diesel Generators should be operated at a minimum of 60% load at all times or engine damage may occur causing an emergency situation.

- No**

If yes, what equipment do you intend to operate?

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Is your electrical equipment, including all extension leads, with current test and tag certificates? All electrical cords are to be secured with cable protectors to minimise trip hazards for Vendors, your own staff and patrons.

If Yes, evidence must be provided.

- Yes**
- No**

Will you be using a Gas Cylinder or Gas appliances at your stall?

Gas Cylinders and Gas appliances **MUST** comply with the Occupational Health & Safety Act 2004. If you suspect a gas leak IMMEDIATELY contact the Market Manager and call Emergency on triple zero 000. Due to the nature and demand of the Event, we are governed by OH&S and Council regulations, no exceptions will be accepted.

Please complete the Gas Cylinder and Gas Appliance Checklist and RETURN the completed form with this application. Refer to the Gas Cylinder / Gas Appliance Application Form in Appendix I.I

- Yes** (please provide details and include a photo):
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- No**

Disabled Parking required? Yes No

Do you have EFTPOS Availability Yes No

Legal Documentation to Attach - Please tick relevant documents provided

- COVID – 19 Safe Plan
- QR Code for Scanning and Paper Registration option
- S40 Fire Ban Permit (per season)
- S14 Fire Permit (per season)
- Current Certificate of Currency of Public Liability Insurance
- Current Certificate of Currency of Product Liability Insurance
- Proof of VFMA Membership and/or Accreditation (Market Manager can assist to arrange this).
- Food Premises Registration from Council
- Food Safety Supervisor Certificate
- Food Handlers Certificate
- Current Business Registrations
- PrimeSafe Meat Transport Licence
- Dairy Food Safety Victoria licence
- Liquor Licence
- Statement of Trade (Streatrader) etc. See Section 5.2 Food Safety & Hygiene for specific requirements.
- Current Electrical Test & Tag
- Energy Safe Certificate
- Gas Cylinder / Appliance Equipment Checklist
- Other relevant documents

Stallholder Confirmation of Details

I have read and agree to abide by the Gisborne Olde Time Market Rules & Regulations. I confirm that the information provided on this form is accurate and that I will advise Gisborne Olde Time Market of any changes to my products, business or market attendance. I acknowledge the right of the organisers to take photographs of my stall and use them for Gisborne Olde Time Market publicity purposes. I will not denigrate the Gisborne Olde Time Market in any print, electronic or social media and I will not insight denigration of the Gisborne Olde Time Market in any print, electronic or social media.

Do we have your permission to give out your contact details? YES NO

I agree to allow Gisborne Olde Time Market to use information in this application on their Facebook page or website to promote the market.

Name of Applicant:

Signed:

Date: