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# **ADELAIDE SHOWGROUND FARMERS MARKET STALLHOLDER RULES AND RESPONSIBILITIES**

**2009**

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# **1 MARKET AND STRUCTURE**

## **1.1 THE MARKET**

- 1.1.1 The Adelaide Showground Farmers Market (“Market”) operates every Sunday, except during the period of the Royal Adelaide Show.
- 1.1.2 The Market will be open from 9am – 1pm, unless the Market Manager advises otherwise.

## **1.2 ASFM COMMITTEE**

- 1.2.1 Adelaide Showground Farmers Market Incorporated (“ASFM Inc”) is a not-for-profit incorporated body administered by the Adelaide Showground Farmers Market Committee (the “Committee”).
- 1.2.2 The Committee is responsible for the management and control of the funds and other property of the incorporated body.

## **1.3 CHIEF EXECUTIVE OFFICER**

- 1.3.1 The Chief Executive has overall responsibility of the ASFM and is responsible to the Committee.

## **1.4 MARKET MANAGER**

- 1.4.1 The Market Manager operates the weekly Market, and ensures compliance with these Rules and Responsibilities.

# **2 PRIOR TO TRADE**

As an Adelaide Showground Farmers Market Stallholder (the “Stallholder”), the Stallholder is bound by the Stallholder Rules and Responsibilities at all times.

For the purposes of these Rules:

“Stallholder” is a grower, fisher or producer who has successfully applied to trade at the Market.

“Grower” is the person who is responsible for, and exercises control over, a primary product for the full production cycle of the product sold – eg from planting to harvest

“Fisher” is a person who is licensed within South Australia to take fish for commercial purposes or who produces farmed fish for commercial purposes.

“Producer” is the person who uses one or more primary products to make a finished product. The producer is responsible for, exercises control over and participates in the manufacture of the product.

## **2.1 STALLHOLDER ELIGIBILITY**

2.1.1 All stallholders must be residents of South Australia.

2.1.2 Prior to trading at the Market the Stallholder **MUST**:

- Have completed and returned all documentation provided in the Stallholder Information Pack and any other required information, to the Market Manager;
- be a current member of ASFM Inc and
- have paid the initial fees as invoiced.

If these obligations have not been met, the Market Manager reserves the right to refuse the Stallholder entry to the Market site.

2.1.3 The Market Manager has an absolute discretion to decline approval for a new or existing stallholder.

## **2.2 STALLHOLDER OBLIGATIONS**

2.2.1 All primary produce for sale at the Market must be grown in South Australia (unless application pursuant to r.2.2.3 has been approved by the Committee).

2.2.2 All value-added product for sale at the Market must be made by the Stallholder, in South Australia, from predominantly South Australian primary produce.

2.2.3 The Committee will consider any application made by a grower, fisher or producer who grows or produces within 100 km of the South Australian border and is offering produce that is not currently available at the Market. If, at a future date, the produce or product does become available in South Australia, preference will be given to the South Australian product.

2.2.4 The stallholder is responsible for the operation of their stall. The stall may be operated by:

- the stallholder
- a relative of the stallholder or
- an employee of the stallholder

2.2.5 At the Market a Stallholder **MUST**

- Only sell those products listed in their “Letter of Confirmation”. (Should amendment to this list be required, the Stallholder is to submit an amended form to the Market Manager);
- Only sell items that are “allowable products” (defined below);
- Provide a 10% discount off the advertised price of products to members of ASFM Inc (Stallholders are entitled to ask any member to produce their membership card before applying this discount).
- Clearly display both the purchase price and the discounted purchase price.

2.2.6 Stallholders must guarantee to offer for sale the highest possible quality food products. If seconds are sold, they are to be marked and priced accordingly.

2.2.7 The Market Manager has the authority to require Stallholders to remove sub-standard product or product that does not comply with these Rules and Responsibilities.

**2.3 ALLOWABLE PRODUCE**

- |        |            |  |
|--------|------------|--|
| 2.3.1  | Vegetables | must be grown in South Australia;  |
| 2.3.2  | Fruit      | must be grown in South Australia;  |
| 2.3.3  | Meat       | animals must be reared and processed in South Australia;   |
| 2.3.4  | Dairy      | must be produced from South Australian milk;   |
| 2.3.5  | Seafood    | must be caught or farmed in South Australia or in its coastal waters;                            |
| 2.3.6  | Poultry    | animals must be reared and processed in South Australia;   |
| 2.3.7  | Eggs       | must be produced in South Australia;   |
| 2.3.8  | Preserves  | must be predominantly made from primary produce grown in South Australia - exceptions may apply; |
| 2.3.9  | Honey      | must be produced in South Australia;   |
| 2.3.10 | Herbs      | must be grown in South Australia;  |

- 2.3.11 Cut flowers must be grown in South Australia;
- 2.3.12 Nursery Stock must be grown in South Australia;
- 2.3.13 Food plants must be grown in South Australia; no fresh produce from genetically modified plant varieties is allowed;
- 2.3.14 Juices must be made in South Australia from South Australian grown fruit and vegetables;
- 2.3.15 Coffee fair trade and organic preferred, must be roasted in South Australia;
- 2.3.16 Cakes, biscuits, pies and pastries must be made in South Australia using predominantly South Australian produce;
- 2.3.17 Bread must be made from grain grown and milled in South Australia where possible;
- 2.3.18 Organic Compost must be produced in South Australia;
- 2.3.19 Worm Farms and worms made and/or grown in South Australia
- 2.3.20 Seeds must be vegetable, herb & flowers seeds for the home gardener, open pollinated, non-hybrid varieties. Seeds without chemical treatment preferred. No genetically modified varieties.
- 2.3.21 Wine and other beverages must be produced in South Australia from fruit and grain grown in South Australia;
- 2.3.22 Nuts, grains and pulses must be grown in South Australia;
- 2.3.23 Vegetable, nut and seed oils must be processed in South Australia.

#### TO NOTE

Priority will be given to stallholders supplying certified biodynamic, organic and minimal spray produce.

Only certified stallholders can label their produce *organic* or *biodynamic* and must clearly display their Certification Certificate at the stall site.

## **2.4 LEASING LAND AND CROPS**

- 2.4.1 Growers who lease land to grow crops, to tend and pick perennial crops, or to raise livestock must demonstrate that they are truly managing the crops or livestock through at least a full growing cycle.
- 2.4.2 They must also show that they have a formal lease arrangement with the owner of the land by completing a copy of the ASFM land management agreement provided by the Market Manager.

## **2.5 RESELLING AND ONSELLING**

- 2.5.1 Only goods produced or grown by the Stallholder will be permitted for sale and **NO** reselling or carrying of products other than those of the Stallholder will be permitted without express permission of the Chief Executive.

## **2.6 INSURANCE**

- 2.6.1 All stallholders must provide the Market Manager with an Insurance Certificate of Currency before a stall site is confirmed. The Certificate of Currency must clearly state that the Stallholder is covered for **product liability of retail sale** of their products.
- 2.6.2 It is the responsibility of the Stallholder to ensure a renewal copy of their Certificate of Currency is forwarded to the Market Manager annually.
- 2.6.3 **If insurance is not current, the Stallholder will not be allowed to trade.**

## **3 MARKET DAY**

“Market Day” is every Sunday of the calendar year except the Sundays that fall within the period of the Royal Adelaide Show.

### **3.1 STALL BOOKINGS**

- 3.1.1 Bookings can be made on a weekly, fortnightly or monthly basis.
- 3.1.2 Bookings for Stall Site must be confirmed with the Market Manager no later than 10am on the Friday prior to Market Day.
- 3.1.3 All stall fees must be paid prior to Market Day unless other arrangements have been confirmed by the Market Manager.
- 3.1.4 If bookings have not been confirmed with the Market Manager prior to 10am on the Friday before the Market, the Market Manager reserves the right to refuse entry to the Stallholder.

## **3.2 CANCELLATIONS**

- 3.2.1 Site bookings can be cancelled up to 10am on the Friday prior to Market Day. Fees that have been paid will be credited to the Stallholder.
- 3.2.2 If the Stallholder does not cancel prior to 10am, or fails to attend on Market Day, the Stallholder will not be eligible for a credit of site fees.

## **3.3 SITE ALLOCATION**

- 3.3.1 Stall sites will be allocated taking into account stallholder requests and needs and the best interests of the Market.
- 3.3.2 All stall sites will be allocated at the discretion of the Market Manager.
- 3.3.3 The Market Manager will endeavor to keep regular stallholders in the same position each week but permanent site allocation is not guaranteed. Weekly stallholders will be given preference in allocation of indoor sites at the discretion of the Market Manager.
- 3.3.4 Site maps showing stall site allocation will be displayed at various locations on Market Day and on the website from 5pm on the Friday before each market.
- 3.3.5 Market sites cannot be transferred, assigned or sold as part of a business sale or change of business ownership.
- 3.3.6 The Market Manager and Committee reserve the right to alter the size, shape and position of individual sites at any time, to ensure the best interests of the Market or for any legal requirement.
- 3.3.7 The Market Manager and Committee reserve the right to relocate the entire Market at any time, to ensure the best interests of the Market or for any legal requirement.

## **3.4 ACCESS TO MARKET SITE**

- 3.4.1 Access to the site for stallholders is from 6am on Market Day.
- 3.4.2 Trading hours for the Market are between 9am and 1pm on Market Day. These hours may be changed at the discretion of the Market Manager or pursuant to the ASFM "Hot Weather Policy" (Appendix A)
- 3.4.3 Stallholders are required to have their stall ready, with all exhibits displayed for sale, by no later than 8.45am. Stalls must be open, and properly staffed for the entire trading period, unless sold out.

- 3.4.4 Stalls cannot be dismantled until the close of the Market.
- 3.4.5 All vehicles not used in the sale of produce or product must be garaged off the Market site no later than 8.45am on Market Day. The gates cannot open to the public until the site is cleared of vehicles.
- 3.4.6 Any vehicles or trailers used by the Stallholder to facilitate direct vehicle sales must display a valid Vehicle Sales Parking Permit allocated by the Market Manager.
- 3.4.7 No generators will be allowed to run from 9am – 1pm on Market Day. Vehicles used in the sale of produce must be able to use single or 3-phase electric power during this period.
- 3.4.8 On-site power can only be used with the authorisation of the Market Manager. On-site power will be allocated by the Market Manager on application by the stallholder.

### **3.5 STALLHOLDER OBLIGATIONS – STALL AND PRODUCT**

#### **3.5.1 SIGNAGE**

All stallholders must have signs that display their name and address, and business trading name, whilst trading at the Market. Stalls must be able to be clearly identified by the customer.

All signage must be kept within allocated site boundaries.

The Market Manager reserves the right to have inappropriate signage removed.

Stallholders are required to wear nametags whilst trading.

#### **3.5.2 LABELING**

All products must comply with the labeling requirements pursuant to the *Australia New Zealand Food Standards Code* and other relevant legislation.

#### **3.5.3 WEIGHTS & MEASURES**

All goods packaged on the market site must be weighed according to the *National Measurement Act 1960* (C'th).

The weight of produce packaged on the Market site must be visible to customers. Stallholders must provide the opportunity for customers to check weight of packaged goods should they ask to do so.

#### **3.5.4 PRODUCTS & PACKAGING**

Produce and products must be packed in South Australia.

Wherever possible packaging should be minimal and compostable or able to be recycled. (See your local Food Industry Development Officer (FIDO) for packaging information).

Plastic bags will not be permitted unless they are compostable or are provided by the customer. Market bags and string bags are available for sale by stallholders. Please refer to the "Responsible Packaging Policy" (Appendix B).

### **3.6 HEALTH & SAFETY ISSUES - GENERAL**

- 3.6.1 All stallholders must comply with the *Food Act 2001 (SA)* and *Food Regulations 2002*, in addition to all relevant National Food Safety Standards.
- 3.6.2 All food businesses must complete and submit a Food Business Notification Form to their Local Council pursuant to the *Food Act 2001*. (Contact Local Councils for details)
- 3.6.3 All baked or value-added goods must be made in a kitchen/food premise approved by the relevant Local Council. (Contact Local Councils for details) A copy of such notification must be supplied to the Market Manager before trading commences.
- 3.6.4 It is the responsibility of each stallholder to apply for any licences or permits required for selling or producing their products to the public. A copy of the licences/permits must be given to the Market Manager prior to trading at the Market.
- 3.6.5 All stallholders must comply with the Market "Health and Hygiene Policy" (Appendix C)

### **3.7 HEALTH & SAFETY ISSUES – STALL SITES**

- 3.7.1 Stalls must be erected within the boundaries of each allocated site.
- 3.7.2 All tents, overhead shades and poles must be securely fixed and not be positioned to cause obstruction or danger to any person on the Market site. Tents must be secured with weighted objects situated at the legs of the tent.
- 3.7.3 Stallholders must maintain their individual site space in a clean and sanitary manner.
- 3.7.4 At the end of each Market, the Stallholder must sweep their site, empty all fridges and take all product off-site unless packed in sealed containers. All remaining items must be lifted off the ground.
- 3.7.5 Stallholders are responsible for any refuse left at their site and all

refuse must be deposited in the designated bins provided. Table covers and display cloths must be cleaned, folded and stored in a 'vermin-proof' location.

- 3.7.6 Wastewater must only be poured into sewage /sullage points as specified and **NOT** into gutters or storm water drains.

### **3.8 HEALTH & SAFETY ISSUES – PRODUCE/PRODUCTS**

- 3.8.1 All food must be kept off the ground at all times.
- 3.8.2 All unpackaged, value-added product for sale at the Market must be covered.
- 3.8.3 Gloves, tongs and other utensils must be used when handling unpackaged food to avoid hand contact.
- 3.8.4 Tastings of product must be accompanied with individual disposable tasting spoons or sticks and a container provided for their disposal. All samples must be covered.
- 3.8.5 All stalls selling food must have access to hand washing facilities utilising running water and provide single use towel facilities. These facilities must not be used for washing utensils.

### **3.9 ELECTRICAL TESTING AND TAGGING REQUIREMENTS**

- 3.9.1 All electrical fittings, equipment or materials must comply with Occupational Health, Safety and Welfare (OHS&W) guidelines as defined by the relevant legislation.
- 3.9.2 All electrical fittings, equipment or materials are subject to inspection by the Market Manager and Adelaide Showground staff.
- 3.9.3 Electrical compliance testing will be conducted annually. Any electrical equipment without a current compliance tag will be tested and tagged at the stallholders' expense.
- 3.9.4 On meeting compliance requirements, all electrical fittings, equipment or materials on the market site will be tagged with an electrical test tag marked "AS2760".
- 3.9.5 If any such electrical fittings, equipment or materials are deemed not to comply with OHS&W Regulations, or the Market Manager deems them to be unsafe for any reason, they shall be removed from the site at the expense of the Stallholder.
- 3.9.6 All electrical malfunctions must be reported to the Market Manager.

### **3.10 GAS EQUIPMENT AND FIRE SAFETY**

- 3.10.1 No gas appliances are to be used on site without the express approval of the Market Manager.
- 3.10.2 It is the responsibility of the Stallholder to regularly check all gas bottles and equipment attached to gas bottles to ensure gas hoses and attachments are not faulty and that bottles are date compliant.
- 3.10.3 It is the responsibility of the Stallholder to provide a working fire extinguisher for any stall where gas burners are used. It is the responsibility of the Stallholder to ensure they know how the extinguisher is operated.
- 3.10.4 It is the responsibility of the Stallholder to make themselves aware of the location of the nearest fire extinguisher on the site.

### **3.11 SMOKING**

- 3.11.1 The Market is a non-smoking venue.

### **3.12 DOGS**

- 3.12.1 The Market is a dog-free venue, with the exception of guidedogs and guidedogs in training.

## **4 FEES AND PAYMENT OPTIONS**

### **4.1 STALL SITE FEES**

- 4.1.1 Site fees are determined by the Committee and are applicable to all stallholders.
- 4.1.2 A list of current ASFM fees and charges is provided on the ASFM website ([www.asfm.org.au](http://www.asfm.org.au)) and from the Market Manager.
- 4.1.3 The Market Manager reserves the right to refuse entry to the Market to any stallholder who has not paid site fees pursuant to the Rules and Responsibilities (See r 7.1.1 Right to trade at the market)

### **4.2 PAYMENT OPTIONS**

- 4.2.1 Site fees must be received by the Market Manager before Market Day, unless prior arrangements have been confirmed by the Market Manager.
- 4.2.2 Payment of site fees may be made weekly, fortnightly or monthly. This is to be arranged with the Financial Manager.

4.2.3 Stallholders who pay their monthly site fees **prior to the 1<sup>st</sup> day of each month** will receive a discount as determined by the ASFM Committee.

4.2.4 Weekly payment may be made by:

- VISA - up to 10am on the Friday prior to Market day.
- Cash - at the Market ONLY by prior arrangement with the Market Manager.

4.2.5 Monthly payment may be made by:

- Direct Debit - see forms provided in Stallholder's Pack
- Bank cheque or money order payable to:

**Adelaide Showground Farmers Market  
PO Box 38  
Goodwood, SA 5034.**

Cheque must be received 4 days prior to Market Day.

### **4.3 STALL SITES**

4.3.1 Payment of the site fee entitles the Stallholder to the following:

- 1 stall site (3 x 3 metres)
- 1 free on-site parking space
- Publicity/promotion of the ASFM-specific promotions (where appropriate)
- Entry on the online list of Market Stallholders
- Access to basic kitchen facilities

4.3.2 The following facilities are available at an additional charge:

- Cool room facilities
- Power facilities
- Water facilities

## **5 CATERING POLICY**

### **5.1 ON-SITE CATERING POLICY**

5.1.1 The Committee has approved the implementation of an On-Site Catering Policy as of the 28th December, 2006 (Appendix D)

“On-site Catering” is defined as:

*The provision of any food that undergoes a process whilst on the*

*ASFM site that alters the state in which the food/produce was brought to the ASFM for sale.*

- 5.1.2 Pursuant to this policy, stallholders are not allowed to provide on-site catering. However the following is allowed and encouraged:

Product samples: prepared on equipment such as an electric grill or hotplate that can be accommodated within the confines of the stallholder's site and prepared within legislative guidelines.

Demonstrations: Stallholders are able to use the Market Kitchen for product promotion and to demonstrate how to prepare their product.

- 5.1.3 On-site catering contractors are approved by the Committee to provide catering at the Market.
- 5.1.4 Stallholders with a product suitable for sale at a stall run by an on-site caterer, can approach the on-site caterer to offer their product for possible inclusion on the menu.

## **6 COMPLAINTS**

### **6.1 COMPLAINTS BY CUSTOMERS OR STALLHOLDERS**

- 6.1.1 All oral complaints by customers or stallholders must be made in the first instance to the Market Manager or reported to the site office where they will be noted in the Market Site Diary.
- 6.1.2 The Market Manager will advise the Chief Executive of all complaints.
- 6.1.3 Should the complaint not be resolved, a formal, written, complaint can be made by customers and stallholders and addressed to:

**The Chairperson  
Adelaide Showground Farmers Market Inc  
PO Box 38  
Goodwood SA 5034**

## **7 RIGHT TO TRADE AT THE MARKET**

### **7.1 AUTHORITY OF MARKET MANAGER**

- 7.1.1 If the Market Manager determines that:
- 7.1.1.1 a product for sale poses a risk to the health or safety of consumers; or

- 7.1.1.2 the non-compliance of the Stallholder with a rule or responsibility listed in this document poses a risk to the health and safety of consumers; or
- 7.1.1.3 the Stallholder is selling produce or product of poor quality; or
- 7.1.1.4 the Stallholder has otherwise acted in a manner that will bring the reputation of the Market into disrepute; or
- 7.1.1.5 the Stallholder has not responded adequately to a complaint that has been brought to the Stallholder's attention; or
- 7.1.1.6 the Stallholder has not complied with a reasonable request made by the Market Manager or Committee; or
- 7.1.1.7 there are outstanding stall fees owed by the Stallholder to the Market -

the Market Manager can withhold or withdraw the stallholder's right to trade at the market and require the Stallholder to leave the Market site. The decision of the Market Manager is final. If the decision is made on a Market Day the decision will take effect immediately and be applicable for the entire day's trade.

- 7.1.2 If the Market Manager uses the general discretion listed in 7.1.1, the Market Manager will provide a written justification to the Committee and to the Stallholder within five working days.
- 7.1.3 If the Market Manager uses his/her general discretion as outlined in 7.1.1, and a Stallholder receives written notification as outlined in 7.1.2, the Stallholder can appeal the decision to the Committee. The Stallholder can request that the Committee review the Market Manager's decision by writing to the Chairperson of the Committee:

**The Chairperson  
Adelaide Showground Farmers Market Inc  
PO Box 38  
Goodwood SA 5034**

## **8 GRIEVANCE PROCEDURES**

### **8.1 ALLEGATION RAISED BY CUSTOMERS OR STALLHOLDERS**

- 8.1.1 On the receipt of a written complaint pursuant to section 6.1, the Committee will provide the Stallholder with a written notice detailing such allegations. The Stallholder will be provided with an opportunity to respond either orally or in writing at a subsequent Committee meeting.

- 8.1.2 Should the Stallholder elect not to respond to the allegation and should it be found by the Committee that the Stallholder has acted in a way that is detrimental to the reputation or the interests of the Market, or not in accordance with these Rules and Responsibilities, **the Committee retains the right to refuse a stallholder the right to trade at the Market.**

## **8.2 ALLEGATION RAISED BY MARKET MANAGER**

- 8.2.1 On the receipt of a written report by the Market Manager pursuant to section 7.1.2, and
- on receipt of the written request by the Stallholder for a review of the decision, pursuant to section 7.1.3,
- the Committee will provide the Stallholder with a written notice detailing the allegations against them. The Stallholder will be provided with an opportunity to respond either orally or in writing at a subsequent Committee meeting.
- 8.2.2 Should it be found by the Committee that the Stallholder has acted in a way that is detrimental to the reputation or the interests of the Market, or not in accordance with these Rules and Responsibilities, **the Committee retains the right to refuse a stallholder the right to trade at the Market.**

## **8.3 COMMUNICATION OF COMMITTEE DECISION**

- 8.3.1 The Committee will inform the Stallholder of the decision made by the Committee as soon as practicable after the making of the decision and no later than the Thursday preceding the Market.
- 8.3.2 Should the Stallholder's right to trade have been revoked by the Committee, and after the Committee have informed the Stallholder of this decision, **the Market Manager or Chief Executive retain the right to refuse a stallholder entry to the Market site on Market Day**
- 8.3.3 Any decision available under these Rules and Responsibilities and made by the Committee is final.

## **9 FARM AND PREMISES VISITS**

- 9.1.1 The property of each applicant will be subject to a site visit by the Market Manager prior to trading. The costs associated with the site visit will be borne by the applicant.
- 9.1.2 After the initial site visit, the Market Manager, or delegate, reserves the right to visit any premises, facility or property listed in

the Stallholder's application to trade at the Market at any time, as deemed necessary by the Committee or Market Manager.

- 9.1.3 The Market Manager, or delegate, will normally contact the Stallholder prior to such a visit to confirm a mutually convenient appointment time. However spot checks may be made without notice. The costs associated with the site visit, will include travelling time from the ASFM Office, will be borne by the Market.

## **10 DISCLAIMER OF LIABILITY**

- 10.1.1 Stallholders will indemnify to the extent permitted by law the ASFM Inc from any damage, expenses or liability arising from any injury or damages to any person, including the general public, the Stallholder or others, occurring either in the space occupied by the Stallholder or elsewhere arising out of the occupancy of the stall site or any thing connected with such occupancy.
- 10.1.2 To the extent permitted by law, the ASFM Inc will not be liable for any loss or damage suffered by the Stallholder including damage to the property of the Stallholder due to fire, robbery, accidents or any cause whatsoever.
- 10.1.3 The ASFM Inc assumes no liability for any damages or losses resulting from or relating to the failure of the Stallholder to comply with any provision of this agreement.

## 11 STALLHOLDER COMMITMENT

I, .....  
HAVE READ AND UNDERSTOOD MY RIGHTS AND OBLIGATIONS AS A  
STALLHOLDER AT THE ADELAIDE SHOWGROUND FARMERS MARKET  
AS IDENTIFIED IN THE DOCUMENT "ADELAIDE SHOWGROUND  
FARMERS MARKET STALLHOLDER RULES AND RESPONSIBILITIES  
2009"

I AGREE TO ABIDE BY THE RULES AND RESPONSIBILITIES AS THEY  
ARE WRITTEN.

I UNDERSTAND THAT MY RIGHT TO TRADE MAY BE REFUSED IF I DO  
NOT ABIDE BY THEM.

I AGREE THAT I, ON THE BEHALF OF

(TRADING ENTITY) .....

WILL INDEMNIFY TO THE EXTENT PERMITTED BY LAW THE ASFM INC  
FROM ANY DAMAGE, EXPENSES OR LIABILITY ARISING FROM ANY  
INJURY OR DAMAGES TO ANY PERSON THAT OCCURS EITHER IN OR  
ARISING OUT OF THE OCCUPANCY OF THE STALL SITE OR ANY THING  
CONNECTED WITH SUCH OCCUPANCY.

Signed.....

On behalf of (company) : .....

Position (ie Manager/Owner) : .....

Date.....

## APPENDIX A



## ASFM Inc Hot Weather Policy

**ASFM Hot Weather policy is as follows:**

Early closing of the market due to extreme heat is at the discretion of the Market Manager.

**Generally however:**

***If the Sunday temperature reaches 37°C or higher, the Market Manager is authorised to close the Market for trading at 12.30pm.***

## APPENDIX B



### ASFM Inc Responsible Packaging Policy

ASFM Inc requires stallholders to implement responsible packaging whilst attending the ASFM.

#### Responsible packaging includes:

- Minimal use of single use packaging
- Pre packing only where necessary
- Encouraging customers to supply their own packaging and carry bags
- Re use of any packaging provided where possible
- Actively recycling where possible

We also ask stallholders to encourage customers to return any packaging able to be recycled or reused by stallholders, eg pots and punnets used by Gooseberry Hill Farms and re usable cardboard carry boxes from Kalangadoo Organic Apples.

#### Permitted Packaging: -

- Compostable bags, NOT biodegradable bags
- Paper bags
- Barrier bags
- Market string bags
- Market carry bags

We recognise that barrier bags (plastic bags on roll without handles) are required in some instances but we expect stall holders to implement a strategy to encourage customers not to use barrier bags.

Stallholders are encouraged to sell string bags to replace barrier bags.

**Packaging Not permitted:-**

- Plastic carry bags with handles

NB: Please check the ASFM website for details on where to purchase compostable bags.

## APPENDIX C



### ASFM Health and Hygiene Policy

#### Food safety is the biggest threat our market faces!

ASFM Food Safety requirements are mandated by ASFM Inc Committee and the City of Unley. The ASFM Inc Food Safety regulations are critical and must be adopted and put into practice by **all** stallholders.

Any non-compliance of these measures will result in a refusal of right to trade and liable for an expiation notice from Unley Council. (See Food Safety Fact Sheet – Food Safety Tips for Outdoor Events document attached.)

Food must be prepared in premises that have been approved by appropriate councils, as indicated by a Food Business Notification Number.

#### FOOD HANDLING REQUIREMENTS

##### Gloves:

1. Gloves **must** be worn when handling any food.
2. Gloves **must** be changed regularly, and only used for a single task.
3. Gloved hands that handle food **must not** handle money.
4. Use tongs and other utensils when handling food and avoid hand contact.
5. Gloved hands or utensils must not handle raw and then cooked foods.

##### Food transport and handling to and at the market:

1. **All** surfaces in contact with unpackaged food must be cleaned at the beginning and end of each market day with an antibacterial solution.
2. **All** surfaces in contact with unpackaged food must be covered at the end of each market.
3. **All** unpackaged food must be covered during transit to the market and during the market with sneeze guards or by other methods.
4. **All** food must be kept off the ground.
5. ASFM is **not** responsible for goods during delivery to the Market.
6. Goods must be delivered and stored in a sanitary and dust free state and manner.

##### Sample Tastings:

1. Tasting samples of product **must** be accompanied with individual tasting spoons or sticks and a container provided for their disposal.
2. Tasting samples **must** also be covered.
3. Tasting samples and disposal containers **must** be changed regularly.

## **HANDWASHING**

1. **All stallholders** must have hand washing facilities in their stalls. These hand washing facilities must be running water with a tap and waste bucket, not just a bucket of water.
2. Hands **must** be washed with soap every ½ to 1 hour.
3. Stallholders **must** provide single use towel facilities. These facilities must not be used for washing utensils.
4. Wastewater **must** be poured into sewage /sullage points as specified and **NOT** into gutters or storm water drains. Please see Market Manager if unsure where to pour waste water.

## **SUSEPTIBLE PRODUCTS**

1. All meat, fish and dairy **must** be refrigerated.
2. Observe 2hr - 4hr rule for susceptible food products. (See attached Food Safety Fact Sheet – 2 Hour 4 Hour guide.)
3. Shelving should be open to allow air flow, and should not be made of wood.
4. Raw and uncooked foods to be stored separately and raw foods must be stored below cooked foods.
5. Food must be kept at its appropriate serving temperature.

## **STALL HYGIENE**

1. Stallholders are responsible for any refuse left at their site and all refuse must be deposited into the designated bins provided.
2. All stallholders **must** wash all surfaces used for display of food items before and after each market.
3. All stallholders **must** sweep their stall at the end of each market.
4. Ensure takeaway containers, lids, straws, eating and drinking utensils, ice cream cones and food promotional items are correctly protected from contamination.
5. Cleaning chemicals must be kept separate to food and utensils.
6. Name and contact number of stallholder must be available at site.
7. Electrical and gas equipment must have current compliance tags.

## **STAFF**

1. All stall staff must be trained in all food safety procedures.
2. Personal items need to be kept separate from food and utensils.
3. Staff suffering from food-borne illnesses must not engage in any type of food handling that may result in food contamination.

## APPENDIX D



### ASFM Inc On-Site Catering Policy

The ASFM Inc Committee has approved the implementation of the following On-Site Catering Policy as of the 28<sup>th</sup> December, 2006.

#### Reasons for the Policy are:

1. Possible infringement of contractual arrangements between Adelaide Showground caterer Michael O'Brien Catering and the RA&HS.
2. Contractual arrangements with ASFM Inc and ASFM Inc contract caterers Kuhl Kooking
3. To maintain consistency and equity for all stallholders at the ASFM.

#### On-site Catering Definition

On-site Catering is defined as:

- Any food that undergoes a process whilst on site that alters the state in which the food/produce was brought to the Market for sale.
- This includes food that is heated, cooked, juiced, mixed or made on site at the stallholder's retail site stall.

#### Current Status

One on-site catering contractor (Kuhl Kooking) and two coffee outlets have been approved to provide on site catering at the ASFM.

Under this policy other stall holders are not allowed to provide on site catering as described above. **However the following is allowed and encouraged:**

1. Small samples size portions, prepared on equipment such as an electric grill or hot plate that can be accommodated within the confines of the producer's stall site and prepared within the guidelines of the Environmental Health Regulations.
2. Stallholders are able to utilise the Market Kitchen for product promotion and to demonstrate how to prepare their product.
3. Stallholders with a product suitable for sale at the Market's breakfast stall run by on-site contract caterers Kuhl Kooking, can approach Kuhl Kooking to offer their product for possible inclusion on the Breakfast Menu.