

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 to assist with easy access. Casual stallholder sites are allocated from 6:30am at the PBNC Market Information Gazebo (centrally located on the Coast Road side of the reserve). Casual stallholders are not permitted to set up or park on site until a site has been allocated. If permanent stallholders have not arrived or notified the Market Coordinator of any change by 7:00am on Market Day, their site will be allocated to a casual stallholder. NB: One free **car or trailer** space is provided with each site.

2. Registration:

-Casual stallholders: Casual/first-time stallholders can register their attendance by telephone (PBNC on 02 6676 4555 Monday – Friday: 9:00am to 1:00pm), prior to the Market Day they wish to attend. 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, you must also let the Market Coordinator know if your circumstances change and you will not be able to attend, to avoid being charged a Non-Attendance Fee.

-Permanent stallholders: Please notify the Market Coordinator if you will not be attending a market. Failure to do so may result in the loss of your site or you may be required to pay a Non-Attendance Fee (see below). You are not permitted to sub-let your site.

3. Fees:

All stallholders must pay stall fees on Market Day. 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.

Site Fees	Fee - With Own Insurance	Fee - Without Own Insurance
Single Site (4 metre frontage)	\$22	\$28

4. Non-Attendance Fees:

A Non-attendance Fee of **\$15** applies to **any stallholder** who has a standing booking or a new booking for a stall site, and then fails to attend that market, without prior notice of cancellation to the **Market Coordinator on 0431 201 469**, by **6:00pm** on the **Saturday** prior to Market. **NB:** This Non-attendance Fee will be required to be paid prior to stallholders taking up any stall site at any subsequent market.

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 above). All stallholders with their own insurance in place must produce a 'Certificate of Currency' for viewing by the Market Coordinator. If your policy can not be verified as current you will be charged 'Fee - Without Own Insurance' rates (see table).

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 are not 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 stall holder to decide whether they wish to operate their stall on the day. The market coordinator may be contacted on **0431201469** until 6pm (NSW time) on the Saturday prior to market day. This number **will not be answered prior to 6am (NSW) time** on market day.

7. Conduct at Markets:

Stallholders and community groups are not allowed to spruik and must stay within their own allocated area and not intrude on others' areas, whilst conducting business. Grievances between individual stallholders must be settled offsite. Violent or aggressive behaviours such as verbal and physical abuse or threats to persons or property 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 area 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, people will be notified and directed by the Market Coordinator through the public address system. PBNC community volunteers wearing PBNC t-shirts and identified by name-tags will be available to assist the public with any emergency procedures. A first-aid kit and fire safety equipment (extinguishers and fire blanket) are available at

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8. Health and Safety (cont'd)

the PBNC canteen. Regular risk management checks will be made by PBNC community volunteers and staff to assess and control any health risks.

Under state regulations, all stallholders are required to co-operate with any Pottsville Beach Neighbourhood Centre 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 are provided for the convenience of **market patrons**. Stallholders are responsible for the removal of any self-generated rubbish.

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 Coordinator

The Market Coordinator, Lee Robertson, or her delegate, will be at each market (located on the Philip Street Reserve), assisting the team on the day. 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 Lee and the 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 during PBNC opening hours, Monday to Friday 9:00am to 1:00pm. Enquiries outside of these hours may be made via the **Market mobile: 0431 201 469**

PBNC contact details: Telephone: **02 6676 4555**; Fax: **02 6676 4306**; Postal Address: **P O Box 54, Pottsville Beach, 2489**; Email: admin@pottsbnc.ngo.org.au; Website: www.pottsvillebeachnc.org.au

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 Health Officer (**02 6670 2400 BH**) for information regarding compliance with health regulations relating to the sale of value-added produce or other foods.

e) Amenities and Assistance

Toilets are located 1) at Ambrose Brown Park, and 2) at the Neighbourhood Centre, near the Canteen. **Food and drinks** are available at the Neighbourhood Centre via the community barbeque, on site at the market, and from local shops. PBNC community volunteers will be in attendance from 6am – 1:30pm on market day and can assist with directing you to these amenities.

Lost property -. Claims for lost property may be made during PBNC office opening hours (see above).

f) Feedback/Complaints Mechanism

The Pottsville Beach Neighbourhood Centre Management Committee will address feedback submitted in writing on the standard form available from the Market Coordinator.

Thank you for your co-operation - PBNC Market Sub-committee