

RICHMOND FARMERS AND MAKERS MARKET

Expression of Interest to Trade in VALUE ADDED AND READY-TO-EAT PRODUCE

Please complete this form to register your interest for a site at the Richmond Farmer's and Maker's Market:

Nominated Representative:

Position Held:

Business Trading Name: ACN/ABN.....

Postal Address:

Email: Website:

Landline: Mobile:.....

Please note that the supplied website and email address will be used for inclusion on the Richmond Village website (www.richmondvillage.com.au) and other market promotional materials as your contact point for external customers (unless otherwise stated).

In what Tasmanian region are your products grown/produced?

Property Name (if different from business name):

Street address of property where produce is grown:

Names of people who will operate your stall at the Richmond Farmers & Growers Market:.....

Note: For promotional purposes it would be preferable to have the grower/producer present at the market.

Anticipated trading dates at the Richmond Farmers & Growers Market 2014-15 (please circle or highlight)

Summer 2015	10 Jan	17 Jan	24 Jan	31 Jan	7 Feb	14 Feb	21 Feb	28 Feb					
Autumn 2015	7 Mar	14 Mar	21 Mar	28 Mar	4 Apr	11 Apr	18 Apr	25 Apr	2 May	9 May	16 May	23 May	30 May
Winter 2015	6 Jun	13 Jun	20 Jun	27 Jun	4 Jul	11 Jul	18 Jul	25 Jul	1 Aug	8 Aug	15 Aug	22 Aug	29 Aug
Spring 2015	5 Sep	12 Sep	19 Sep	26 Sep	3 Oct	10 Oct	17 Oct	24 Oct	31 Oct	7 Nov	14 Nov	21 Nov	28 Nov



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PRODUCE INFORMATION:

Please provide a detailed description of the product(s) you wish to sell. Do highlight what is special or unique.

Product Description	Key Ingredients	Nominate a percentage of where key ingredients are sourced		
		Tasmania	Interstate	Overseas

Certified Organic / Certified Biodynamic / Spray Free with verification (please circle/highlight all that apply to your products)

SITE REQUIREMENTS:

Size	Fee (weekly) GST inclusive	Number Required
Standard 3m x 3m (Estab. Business with ABN)	\$50.00	
Standard 3m x 3m site (Non-Business Stallholder)	\$30.00	
Standard 3m x 3m site shared by two producers	\$40.00	
Extra for powered site	\$10.00	

The above rates are negotiable during the start-up phase of the market, particularly for non-established or small-scale producers. Please discuss this with market management.

Please provide a brief description of your proposed stall including marquee specifications (size, brand, weight, etc). You are encouraged to attach sketches and/or photographs. **If you intend to cook onsite you must provide an approved fire extinguisher and fire blanket at your site:**

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ELECTRICAL REQUIREMENTS: Powered sites are limited. Please list electrical equipment you intend to use at the market and wattage of each appliance. All leads and electrical equipment are to be tagged and tested annually with the stallholders name on each item before installation on site.

Equipment Description	Total Wattage	Date tagged and tested

This is an expression of interest only. It does not guarantee that you will be offered a site or that you must accept a site offered to you.

If your EOI is approved, you will be required to enter into a Stallholder Membership Agreement as set out in the Richmond Market charter.

Once approved you must complete the remainder of the application process (see attached step-by-step process) and commence trading within 6 weeks of this EOI approval. If you do not meet this requirement, your EIO approval expires and you will have to re-apply.



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Richmond & Coal Valley Promotions Inc reserves the right to decline this expression of interest and/or not accept any products for sale at the market.

Signature of Applicant: Date:

Name: Business Name:

Return form via email to richmondvillagemarket@gmail.com or mail to the address below:

THE APPLICATION PROCESS:

Step-by-Step

Step 1. Read the Market Charter and complete the appropriate Expression of Interest (EOI) form dependent on your produce / products and return it to Richmond and Coal River Valley Promotions Group Inc (R&CRVPG):

Email: richmondvillagemarket@gmail.com

Post: PO Box 119, RICHMOND 7025

Step 2. R&CRVPG's Market Management will consider your EOI. If you are not successful, you will be informed of this decision by email. Please note, due to the number of applications we receive this process can take up to 3 weeks.

Step 3. If your EOI is approved, you will receive an email detailing your approval with your list of allowable products. You will be required to be familiar with the Market Charter and our Risk Management Strategy and Emergency Evacuation Plan. We will also require copies of the documents below before you can trade at RF&MM:

- Signed Richmond Farmers Market Membership Agreement (last 3 pages of the RF&MM Charter)
- Completed Site Risk Assessment (last 2 pages of the RF&MM Risk Management Strategy and Emergency Evacuation Plan)
- Your Clarence City Council Temporary Food Business Permit / Notification(available on Council website at www.ccc.tas.gov.au)
- Your current Certificate of Currency (minimum \$10 million product and public liability insurance)
- Your Organic / Biodynamic Certificate of registration (if applicable)
- An outline of your produce or business to be used for promotional purposes (max 250 words) including a high-res jpg image

Step 4. You will be required to pay the annual membership fee and weekly site fees by latest 10am the Wednesday before your first market. You will also receive an introductory email detailing onsite requirements.

