



GUIDELINES AND RULES FOR PARTICIPATION FOR POTTSVILLE BEACH MARKET STALLHOLDERS

1. Site Allocation:

Pottsville Beach Neighbourhood Centre (PBNC) gives priority site allocation to local producers. Individual sites are numbered on the reserve for easy access. Casual stallholder sites are allocated from approximately 6:30am at the PBNC Market Coordination Office (centrally located on the Coast Road side of the reserve under a pink gazebo with signage for easy identification). Casual stallholders are not permitted to set up or park on site until a site has been allocated. NB: One free **car or trailer** space is provided with each site.

Note: Vehicle movements ARE NOT permitted onsite after 7:15 am. All stallholders must have their vehicles parked by this time and vehicles onsite must remain stationary until 1:30 pm.

2. Registration:

~Casual stallholders: First-time stallholders can register interest in attending by phoning or texting the Market Coordinator on **0431 201 469** (Monday – Friday: 9:00am to 3:00pm), prior to the market Sunday nominated for attendance. Please include your email address in your text. You can also register your interest in attending the market by emailing the Market Coordinator at markets@pbnc.org.au. You will be sent an email with a copy of the market participation guidelines and a link to the online application form. Once you have completed the online application form, the Market Coordinator will contact you to advise the status of your application. This process allows us to record your contact and stall details, including local producer and insurance status. If you have booked to attend a market and you are unable to attend, you **must** inform the Market Coordinator no later than 1:00 pm on the Saturday prior to the market, to avoid being charged a Non-Attendance Fee (see '4' below).

~Permanent stallholders: You are not permitted to sub-let your site. If you are unable to attend, you **must** let the Market Coordinator know no later than 1:00 pm on the Saturday prior to the market, to avoid being charged a Non-Attendance Fee. Failure to do so may result in the loss of your permanent stallholder status, in addition to being required to pay a Non-Attendance Fee (see '4' below).

3. Fees:

All stallholders must pay stall fees each market Sunday. A Tax Receipt will be issued. Casual stallholders are required to pay their fee at the Information Gazebo before site allocation. Permanent stallholders' fees are collected by PBNC community volunteers from 9:00am on the day. Fees may be paid in cash or with a credit card.

Site Fees	With Own Insurance	Without Own Insurance
Single Site (4 metre frontage)	\$30	\$35
Double Site (8 metre frontage)	\$45	\$50
Triple Site (12 metre frontage)	\$55	\$60
Food Stall (for consumption on site)	\$50	N/A

4. Non-Attendance:

Any permanent stallholder who has a standing booking for a stall site, and then fails to attend that market, without prior notice of cancellation to the Market Coordinator (mobile **0431 201 469**), by 1:00pm on the Saturday prior to the nominated market Sunday will have to **pay a \$15 dollar fee per site** and repeat offenders may have their permanent site cancelled and revert back to a casual status. This will require you to contact the Market Coordinator to make a booking for each market you wish to attend.

Any casual stallholder who has a booking for a stall site, and subsequently fails to attend that market, without prior notice of cancellation to the Market Coordinator (mobile **0431 201 469**), by 1:00pm on the Saturday prior to the nominated market Sunday, will have to **pay a \$15 dollar fee per site** and repeat offenders may be prevented from attending future markets.

5. Insurance:

All stallholders must be covered by Public Liability and Products Insurance, either privately, or as part of PBNC's insurance, for an additional fee (see table in your copy of the guidelines). All stallholders with their own insurance in place must provide a copy of your 'Certificate of Currency' to be filed with your stallholder application. If your policy can not be verified as being 'current' you will be charged a 'Fee - Without Own Insurance' rate (see table in your copy of the guidelines).

A copy of your 'Certificate of Currency' may be emailed to markets@pbnc.org.au, or sent as an attachment by phone to **0431 201 469** or posted to:

Att: Market Coordinator
Pottsville Beach Neighbourhood Centre
PO Box 54
Pottsville Beach NSW 2489

6. Wet Weather Policy:

All stallholders set up for trading by 8:30am on wet Sundays are required to pay the full fees. There are no wet weather discounts. Refunds will not be issued to casual stallholders who have paid their site fees on the day. The Market Coordinator and volunteers will attend **every** market, including wet days. It is up to each stallholder to decide whether they wish to operate their stall on the day. The Market Coordinator may be contacted on **0431 201 469** until 1pm (NSW time) on the Saturday prior to market day.

7. Conduct at Markets:

Whilst conducting business stallholders and community groups are not permitted to spruik and must stay within their own allocated area. ie not intrude on others' areas. Grievances between individual stallholders must be settled offsite. Violent or aggressive behaviours such as verbal and physical abuse or threats to persons or property are not acceptable and will not be tolerated. **NB: If necessary, police will be notified. Inappropriate behaviour and or offensive language may also lead to expulsion from the markets and cancellation of your registration. N.B: The market reserve is an alcohol free zone.**

8. Health and Safety:

Emergency vehicle access areas are to be kept clear at all times. In the case of an emergency or an evacuation procedure, people will be notified and directed by the Market Coordinator through the public address system – in accordance with the PBNC Emergency Evacuation procedures. PBNC community volunteers wearing PBNC shirts (and identified by name-tags) will be available to assist people with any emergency procedures. First-aid kits and fire safety equipment (extinguishers) are available on site at the Market Coordination Office and at PBNC (a fire blanket is also located within the canteen at PBNC).

During each market, regular risk management checks will be made by PBNC staff and community volunteers (Market Coordination Team) to assess and control any health risks or hazards. This is in accordance with PBNC's Work Health and Safety procedures and is a requirement of PBNC's insurance cover.

Under Australian law, all stallholders are required to co-operate with any PBNC health and safety procedures to ensure a safe environment for **all** market attendees (including stallholders, market patrons and community volunteers/workers). **Market stallholders are to follow the direction of the Market Coordination Team at all times.**

9. Rubbish Removal:

Rubbish bins (recycle bins with yellow lids and general waste bins with red lids) are provided for the convenience of **MARKET PATRONS ONLY**. **Stallholders are responsible for the removal of any self-generated rubbish. PBNC is committed to reducing the environmental footprint of the Pottsville Beach Markets.**

10. Food Vendors:

Food vendors are to ensure that they comply with health regulations and use takeaway utensils, food containers and packaging that comply with PBNC's requirement for waste reduction, ie avoidance of plastics, and the provision of environmentally responsible substitutes. The Market Coordinator has a list of appropriate products for your reference.

Non-compliance with the above rules may lead to expulsion from the markets and/or stallholder registration cancellation. PBNC reserves the right to refuse the registration of any stallholder.

GENERAL INFORMATION

a) Market Coordination

The Market Coordination Team, will be at each market (located on the Philip Street Reserve). The mobile telephone contact number for the team is **0431 201 469**. Please leave a message on the voicemail if there is no answer. See the Coordination Team if you have any queries on the day; they aim to assist wherever possible.

b) PBNC Opening Hours and Contact Details

Enquiries or bookings for the markets may be made Monday to Friday 9:00am to 3:00pm. Via the **Market mobile: 0431 201 469** or outside these hours via email. markets@pbnc.org.au

PBNC contact details:

Telephone: **02 6676 4555 during office hours** Postal Address: **PO Box 54, Pottsville Beach, 2489;**

Email: markets@pbnc.org.au; Website: www.pbnc.org.au/markets

c) NSW Fair Trading

Contact NSW Fair Trading (**ph: 133220**) for information regarding: business name registration; second hand dealer licences and sale of second hand goods; selling goods by weights and measures; and unlicensed branded goods, or other counterfeit items.

d) Tweed Shire Council Environment and Community Services:

Contact a Tweed Shire Council Environmental Health Officer (**02 6670 2400 BH**) for information regarding compliance with health regulations relating to the sale of conventional foods and value-added produce.

e) Amenities and Assistance

Toilets - are located 1) at Ambrose Brown Park, and 2) at PBNC, near the canteen/community barbeque (Beach Break).

Food and drinks - are available at PBNC, via the canteen/community barbeque, on site at the market, and from local shops. The Market Coordination Team will be in attendance from 6am – 1:30pm on market day and can assist with directing you to these amenities and local traders.

Lost property - claims for lost property may be made while the markets are operating or during PBNC office opening hours (see above).

g) Feedback/Complaints Mechanism

PBNC Management will address feedback submitted in writing on the standard form available from the Market Coordinator.

Thank you for your co-operation – PBNC Management and Market Sub-committee