



## MANSFIELD BUSHMARKET STALLHOLDER INFORMATION & RULES

<b>Event</b>	Mansfield Bush Market
<b>Date of Market</b>	
<b>Name of Stall Holder</b>	
<b>Location of Market</b>	Highett Street Please refer to attached map <b>for your location</b>
<b>Event Hours</b>	8pm – 2pm
<b>Setup Times</b>	From 5.30am – MUST be in position by <b>7.30am</b>
<b>Takedown Times</b>	Pack up from 1.30pm and to be completed by 3pm
<b>Site Conditions (Please initial at each square)</b>	<ul style="list-style-type: none"> <li>• Strictly <b>no pegs allowed</b> in the ground. Marquees will be weighted down with weight products of a minimum of 15 kg</li> <li>• <b>Strictly no stall holder vehicles allowed</b> on the grassed area (entire market area) at any time</li> <li>• Advertising signs must not exceed 900mm height by 600mm in width and can only be in place within your allocated trading site during the indicated above times. Offending items will be asked to be removed and future markets booked by the stall holder may be canceled by the MBM</li> </ul>

<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• No generators allowed (unless permanently fixed into mobile kitchen or previously approved by MBM committee)</li> <li>• Site to be left in the same condition you found it</li> <li>• <b>The committee cannot stress enough that dogs are not permitted at the market. On the spot fines can be issued by the By-laws officers. Carrying or nursing your dog is not acceptable.</b></li> <li>• <b>No Smoking</b> – for the interest of community health and safety a smoke free market has been developed. As the MBM is close to recreation oval and playgrounds, and outdoor eating areas people wishing to smoke must be 20 metres away from the market.</li> <li>• <b>Site size – sites are 4 x4 metres strictly. If you require a larger site than you will need to book for a double site.</b> Stall holders are NOT permitted to exceed their site that has been allocated, this includes spreading out into small gaps that have been created for customer access to the market area.</li> <li>• A map is provided to ALL stall holders on acceptance into the market as a stall holder; - your stall will be shaded on the correct site. It is your responsibility to have this with you on the day.</li> <li>• Please ensure the map you have is for the correct market eg; Jan map for Jan market Failure to not have the map may result in you not finding your site.</li> </ul>
<p><b>Parking</b></p> <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<p>Parking is the under the control of the Shire</p> <p><b>PLEASE</b> be aware that all stall holders <b>MUST</b> park with the flow of traffic, and obey any No Parking signs or and not park where ther is orange tape across road access that have been erected by the MBM . This is an emergency access by and people who may be disadvantage.</p> <p>The signs and Tape – MUST NOT be removed by stall holders</p> <p>Police and Bylaws Officers will enforce the law. Once again we must inform you that parking is a privilege and <b>NOT</b> a right and <b>IS NOT</b></p>
<p><b>Power</b> <b>(If applicable)</b></p> <input type="checkbox"/>	<p>allocated with an application for the site organised directly with Market Coordinator prior to the event. Site holders need to provide their own devices holding their power cords above the heads of patrons.</p>

	<p>NO power can be run along the ground in a though fare.</p> <p>The MBM does not supply ladders to facilitate this. All electrical equipment leads, extension cords &amp; power boards must have current Test &amp; Tag labels.</p> <p>Documentary Evidence of conformity <b>must</b> be supplied with your application. Non-conforming equipment or leads will be refused use.</p>
<b>Rubbish</b>	<p><b>Stall holders are responsible for all rubbish generated by/on their site.</b></p> <p><b>NO SITE holders can use the bins to dispose of their rubbish – you must take it with you.</b></p> <p><b>Waste &amp; Recycle bins are provided for the use of the Public.</b></p>
<b>Sale of Food Permit</b>	<p>You may be required to complete an <b>Application for the Operation of a Temporary Food Premises</b>. Please provide copy to Council prior to the event. Copies of Streatrader permits <b>must</b> be supplied with your application.</p> <p>Contact Kevin Murphy, Mansfield Shire Council, P: (03) 5775 8500 for queries and additional information</p>
<b>Selling of Liquor</b> <input type="checkbox"/>	<p>A liquor license is required for any exhibitor selling or exhibiting alcoholic beverages. Applications can be made on-line at <a href="http://www.consumer.vic.gov.au">www.consumer.vic.gov.au</a> or P: 1300 650 472. Please provide copy of your liquor license to Council prior to the event. Copies of Liquor permits are required to be provided with your application.</p>
<b>CFA Permit</b>	<p>Any stall using a naked flame (gas bbq etc) Must comply with CFA fire regulations of the day.</p>
<b>Fire Protection</b>	<p>Any stall using any form of heating and or cooking (stove / wok / BBQ) must have fire protection – ie/ fire blanket and extinguisher</p> <p>This will be checked by market officials on the day, any stall failing to comply will be asked to leave the market.</p>
<b>Contact on the day</b>	<p>Market Coordinator 0417-118 103 April Currie</p>
<b>Speed Limits</b>	<p>Highbett Street have a 20 KM/H speed restriction imposed to all traffic in both ways from Curia Street to Hunter Street between the hours of 7AM - 2PM on Market Days.</p>

	Water for stall holders is available at the Shire, High Street gardens, and the park beside the Shire Offices.
<b>Toilets</b>	Toilets for stall holders are situated at the Sports Complex, at the Playground, and the High Street Roundabout. The Church of England and the Uniting Church may be available
<b>Closing dates</b>	The closing date on applications is for administration purposes.
<b>Rules and Regulations</b>	Please follow this link to keep up to date with any changes which may occur from time to time. <a href="#">Rules &amp; Guidelines</a> .  Site Holders MUST follow direction from Market officials on Market day. Failure to do so may result in your site being cancelled for future markets.
<b>INFORMATION MARQUEE</b>  <b>first aid and lost property</b>	Times at marquee for Market Staff will be as follows  First Lawn 8.00 am – 12.00 Noon  If no one is in attendance please seek out the Market Officials in Safety Vests.
<b>Cancellations</b>	A refund will be considered less an administration fee if cancellation is <b>BEFORE</b> the closing date.

If you have any questions, please contact:

April Currie

**Secretary and Market Coordinator**

**Mansfield Bush Market**

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