

## GUIDELINES FOR PARTICIPATION FOR POTTSVILLE BEACH MARKET STALLHOLDERS

### Registration:

Casual stallholders can register their attendance by telephone (PBNC on 02 6676 4555 Monday – Friday: 9:00am to 1:00pm), before the next Market Day. This process allows us to record your contact and stall details, including insurance status.

Permanent stallholders: please notify the Market Coordinator if you will not be attending a market. Failure to do so means that you may lose your site or be required to pay a fee. You are not permitted to sub-let your site.

### Site Allocation

Sites are numbered. Casual 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 until a site has been allocated. If permanent stallholders have not arrived or notified the Market Coordinator of any change by 7:00am, their site will be allocated to a casual stallholder. One free car/trailer space is provided with each site.

### 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 being allocated a site. Permanent stallholders' fees are collected by PBNC community volunteers from 9:00am.

Site Size	Fee With Own Insurance	Fee Without Insurance
Single Site (4 metre frontage)	\$22	\$28
Double Site	\$37	\$43

### 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 7am on that Market Sunday. **NB:** This Non-attendance fee will be required to be paid prior to stallholders taking up any stall site at a subsequent market.

### Insurance

All stallholders must be covered by Public Liability Insurance, either privately or under PBNC 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 is not current you will be charged 'Fee without Insurance' rates (see table).

### 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.

### Conduct at Markets

Stallholders and community groups are to stay in 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, physical or emotional abuse or threats to persons or property will not be tolerated. **Police will be notified if necessary. Inappropriate or offensive language may also lead to expulsion.**

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

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### **Health and Safety (cont'd)**

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

### **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**

### **Market Coordinator**

The Market Coordinator, Lee Robertson, 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, available from 2pm on the Friday prior to the Market up to and including Market Day, is **0431 201 469**. See Lee and the team if you have any queries on the day; they aim to assist wherever possible.

### **PBNC Opening Hours**

Enquiries or bookings for the markets may be made during PBNC opening hours, Monday to Friday 9:00am to 1:00pm. **Telephone: 02 6676 4555 Fax: 02 6676 4306 Email: [admin@pottsbnc.ngo.org.au](mailto:admin@pottsbnc.ngo.org.au)**  
**Postal Address: P O Box 54, Pottsville Beach, 2489 Website: [www.pottsvillebeachnc.org.au](http://www.pottsvillebeachnc.org.au)**

### **Dept Fair Trading**

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

### **Tweed Shire Council Environment and Community Services**

Contact a Health Officer (**02 6670 2440 BH**) for information regarding compliance with health regulations relating to the sale of value-added produce or other foods.

### **Amenities**

**Toilets** are located 1) on the creek reserve, and 2) at the Neighbourhood Centre near the Canteen. Food and drinks are available at the Neighbourhood Centre, on site and from local shops.

**Lost property** is held on site. Claims for lost property may be made during PBNC office opening hours (see above)

PBNC community **volunteers** will be in attendance from 6am – 1:30pm on market day.

### **Feedback**

Feedback for improvement to market operations is important to us and can be made in writing or conveyed to PBNC community volunteers on the day.

### **Complaints Mechanism**

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

**Thank you for your co-operation - PBNC Market Committee**