

Advertising

Stallholders at their own cost are permitted to advertise their attendance at the Sunday Market. The Society promotes the Market through all forms of media and reserves the right to levy stallholders to assist with the cost of this promotion.

Storage

Indoor sites are permitted to leave goods and stock on site during the week but this responsibility is at their own risk. If in the event of the pavilions, be required to be cleaned out, some storage may be available at the Showgrounds. For the Bendigo Show and Swap Meet, no storage is available.

Playing of Music/Noise Levels or Spruiking

Site holders who wish to play music indoors must be licensed with the Australian Professional Recording Association and must maintain a sound level within the confines to their site. Noise levels will be at the discretion of the Market Management

Second Hand Dealer's Licence

There have been a number of changes to the Second Hand Dealers and Pawnbrokers Act 1989, but it is the stallholder's responsibility to be aware of their need or otherwise of such a licence. There are a number of exempt goods that relate to this Act. If you require any information or a licence application, you are advised to contact the Office of Fair Trading, GPO Box 322B Melbourne or phone 03 9627 6299

Illegal, Licensed & Copy Right Items

Stallholders selling illegal or licensed items without the proper permission from the relevant authorities will be asked to remove them from sale and failure to do so management has the right to remove the stallholder from the market or face prosecution by the relevant authorities.

NO DOGS ARE ALLOWED IN THE PAVILIONS DURING THE MARKET

Market Manager Rob O'Neill Phone: 0407 094 805

Assistant Market Manager Dennis O'Neill

Market Operations Bendigo Agricultural Show Society

(Guidelines as at 1st/7/14 and are subject to change periodically)

**ALL BUILDINGS ON THE SHOWGROUNDS ARE
NO SMOKING AREAS**



STALLHOLDER GUIDELINES

Site Fees (as from 1st July 2014):

Outside sites \$32 per site (including public liability insurance, GST and ongoing promotion of the market) Site Size 8m frontage - No bookings taken, (first in best dressed basis). Permanent sites with management exempt.

Small Outdoor Site \$20 per 3m x 3m including 1 table

Inside sites \$29 per site (including public liability insurance, GST and ongoing promotion of the market) *Please Note: Full Fee payable if a permanent stallholder is absent*

Catering Sites **Food Vans** \$120 per site (including GST and ongoing promotion of the market) Public liability and product liability insurance is the responsibility of the vendor.

Specialty Food Sites \$75 per site (including GST and ongoing promotion of the market) Public liability and product liability insurance is the responsibility of the vendor.

Please note that the Society reserves the right to review site fees from time to time.

TRADING TIMES

MARKET OPEN TO THE PUBLIC 8.30AM - 3PM

ALL STALLHOLDERS ARE REQUIRED TO BE IN PLACE BY 8.15AM AS THERE IS NO VEHICLE MOVEMENT PERMITTED AFTER THIS TIME FOR PUBLIC SAFETY AND MARKET INSURANCE PURPOSES

INDOOR SITES - minimal operating times 8.30am - 3pm

Indoor site holders must clear their vehicles from the pavilions **prior to 8.15am** and not bring their vehicles into the pavilions for **reloading until after the close of market 3pm**. Vendors must not cover up stalls until **3pm**.

OUTDOOR SITES - minimal operating times 8.30am - 2pm

All outside site holders are required to operate until 2pm before being permitted to pack up. The exception to this rule is **ONLY** in the event of adverse weather.

The success of the Market is reliant on stalls being open until the advertised closing time.

Insurance

A Stallholder's Public Liability Insurance coverage is provided as part of the Site Fee. (Except for Catering & Amusement sites). Goods stored in the Showgrounds buildings are stored there at owners risk and no responsibility for loss or damage will be borne by the Show Society.

Weekends Market does not operate:

3 rd Weekend in July	Australian Sheep & Wool Show
4 th Weekend in October	Bendigo Show
Mid November	Swap Meet

There may be other weeks when Pavilions need to be cleaned for mid-week activities but these dates will be advised at least 3 weeks in advance.

Parking

Stallholders are **not permitted** to park cars near pavilions and, in particular, not between the Osborne and Noble Pavilions. Preferred parking is in the upper level of the Showmen's Area. Handicap Parking is allocated adjacent to Industrial Halls No 3 & 4 and at rear of Noble Pavilion.

Health Regulations

All stallholders preparing, transporting, storing and offering food for sale must register with the City of Greater Bendigo's Environmental Health Business Unit in accordance with the Food Act 2010. All inquiries regarding the Food Act should be directed to the City of Greater Bendigo

Grievance Procedure

In the event of a problem suggestion or a request from a stallholder, a letter should be forwarded to the Secretary, Bendigo Show Society, PO Box 109, Bendigo, 3552. After reference to the appropriate authority, a response will be forwarded to the stallholder.

Sale of Cats & Dogs

The City of Greater Bendigo prohibits the sale of cats and dogs at the Showgrounds. However, a permit can be obtained from the City of Greater Bendigo for the sale of small caged birds and the Code of Practice for the operation of pet shops must therefore be adhered to.

Site Allocation and Boundaries

A reminder to existing stallholders that all sites remain in the control of the Show Society and therefore can't be negotiated with other stallholders. The Market Manager or his assistant has the authority to allocate and relocate sites and their decision is final. Any request for a permanent or specific site must be in writing to the Society and will not be mean automatic approval. Site boundaries once allocated must be adhered to. Outside Sites Size 8m frontage - No bookings taken, (first in best dressed basis).

Indoor Site Cleaning

Stallholders are required to keep floor areas clean and are asked to sweep rubbish into the walkways. Cleaning of all walkways within the pavilion will be undertaken by the Society.

Access to Stalls

Access to stalls is only available on **Monday or/and Friday** between 8.30am and 4.00pm. Access during other weekdays is permitted between 8.30am and 4.00pm only, and a fee of **\$20** will apply to access the pavilions. Keys can be obtained from the Ground Manager. No access allowed on Saturday's unless arranged.

Indoor Sites - Absentee

Site holders wishing to retain sites while being absent for one or more weeks must pay **full weekly site costs** on return to retain that site. Any site holder who is not prepared to pay this fee must understand that the site may be relet and may not be available on their return. Any Stallholder absent between the Agricultural Show & Swap Meet weekends will be required to pay the above rates to retain their site.

Any Site holder who are absent for three (3) consecutive Markets without any contact or arrangement with the Market Management will automatically forfeit their site.