



MARKET RULES AND GUIDELINES 2022

APPLICATIONS

Applications for a Market site are to be completed online via the Bush market Website. This is the only way for applying for a site.

www.mansfieldbushmarket.com.au

Applications will only be accepted if the relevant documents are supplied and have currency for the market you are applying for

Applications with incorrect or missing paperwork will NOT be allocated a site until the discrepancies are resolved.

Sites will only be allocated for the dates that the Insurance Certificate of Currency covers.

If you submit an application for a market without insurance coverage, it will now be declined. We are no longer holding an application open until you pay for your insurance

Paperwork required is:

1. Insurance Certificate of Currency for **Public Liability and Product Liability** for the Market Dates Requested (not general Insurance policy) for **\$20,000,000 each**
2. Current Liquor License if applicable. All Alcohol tastings require a food permit, Liquor Licence, and Streatrader.
3. Food or Beverage stall holders must upload a copy of your Streatrader Statement of Trade for the Market at time of application. Please wait for these documents before applying for a stall.
4. Tested and Tagged Certificates for electrical needs. **NO TAG NO SITE. This includes mobile phone leads that people often plug in.**
5. Photo evidence of gas bottle expiry dates. **CHECKS WILL BE MADE**
6. **A Covid Safe Plan is MANDATORY under Vic Government Law and must be attached and a copy with you on market day**
7. **Market day – you will need to ensure you have a QR code for your customers to sign in. It is the Stall Holders responsibility to manage this.**

ACCEPTANCE

Acceptance of a single or annual application indicates acceptance for the requested market/s only. **Site maps will be emailed to show relevant site you have been allocated to trade from. This will be done 2 weeks before market date.**

Site maps will only be issued if all documents are in date for the market applying for and payment in full has been made and all documentation has been received.

SITE FEES

Site fees are determined each year by the Committee after their Annual General Meeting. Site fees for 2022 will be \$60.00 per four by four (4X4) metre site.

Connections for Power leads (with inspection tags) \$20.00 each.

SITE BOOKINGS

Sites may be booked to a maximum of three (3), if space permits. Preference will be given to stall holders who book for four (4) consecutive markets at once. Once all sites are filled, no further applications will be accepted until a vacancy occurs. There will be no waiting list. Stallholders are asked to access the booking system periodically to ascertain stall availability.

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. Sites are determined on best balance for the Market. Consideration for products that may spoil (food) is a focus of the MBM. Due to Covid 19 restrictions, you will find the market layout has changed and this may affect the numbering for those you have come previously.

POWERED SITES

Stallholders must be aware of regulations regarding power leads and amperages. **All leads and electrical devices** must have a current inspection tag attached. Inspections will be made. Non-complying items will be banned from use. Current requirements of all equipment is requested. **Amperage draw is required.**

A Tested and Tagged Certificate should be sought from a Licensed Electrician, **and MUST be uploaded with your application.**

SITE USE

Sites shall be decided by the Committee and shall not be passed to another Stallholder. No sites are to be sublet to other parties. Any limitations to the number of sites reselling commercial goods will be determined by the Committee and based on what will be in the best interests of the balance of the Market.

SITE SIZE

Market sites are all four metres by four metres (4m x 4m), unless otherwise stated on the site plan provided after receipt of payment.

Market operating times

BUMP IN

5.30 am onwards

BUMP OUT

Not before 2pm

SET UP AND READY TO TRADE

7.30am

FOOD TRUCKS/VANS/TRAILERS

Must be in position before 7am, if you are not in position at this time you will not be able to enter..

SETUP TIMES

No stallholders are to set up overnight. and **Must be finalised by 7:30am.**

No vehicles, including trailered items are to be left on the lawns overnight.

Covid 19 Additional Rules

All stall holders and those assisting you at your site MUST be fully vaccinated.

Please ensure you and your staff abide by the following guidelines but most importantly if you or one of your staff are unwell DO NOT ATTEND THE MARKET and notify Market Coordinator as soon as Possible.

1. Agree to abide by DHHS COVID safe requirements for markets and COVID-safe directions by Mansfield Bush Market Committee, Police or VIC Health Officer.
2. If the stall operator/owner or staff are unwell (fever, cough or sore throat), they are not permitted to attend the market. If they become unwell on the day, they must return home immediately and inform Mansfield Bush Market Coordinator- April Currie 0418 179205
3. Must have hand sanitiser openly available for staff and public use.
4. Stall Holders will be required to:
 - ask workers to declare in writing, before each shift, that they are free of COVID symptoms, have not been in contact with a confirmed case, and have not been directed to quarantine or isolate.

Provide the Market Committee with the same written declaration.

5. Stall Holders must have disinfectant and disinfectant wipes to clean products and surfaces where required.
6. Stall Holders must manage and limit if required, the number of people (customers and staff) allowed in their business area, ensuring everyone is 1.5m apart (unless they are family members who can be together). This business area includes:
 - the front of the stall (in effect the walkway directly in front of their stall) where customers can stand to examine the business and products (the stallholder is responsible to manage the 1.5m rule in this area)
 - Clearly visible Signage must be displayed for customers to see. These may be made yourself, professionally sourced or downloaded from <https://www.australia.gov.au/covidsafe-resources> and include a minimum of:
 - Maintain social distancing (1.5m distance)
 - Sanitise your hands
 - Please queue 1.5m apart (if required)
 - Please QR Code for access
 - If you allow the Public to enter your Stall for the purpose of perusing or purchasing, please ensure you, your staff, and the public wear a mask when entering a stall for perusing or purchasing goods.
 - Ask your customer to not handle goods, please ask for assistance.
 - **As entry to all retail premises (stalls) is restricted by QR Coding, each Stall Holders must have their own QR Code sign in front of their Stall, and ensure that all persons who enter the Stall, QR Code in.**
 - **All workers, including Stall Holders MUST be FULLY VACCINATED or have a valid Medical Exemption.**

- In addition, as entry to all retail premises including Markets that do not predominately sell food, is restricted to Fully Vaccinated persons, Stall Holders must ensure that every person entering the Stall produces a valid vaccination certificate before entry.

7. **All stalls are to remove:**

- **Help yourself product samples**
- **Help yourself taste testing**
- **Help yourself condiments**
- **No refills for honey, oils, cream etc**

8. All stallholders are required to complete their own CovidSafe Plan, provide a copy on application, and keep a copy in their stall

Best Practice Recommendations

1. Staff to sanitise their hands regularly.
2. Consider using side-walls or product placement to distance staff and customers from the stalls next door (1.5m rule).
3. Remove or replace difficult to clean surfaces or product (eg replace fabric table cloths with wipeable ones)
4. Clean regularly any surfaces or product frequently touched by staff or customers, using detergent, disinfectant solution or wipes.
5. Promote customer visual inspection of product where practical. Stallholders will be required to have hand sanitiser available on their stand for customers to use before and after handling objects. Disinfectant and wipes must be available for staff to clean handled objects regularly, where applicable and practical.
6. Encourage and promote cashless payment options like Square/Shop&Go/Tap&Go/EFTPOS systems, to limit cash transactions with customers.

TRADING ACTIVITY

Displays, collections of monies, sales of goods and all trading must be undertaken **within** your designated site area.

FOOD & ALCOHOL

Food and Alcohol stallholders must provide copies of the appropriate permits. Food Registration and Statements of Trade from Streatorader, or the Shire of Mansfield, must be uploaded on application, and carried on Market Day. Alcohol Licensing Board licences must be submitted with applications. If Alcohol tasting is permitted it will require a Food Permit.

All Stall Holders providing food, and/or Beverages must, in addition to the standard COVID sanitation requirements, provide hot and cold water washing facilities at their Stall.

Tent Weights

Only weights to be used to hold tents down, **NO PEGS** to be used.

NAKED FLAMES

Any Stall holders using naked flames must ensure that they have applied to the CFA for a Schedule 14 permit, if the market is held during the Regions Fire danger period.

Contact the CFA for this detail. Stall holders in this situation must carry extinguishing equipment.

Days of Total Fire ban no naked flames are to be used.

INSURANCE

Product and Public Liability Insurance:

All Stallholders MUST upload a copy of their **Certificate of Currency** with their application.

Only a current Certificate will be accepted. – **Sites will only be allocated for the currency of the certificate.**

The Insurance policy should clearly indicate 'Market sales'. Sites will not be approved until a current certificate is provided. Insurance is to cover **BOTH Public and Product Liability each for a minimum of \$20,000,000.** Sites will be allocated for only the period of the Certificate.

CANCELLATIONS

If a cancellation is made outside of **14 days** of the closing date for applications, stallholders will have their fee refunded. An Administration fee of \$5.00 per site, will be deducted.

Cancellations after the closing date will not be refunded.

A “no Show” on market day stallholders will forfeit their fees.

REFUSAL

The Bush Market Committee reserves the right to refuse or cancel any applicant.

SECOND HAND GOODS

Any goods that are not NEW and UNUSED will be subject to approval by the Committee.

No secondhand goods are to be sold at the Mansfield Bush Market without approval.

STALLHOLDER REPLACEMENTS

If you have someone replacing you on the day, PLEASE make them aware of the correct name the application was made under. ie – business name or individual name of the application.

If the stall holder becomes unavailable at short notice, the Coordinator must be advised of the name and contact details of the replacement person for your stall. Stall holders are to ensure that their stall is always manned.

STALLHOLDER VEHICLES

All stallholders are to be onsite ready to operate by 7.30am.

In accordance with the MBM operating permit, NO stallholder motor vehicles are permitted on the lawn areas at any time.

Motor vehicles must be parked on the road and goods / equipment carried to the site.

We cannot guarantee parking next to your site so get in early (from 5:30am on Market day).

Parking is to be made in accordance with Roads Law, in the direction of normal travel.

Vehicles parked illegally will be subject to Victoria Police action.

Approved Trailers (food) or trailered equipment must be parked on the lawn areas without the motor vehicle driving on the lawn. These items will be facilitated at or near the cross-over roads.

WEATHER

The Mansfield Bush Market is an all-weather event.

There is no refund for stallholders who do not attend due to inclement weather.

The Market will not however operate on a day of Code Red (catastrophic) Fire Risk for the (North East Fire region) Mansfield. Or When Directed by the Chief Health Officer of Victoria.

Stallholders are to monitor the Fire danger in the North East Fire Region as no notification of closure will be sent out.

RUBBISH & WASTE

All Stallholders are responsible for the removal of all rubbish generated from their site. The area surrounding the site is to be left in a clean & tidy condition.

The rubbish bins provided are for Public use only.

Any stall holder found to be using these bins for stall holder rubbish may have their site canceled for future markets

NO DOGS ALLOWED

Mansfield Bush Market has a ***strictly NO DOGS allowed*** policy.

This is enthusiastically enforced by the local by-laws officer at each market and includes the dogs of stallholders within their stall site. A potential penalty applies.

Nursing, using prams, or carrying your dog is not acceptable.

SMOKE FREE

The Mansfield Bush Market is a Smoke Free Market and in the best interests of the Community Health, will remain so. No Smoking signs will be posted. Visitors and Stall holders are asked to comply with this policy. This includes during Setup and closure.

COMPLAINTS

Any grievance or complaint is to be sent in writing to the Bush Market Committee.

mail@mansfieldbushmarket.com.au

NOT FOR PROFIT

As the Mansfield Bush Market is a Not for Profit Organisation, all fees are used to conduct and manage the markets and to pay market management costs.

The committee provides grants to purchase requirements for the Local CFA units and may assist any other Community group requiring assistance.