



Australia Day 2021 Stall Holder Operational Guidelines

The purpose of the Australia Day Markets is to provide the Port Macquarie public with an activity to enjoy and celebrate on Australia Day.

Date: 26th of January, 2021

Location: Westport Park (Bulla Street end)

Time: 7am – 9am Bump in (specific times to be given upon registration)

9am - 2pm – Markets open to public.

Please note that these markets will be held under specific CoVid restrictions. The specific CoVid plan will be sent to you the week of the markets for your perusal. It is also imperative that each stall holder have their own CoVid plans in order to participate in the event.

Vendors will be required to be self sufficient in terms of display materials such as trestle tables, signage, etc. Power will be available to a limited number of sites. Please advise if you require a powered site.

It will be a responsibility of all vendors to maintain current products and public liability cover and where required, must include the consumption of food. The event organisers will not be held responsible for the condition of goods sold at the market or the conduct of stallholders.

The following rules will apply to the markets:

1. Making Application for a stall
 - a. Stallholders must complete and return a registration form to the email address provided.
 - b. Stall applications must provide a copy of their Product and Public Liability Insurance Certificate of Currency with their registrations
 - c. Stall Holders must provide a copy of the CoVid Safe plan for their market site with their registration.
 - d. All applications must be received at least 7 days prior to the market day, with approval and registration issued to the Stallholder before market attendance.
 - e. The event committee has the authority to reject applications that do not comply with event and market guidelines.
 - f. Any food sites, must have a food handler certificate and be a registered CoVid safe business with NSW health.
2. Payment for Stall
 - a. The cost per 3 x 3 metre site is \$50. Payable on the day. Multiple sites may be purchased. Please advise on registration if they are required to be side by side.

3. Power:
 - a. Power outlets are available for a limited number of sites. Stallholders are responsible for supplying their own complying electrical extension lead. Individual Stallholders may be allowed to use their own generator if it is silent, but details must be in their application. Power usage requirements need to be supplied in the application – Eg 2400 watts.
 - b. Electrical Requirements:
 - i. All electrical equipment must be tested and tagged
 - ii. Stallholders should have a Portable Socket Outlet Assembly (PSOA) at their stall to control current overload or earth leakage. Multiple leads or appliances must have a PSOA.
 - iii. Extension leads joined between the switchboard and the stall must be protected by a 'socket box'.
 - c. Generator use: locate away from public access and meet appropriate fire extinguisher requirements. The generator must be silent.
 - d. Gas appliances: Stallholders must ensure that all gas appliances are approved and in date. Stallholders using gas appliances must complete the relevant requirements and registrations with the appropriate authorities and regulators.
4. Insurance Cover
 - a. Each individual site must hold their own public liability insurance.
 - b. The event organisers will not ensure public liability cover for individual stallholders.
5. Selling Items
 - a. The event organisers require adequate advance notice of any stall absences as this will assist with the positioning of stalls and can help ensure gaps are filled.
 - b. The stallholder may only sell products listed on the approved application and must inform the coordinator in the event of significant variation.
 - c. Stalls cannot be transferred, sublet, franchised or sold to any other person, nor can they be shared without written approval from the event coordinator prior to the market day.
 - d. Stallholders are responsible for complying with all laws, rules and regulations relating to the goods offered for sale.
 - e. Stall sizes are strictly 3m x 3m. The stall space is defined by the events committee. Booking of space and positioning of stallholders is the responsibility of the events coordinator and committee.
 - f. Food Handlers Licence: (Food sellers) All prepared or value added food must be prepared in a registered kitchen and operated in accordance with the requirements of the local Health Act. This includes labelling in accordance with Australian Food Standards. Registration details must be provided with the application. Application for Streatrader registration of a Statement of Trade application Streatrader is essential for food and beverage handling stalls.
 - g. Food coverings must meet Health Regulations. This includes all stalls offering food or beverage samples on market day.
 - h.
6. Price Setting
 - a. If selling similar items to other market stall holders, direct competition is not considered appropriate.
 - b. The event organisers recognise that consumers should have the right of choice and that stallholders can determine their own price of goods.

7. Labelling

- a. All prices and label details must be clearly visible to all public.
- b. All value added products must comply with the Australian food labelling requirements.

8. Safety

- a. Stallholders are expected to maintain high standards of honesty and integrity and to conduct themselves in a courteous, business-like way.
- b. Stallholders must consign all equipment to the designated stall site and keep walkways clear at all times for the public.
- c. Stallholders can report unruly customers to the event coordinator.
- d. In the event of any issue between Stallholders the matter must immediately be reported directly to the Event coordinator. Stallholders are not to approach another stallholder directly or indirectly in regards to a grievance.
- e. Any Stallholders causing disruption at the Market will have their stall closed down immediately.
- f. Marquees are a requirement and must include weights. Stallholders are liable for any damage caused by marquees or any other equipment.
- g. Car movement within the market must be done with care and consideration of the public. The driver shall be totally and legally responsible for the parking and movement of the vehicle. For reasons of safety, vehicles must not move within the market area during the advertised trading times.
- h. Smoking by stallholders is not permitted in or around the market stall area.
- i. Stallholder's noise levels are not to be disruptive to other market participants. Stallholders are not to play music.
- j. Stallholders must maintain their stalls in a clean and tidy manner at all times. Stallholders are responsible for the removal of their own rubbish, packaging and recyclable materials and must ensure the site is left clean. Waste bins will be provided for customer use only – NOT for market stall holders.
- k. Stallholders domestic pets are not permitted in the event space.

9. Bump In/Bump Out

- a. Bump in and Bump out times will be advised upon registration confirmation. If you are unable to meet these times, we cannot guarantee car access to your market site. You will be given a 15 minute window to unload your cars at your sites so that all stall holders can gain access to the gated area. Please abide by these times.
- b. All stall holders must have bumped out no later than 60 minutes after closing time. There may be limited room for car access to some stall sites at the completion of the market until other sites have bumped out so please be mindful of other stallholders and bump out as fast as possible.

10. Plastic Bag Free

- a. Stallholders are not permitted to issue plastic carry bags to their customers at the point of sale. They are encouraged to use paper or calico bags, labelled with their own signage.

11. General

- a. The Event Coordinator reserves the right to refuse admission to the Market to any person and to eject or cause to be ejected any person and or his/her goods and chattels without giving any reason. This decision is final and binding.
- b. The Event Coordinator, organising committee or related parties shall not be liable to any person using these event grounds for any personal injury or loss or damage

howsoever arising whether by negligence or otherwise of the Event Coordinator or its servants, or incurred or suffered by that person.

- c. In the event that weather or other circumstances prevent the staging of the markets, the Event Coordinator will endeavour to advise Stallholders as early as possible. In such circumstances, the Market will not be responsible for any loss incurred by Stallholders.

12. COVID

- a. Stall holders must abide by the Marine Rescue COVID Marshals rules.
- b. All Stall holders are to abide to COVID rules and regulation according to NSW Health Policies.

Greg Davies
Unit Commander
Marine Rescue Port Macquarie
0437 492 484

Event Coordinator
Marine Rescue Port Macquarie



For enquiries contact Christi Dunkerton on 0407 900 679