

POLICIES AND PROCEDURES .. June 2016

All stallholders must be approved prior to attending the markets. The Market Coordinator is contactable via email or via phone most days/evenings, to discuss any questions on 0456 658 979.

These Policies and Procedures outline the conditions of operation that apply to all of our stallholders.

- Fees MUST be paid at least one week prior to the market, unless prior arrangements have been confirmed with the market co-ordinator.
- Only those products listed in the application are to be sold. Other products may be added with prior written consent of the management.
- The Markets run from 8:00am to 1:00pm. No vehicle movements are allowed within the market site between these hours.
- Stallholders have to be in possession of current Public Liability Insurance (minimum \$10 million liability) and other required trading licences.

Market fees

3m x 3m \$35.00

3m x 3m Powered site \$40.00

Discount of \$5 each site, will be given for site payments in advance. An additional \$5 discount for Macleay Valley Business Chamber members.

New Stallholders

New stallholders must apply to attend the markets by completing a New Stallholders Application Form (located on the website or requested from KRM) and returning it to the Market Coordinator.

Macleay Valley Business Chamber and Kempsey Riverside Market Committee, reserves the right to decline any application for the event. No person will be permitted to set up a market stall unless they have been prior approved to attend the markets by the Market Coordinator. Submitted Applications may or may not be approved after consideration against our selection criteria:

The product must be designed or handmade by the artist, craftsperson or designer. The decision to approve stalls is totally at the discretion of Market's Committee.

Set up will be from 6.00am and stallholders must be set up by 8.00am. All vehicles must be removed from the market site by 7.30am. Vehicles must be removed prior to setting up gazebos. If you arrive after 7.20am, you will not be permitted to take your car onto the site to assist in the setting up of your stall. Vehicles will not be permitted to remain on site during the market unless prior written approval is given. If the market site has been affected by prior rain, vehicle access to the site will be denied.

The stallholder agrees to provide own power leads, which must be tested and tagged.

All stallholders must keep their site clean and remove all rubbish from the grounds. In partnership with Kempsey Shire Council and Midwaste these markets will be a waste wise and plastic bag free event. If you need assistance sourcing 100% compostable containers, coffee cups etc, contact Gavin Hughes, Kempsey Shire Council, mobile phone 0478323765. **ONLY BIODEGRADABLE PLASTIC BAGS are to be used at the markets.** If you need assistance in sourcing biodegradable bags, please contact the Kempsey Riverside Market Committee on 0456 658 979.

Photography

The stallholder agrees that any photos taken on the day of the market by official event photographers may be used for promotional purposes by event organisers.

New Products on an Existing Stall

All products being sold at the market must have prior approval from KRM. Stallholders may vary designs within their approved product line without approval however Kempsey Riverside Market approval must be sought if stallholders wish's to move into a different product line. KRM reserves the right to disallow a stallholder who is selling non-approved products at any time.

Site bookings

No person will be permitted to set up a market stall unless they have been prior approved to attend the markets by the Market Coordinator. No approvals for new stallholders will be granted on the day of a market. Regular Stallholders can inform the Market Coordinator at a prior market of their intention to attend or not attend the next market. A message can also be left on 0456 658 979 or emailed to info@kempseyriversidemarkets.org.au. The receipted/invoice for the payment will be forwarded to your email address or post.

As our markets quickly book out, it is recommended that forms are returned as soon as possible and sites will be allocated on a first in basis. Payment should not be made until a site at the market has Payment Options

Licences

Licences from Health Department, Agriculture, Licensing Board, Forestry etc are required for some stalls. A plate of cookies comprises a food stall and a Temporary Food Vendors Licence would be required. All food vendors must produce current permits. For further enquiries contact John Robertson at Kempsey Shire Council 65663200.

Stall requirements

Temporary structures, gazebos and marquees must comply with loads determined in accordance with Australian and New Zealand Standards. Floor area of each structure to be 3m x 3m. If gazebo or marquee is larger than this, consult with event organisers.

Each stallholder will need to bring different things with them to make their life comfortable at the Markets. As a general indication, you will need:

- Your stock
- A market umbrella/marquee and weights
- Table(s)
- Display, signage and promotion materials
- A change float to suit your product pricing;
- A chair to sit on.

Regular Market sites and Set-up:

Market stall sites are a standard 3m x 3m area. Double sites can be requested at double the fee. As

the market officially begins at 8am, stallholders are requested to be set up by then

All site corners are clearly marked out in marking paint prior to each market, with numbers displayed in the front right hand corner.

Sites are only to be set up in marked stall areas.

Sites that require electricity must have this approved prior to the regular market and these sites will be allocated.

Cars can be left in the Boat ramp carpark

The Market Coordinator will be on site for assistance with any queries.

Powered Sites

A ladder is supplied to reach the power points located at the top of the roof of the BBQ area. Each point of 15 amps is not to be overloaded with amps. EG: a 4x point power board carrying 4 heating appliances.

Leads are to be tagged and tested every 12 months.

Leads are NOT to be pulled out from ground level. The correct way is to use the ladder and pull from the actual plug.

Market Manners

This is a family Market we therefore ask stallholders to conduct themselves in a friendly and helpful manner towards the general public and other stallholders.

Loud and intrusive selling techniques are not permitted. Nor is the use of public address systems or other methods of gaining attention that could annoy other stallholders and customers.

Disrespectful, discourteous behaviour toward the public or other stallholders or the Market Coordinator will not be tolerated and may result in immediate exclusion from the market. The market has a zero tolerance on aggressive behaviour towards the public, stallholders or the Market Coordinator. Any such behaviour will result in instant exclusion from the market.

Please note that our market sites are in a smoke free environment. For the comfort of visitors/ children and other stallholders we request that you do not smoke while on the market site. Smoking is allowed in the carparks.

Amplified music must be used only with the consensus of all stalls within audible range. If there are conflicting radio/tape/busking music too close together then management reserves the right to turn down whichever source that may be creating the disturbance.

Weather Conditions

Kempsey Riverside Market is an all- weather market. Rain: If it is raining on the day the market will still go ahead. If we have been advised by Kempsey Shire Council that the grounds are too wet to use then set up will be in the car park above the market area (where the public normally park). It will be a first in, first to set up, plan. You will be directed by the committee. There will be no site numbers.

It is the stallholder's responsibility to ensure that products are protected and marquees are securely weighted & tied down.

Kempsey Riverside Market has the right to close the market in exceptional weather conditions.

Wind: Please make sure your gazebos are appropriately secured.

Public Liability Insurance

Stallholders are required to have current \$10 million Public Liability Insurance

They are also required to have all licences and insurances required to operate their business and all products should comply with relevant safety and compliance standards.

A current Certificate of Currency for insurance must be supplied to the Market Coordinator. Certificate of Currency and any other licences that are used, should be with your stall for easy access if needed.

Food Stalls

In addition to current Public Liability and Product Liability insurance for \$10 million each, all food vendors are required to be licensed as Temporary Food Stall vendors with the local Council, and display this license at their stalls. Copies of these licences need to be provided to the Market Coordinator.

Due to limited electrical outlets available, if electricity is required at regular markets please contact the Market Coordinator before submitting an application to determine if there are spaces available,

Cancellations:

To secure your site we must receive your payment by the MONDAY before the market day, unless other arrangements have been made with the event co-ordinator

The set up and advertising costs for the markets represent a substantial amount and the committee is therefore unable to provide compensation for inclement weather and no moneys will be refunded. If this occurs, the event organisers may need to cancel or relocate to another venue

If you notify us after 5:00pm, on the Wednesday prior to the market that you are not attending, there will be a \$10 cancellation and processing fee applied to your account. Please note, if you do not notify us that you are going to cancel your space, then this gives us no opportunity to re-allocate your stall, so no refund will be made.

After 1pm Thursday before market No refund