



# **STALLHOLDER GUIDELINES**

*Updated as of Jan 2023*

## Site Fees:

**Outside sites** - \$25 per site 4.5m (W) x 6m (D) (including public liability insurance, GST and ongoing promotion of the market) Additional sites at \$20 each

**Inside sites** - \$35 per site 3.5m (w) x 2.5m (D) (including public liability insurance, GST and ongoing promotion of the market)

**Trestle Table Hire** - \$5 per table

**Catering Sites Food Vans** \$130 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** \$80 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.

## Site Bookings:

Bookings should be submitted via the online booking system at [bendigoshow.org.au/market](http://bendigoshow.org.au/market) before 3pm on the Friday before market day. Late bookings can be requested by ringing the Market Management Team on 0407 094 805.

### **TRADING TIMES**

#### **MARKET OPEN TO THE PUBLIC 8.30AM - 2PM**

**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 – 2pm**

Indoor stallholders must clear their vehicles from the pavilions **prior to 8.15am** and not bring their vehicles into the pavilions for **reloading until 2.15pm**. Vendors must not cover up stalls until **2pm**.

#### **OUTDOOR SITES – minimal operating times 8.30am – 2pm**

All outside stallholders 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 owner's risk and no responsibility for loss or damage will be borne by the Show Society.

## **Weekends Market does not operate:**

3 <sup>rd</sup> Weekend in July	Australian Sheep & Wool Show
4 <sup>th</sup> 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 Noble Pavilion and Conference Hall. Preferred parking is in the upper level of the Showmen's Area (excluding in front of workshop – staff parking only). 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.

## **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.

## **Dogs**

Dogs are not permitted inside any buildings on the showgrounds (unless for exhibition) and must be restrained at all times. Stallholders who bring dogs to the market are fully responsible for their actions towards any individual attending the Market.

## **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 Market Co-ordinator/s have 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 mean an automatic approval. Site boundaries once allocated must be adhered to.

## **Access to Stalls**

Access to stalls is only available on **Monday and/or Friday** between 8.30am and 4.00pm. No access allowed on Saturday's unless arranged.

## **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.

## **Indoor Sites - Absentee**

Stallholders 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 Stallholders who are absent for three (3) consecutive Markets without any contact or arrangement with the Market Management will automatically forfeit their site. If the stallholder knows in advance of their absence and site can be cleared for re-let then no fee for that week will be applicable. Any Stallholder absent between the Agricultural Show & Swap Meet weekends will be required to pay their normal weekly fee rate to retain their site.

All Stallholders be granted one week's absence for significant family or personal circumstances per annum where no site fee shall apply. This is applicable from 1st July to 30th June each year.

## **Indoor Site Cleaning**

Stallholders are required to keep their site area floor clean. The Society has provided brush and shovels in each Pavilion for stallholders use. Cleaning of all walkways within the pavilion is undertaken weekly by the Society. The on-going cleanliness of your site is your responsibility.

## **Behaviour**

Explicit language and any abusive behaviour towards staff, other stallholders or the public will not be tolerated. Any behaviour of this kind may result in expulsion from the market.

## **Electrical Equipment**

- All electrical cords must be tested and tagged to be compliant.
- Cords and appliances which are not compliant will be removed or disabled.
- Power boards must have a safety switch/surge protection.
- **Double adaptors must not be used!**
- All electrical equipment and appliances (power tools, extension leads, etc) must conform to all relevant statutory authorities' requirements.
- Extension leads must be fixed overhead away from pedestrian or vehicular traffic.
- Any leads that require tagging will be carried out at the expense of the stallholder.
- The Society Electrician John McClean can be contacted on 0419 189 463 for testing requirements.

***All electrical works and appliances shall comply with relevant Australian Standards***

## **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 / Spruiking**

Stallholders 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. No spruiking permitted without permission from Management.

## **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.

## **Second Hand Dealer's Licence**

There have been several 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 several 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

## **General Regulations**

- The Society shall not be held liable for any loss or damage incurred by the stall holder whilst on the Market site.
- **NOISE** - The use of amplifiers or loud speakers by any stallholder is prohibited without prior written approval of the Management.
- Any stallholder unable to attend may apply in writing for a refund. Any refund will depend on whether the site can be re-let. Refunds will be attended to after the completion of the Market.
- Stallholders must demonstrate a positive approach towards the public, each other and the Market
- Stallholders must notify the Society of additional equipment being used (e.g. cool rooms, etc and power requirements)
- Stallholders are permitted to provide their own signage for backdrop purposes
- The Society reserves the right to refuse entry or close any site that does not comply with the General Rules and Conditions
- Compliance: Stallholders shall at all times comply with the direction given by the Market Manager or the Market Assistant whilst the stallholder occupies the site.

## **Emergency Exits & FIRE FIGHTING Equipment Access**

Access aisle ways and pathways to all Emergency Exits and firefighting equipment are to be kept totally clear at all times. External exits of doors from buildings are to be regularly checked for clear space. **At all times, there must be access along all roadways for fire fighting vehicles and other emergency services vehicles.** (It is not permissible for signage etc to protrude onto roadways etc and to block the safe access of these vehicles. Objects that protrude at height such as tents must also not protrude in the air space above roadways)

## **Extreme Weather Policy**

The Bendigo Agricultural Show Society Inc has a responsibility for the Health & Safety of Market stall holders, patrons, staff & volunteers.

Decisions will be based on the Bureau of Meteorology Weather App.

Market Management will assess forecast at midday prior to a market. If the forecast is a severe weather warning, the market may be cancelled and members notified immediately by text message/email.

Closure/possible early closure will be announced by Market Management via:

- Facebook
- Signs installed at the entrances to the Market on a day when temperature is expected to be reached
- Market PA System

If the market goes ahead but the weather worsens early in the morning, the Market Management Team present shall conduct an on-site inspection and decide if the market is to continue. Due to the need to comply with safety standards, the Market Manager's decision will be final and no negotiations, complaints or bullying are acceptable. Failure to comply with any decisions by the Market Manager, may result in expulsion from any further markets.

The Extreme Weather Policy applies to days which are experiencing or forecast to experience any of the following weather activity:

### High Temperatures

In the case of forecast temperatures above 35 degrees the Market Management may enforce the Extreme Weather Policy – High Temperatures.

- If the temperature reaches 35 degrees by 12pm then the market may close at 1pm.
- If the temperature reaches 35 degrees by 11am then the market may close at 12pm.

### Dangerous winds

In the event of winds higher than 40kph, for public safety, all marquees / canopies / stand alone umbrellas must be taken down.

### Storms / Heavy rains / Hail

In the event of any severe storm, hail and/or heavy rains

- outside stallholders will be allowed to pack up and leave the market precinct under the guidance of Market Management.
- Inside stallholders are to remain open for the market duration unless alternate arrangements are made with Market Management.

## Traffic Management

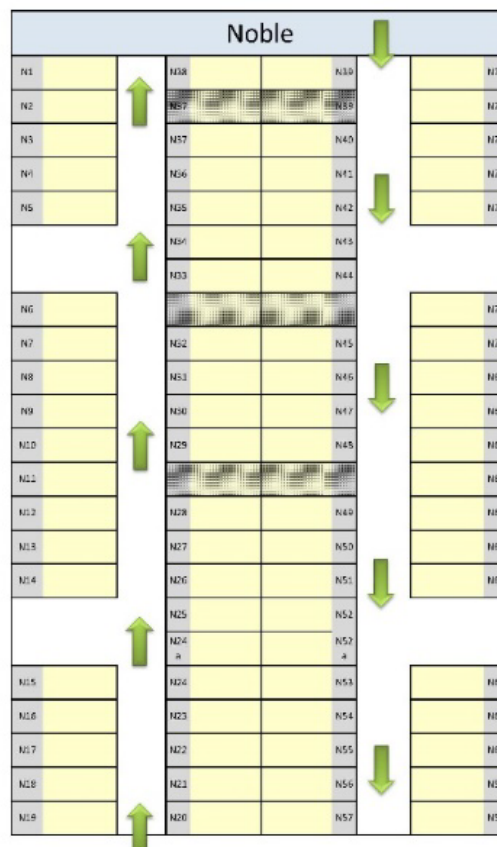
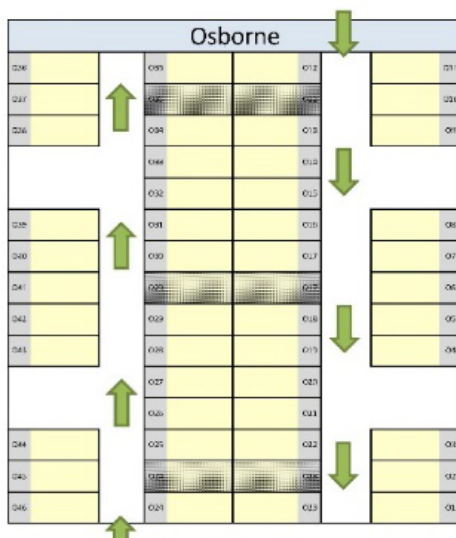
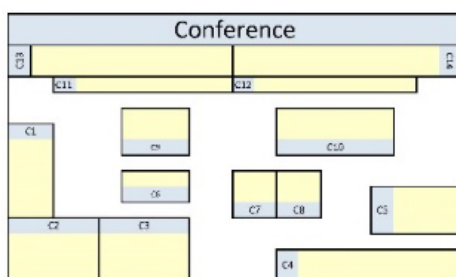
All Stallholders must follow the Traffic Management Plan

### Indoor

- Vehicles must follow the traffic management plan below.
- All vehicles must travel in the same direction as the arrows. Entry and Exits are the same as pedestrians.
- All vehicles must be out of pavilions by 8.15am and moved to the car parks.
- Vehicles are NOT PERMITTED to enter the pavilions before 2.15pm.
- Any stall holder not following these directions, may be asked to exit the market permanently.

### Outdoor

- Vehicles are not permitted into the market precinct after 8.15am and may not be moved before 2pm without permission from Market management.
- The roadways are for pedestrians only during market hours.



Holmes Road End

## **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 referred to the appropriate management level, a response will be forwarded to the stallholder.

## **Cancellation Policy**

Bendigo Agricultural Show Society reserves the right to cancel any site by notice served on a stallholder.

This permanent cancellation may occur:

- In the event of an occurrence or happening which in the opinion of the Market Manager/Management justifies such action;
- If the Stallholder is in breach of any of the Rules & Conditions;
- If the Stallholder does not occupy the site(s) at the commencement of and during the full period of the Market.
- The Society will not be liable to pay the Stallholder any compensation whether on the grounds of loss of profit or otherwise or refund any money paid by the Stallholder in respect of such cancellation.

**Market Management**

**Ph: 0407 094 805**

**Market Operations**

**Bendigo Agricultural Show Society Inc  
Executive Officer – Ian Furze  
Ph: 03 5444 4646**

**(Guidelines as at 1/1/2023 and are subject to change periodically)**

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