

**MANSFIELD BUSH MARKET INC.  
PO BOX 476 MANSFIELD  
VICTORIA. 3724  
PHONE: 0417 118 103**

**GUIDELINES AND RULES**

1. Application for a Market site is to be in writing to Market Coordinator, enclosing a stamped self addressed envelope. Applications forms are available online in both PDF and MS Word format.
2. On receiving application forms a site number will be allocated and an invoice/receipt with a site plan will be returned via Self Address Stamped business envelope.
3. Bookings: Single sites to a maximum of 3 if space permits. Preference will be given to stall holders who book for 4 markets at once. Once all sites are filled there will be a waiting list.
4. All site fees to be paid in advance. If cheques are not honoured a fee will be charged. The site will be cancelled and given to another stallholder.
5. Food and Alcohol stallholders must have copies of the appropriate permits and food handling certificates from Shire of Mansfield/Alcohol Licensing Board accompanying their applications.
6. Product and Public Liability Insurance: All Stallholders must submit an insurance certificate of currency with their application.
7. Cancellations: if made before the closing date stallholders will have their fee return less an administration fee. If there is no notification of cancellation, stallholders forfeit their fees.
8. Site Allocations: If an allocated site needs to be changed due to unforeseen circumstances, a new site will be reallocated at the Committee's discretion.
9. The Bush Market Committee reserves the right to refuse or cancel any applicant that the committee finds does not enhance the Market.
10. No secondhand goods are to be sold.
11. Site fees are determined each year by the Committee after their Annual General Meeting.
12. Use of sites shall be decided by the Committee and shall not be passed to another Stallholder
13. Market times are determined by the Committee each year and appear on the Application form.
14. Powered Sites. Stallholders must be aware of regulations regarding power leads and amperages. These will be checked by the Committees Electrician if power failure occurs. All leads must have a current inspection tag attached.

15. Market sites are all 4m x 4m, unless otherwise stated on site plan.
16. All Stallholders are responsible for all rubbish from their site and the area surrounding the site left in a clean manner.
17. All fees are used to run the markets and at the AGM each year surplus funds are distributed to local charities and community groups.
18. Grievance Procedure is by letter to the Bush Market Committee at the above address.
19. If you have someone replacing you on the day, PLEASE make them aware of the correct name the application was made in.
20. All stallholders are to be onsite by 8am.
21. Application forms for the following year are handed out at the Cup weekend market, and available online shortly after.
22. Mansfield Bushmarket has a strictly NO DOGS allowed policy.