



Agency form – to be completed by all producers supplying agents

The Capital Region Farmers Market was established to enable genuine farmers to sell their own produce. Any product sold in the Market must therefore be either produced by the stallholder or (subject to strict requirements) sold by a stallholder on behalf of an approved producer. At all times there must be a direct link between producer and consumer.

The Market's published policies give priority in the allocation of stalls to genuine regional producers selling their own products. However, it recognises that some agency arrangements may be desirable to provide variety and depth of products for consumers and the Market Management Committee may approve such arrangements at its discretion.

Any stallholder with an approved agency arrangement will NOT be permitted in the large Producers Shed and will be allocated an outside stall or one in the smaller Kurangai building.

All stallholders who wish to seek approval for new or continuing agencies must have this form completed by the actual producer of the product. It will then need to be approved by the Market Management Committee before any product may be sold by the agent. The Market Management Committee will normally only allow one stallholder to be appointed as agent for an approved producer and will discourage stallholder requests for multiple agencies. As a guideline, no more than three agencies in total will be approved other than in exceptional circumstances and then only at the absolute discretion of the Market Management Committee.

PRODUCTS MAY NOT BE SOLD until the paperwork has been submitted and the stallholder has been formally advised by the Market Manager Committee that it has been approved. Approval cannot be automatically anticipated.

The published rules include the following relating to agencies -

1. Agents will be primarily established producers with nominated and Market-approved agency arrangements with grower/producers in the region who would qualify as Producers were they to apply for a stall. The producer element of their activities must comply in all respects with that applicable to sole producers.
2. Agents who are not producers only retain their status in the Market by reason of loyalty and continuity to the Market. Their agency arrangements however must also be with grower/producers in the region who would qualify as Producers were they to apply for a stall.
3. A principal from the producer or a farm-production based employee directly involved with the process growing, rearing, catching, or making the product (not just a relation or someone involved in other aspects of the producer's business) will need to periodically attend the market on a regular basis to establish and maintain a continuing direct relationship between the consumer and the producer.
4. Agents must have clear written information about their commercial arrangements. The production activity must meet the same standards as other producers, including maintaining records of methods, ingredients, chemical use, etc., which shall be made available if requested and also be available to any consumer (other than commercial-in-confidence information) who requests it.
5. For any agency to be approved, the Market Management Committee must have a copy of a written representative agreement between the stallholder and the producer. Documents must include grower/producer's ABN (where applicable).

This form must be completed by the actual producer in respect of any agency, clearly acknowledging the nature and obligations of the agency arrangements.

AGENCY FORM

**To be completed by any producer whose products are offered for sale
by a stallholder under an agency arrangement**

The Market rules & guidelines can be downloaded from www.capitalregionfarmersmarket.com.au

NAME OF STALLHOLDER -----

SITE NUMBER: -----

Producer information

Date		Important Stallholders are required to demonstrate an unbroken connection between the grower and the customer Management reserves the right to refuse any application. All stallholders and producers need to be insured. While stallholders can take out weekly insurance from the Markets, this does not cover producers whose products are the subject of agency arrangements.
Name		
Address		
Contact phone numbers		
Business Name & ABN		
Email Address		
Farm/business location:		
Farm size (Hectares)		

What do you authorise your agent to sell on your behalf?

YOU MUST INDICATE THE QUANTITIES OF EACH ITEM (e.g. 40 doz eggs per week packaged)

Acknowledgement of agency arrangement with stallholder

I acknowledge that the above named stallholder as the agent for the products listed above which are wholly my own product as required by the market rules.

I have read and acknowledge the rules relating to agencies at the Capital Region Farmers Market

I acknowledge the right of the Market Management Committee to seek such information and conduct any site visits to authenticate my production arrangements and verify compliance by producers and agents with the Market rules as published from time to time.

I will visit the market periodically to ensure my product is properly represented and correct information provided to customers

I carry appropriate product liability insurance in respect of the products subject to the agency

I hold all necessary licences and permits in respect of products on offer

Except in exceptional circumstances there can be only ONE representative of an approved producer selling in the market.

It is up to stallholders to prove that agency arrangements meet the Market Rules.

Signature

Date

The Rotary Club of Hall (Market Management Committee) reserves absolute discretion to accept or reject applications or to ask stallholders to leave in the event that, in the opinion of the Management Committee, there has been a breach of any Market Rules or reasonable directions. In the event of a stallholder failing to meet the Rules, the management may take such action as it deems appropriate to recover any loss or damages sustained by the Market as a consequence of the actions of a stallholder.

The Market Management Committee reserves the absolute right to allocate stalls and determine whether an existing stallholder or proposed applicant will be accepted.