



Rotary Club of Ballarat South Inc. A0014698X
The Ballarat Market Information and Rules
291021V3

1. Market

The Ballarat Sunday Market is run by the Market Committee of the Rotary Club of Ballarat South Inc.

2. Where

Ballarat Showgrounds, enter at corner of Creswick Road and Howitt St Ballarat.

3. When

Sunday 8 am to 1 pm.

Not open Ballarat Show or otherwise as notified on Facebook or market web pages
<http://www.ballaratmarket.com.au>

4. Weather

Operates in all weather conditions. Stallholders who have outside sites are advised to bring their own protection against the elements. There will be no refunds of site fees due to adverse weather.

5. Stall Holder Setup and Packup

Stallholders admitted via the Creswick Road entrance between 6 am and 8 am

Stallholders can exit the market after 1 pm (via Howitt Street exit)

The public is admitted to the market between 8 am and 1 pm via the pedestrian entry on Creswick Road.

6. Attendees and Stall Holders

- a. if you have a cough or any cold or flu symptoms, we request you DO NOT attend the market
- b. are responsible for their own belongings

- c. children to be supervised by parent or guardian
- d. abstain from criminal, anti-social or threatening behaviour
- e. may not use abusive language

7. Smoking

The Market is a smoke free zone and smoking is not permitted

8. Cyclists and skateboarders

Riding of these is not permitted within the market

9. Mobility scooters

Permitted

10. Dogs

Permitted under these conditions:

- a. Dogs must be on a short leash.
- b. Owners must provide their own doggie bags
- c. Dog behaviour is subject to Domestic Animals Legislation (Vic.).
- d. The Rotary Club of Ballarat South Inc. reserves the right to exclude or remove any dogs whose behaviour is deemed inappropriate or dangerous.

11. Advertising

The Ballarat Market Committee reserves the right to publish photographic images of visitors to the market, stallholders and/or their stalls/sites taken at the Ballarat Market for use in promotions and publicity.

12. Disclaimer

While the Rotary Club of Ballarat Sth has implemented safety policies and procedures aiming at providing a safe event, entrants enter the Ballarat Market at their own risk.



Rotary
Ballarat South



MARKET STALL HOLDER INFORMATION TERMS AND CONDITIONS

291021V3

1. To be a Stallholder

Become a Market Account Holder by applying on the market web site.

<http://www.ballaratmarket.com.au/index.php/stall-bookings>

Click on Stall Bookings on home page. Then click on Apply to be a Stallholder and complete the application in the drop-down box. Once completed submit for approval. You will receive an email confirming approval.

2. Bookings

- a. Book a site by clicking on Stall Bookings then Members – Update & Book.
- b. Stallholders may book and pay on-line up until 6 pm Thursday prior to Market Day.
- c. Stallholders will get a confirmation email with their allocated site/s the day prior to the market. Please either print or save this email to your phone to show Rotarians on entry to the market.
- d. Permanent bookings are encouraged. Permanent stall holders' bookings are automatically generated every week and they have the same site/s. However, the Ballarat market committee reserves the right to reallocate sites if necessary.
- e. Permanent stall holders must inform the Market Committee that they will be absent at least one week prior, otherwise they will be charged for the site.
- f. Stall holders are not permitted to sub-let their site or arrange for any other stall holder to occupy their site in the event of their absence. This is done at the discretion of the Market Committee.

3. Insurance

- a. All Stallholders are required to have Public Liability Insurance with coverage of at least \$10,000,000. <http://www.ballaratmarket.com.au/index.php/info/policies>

The stallholder is responsible to source their own insurance policy. Stallholders should consider:

1. Any policy purchased is appropriate to a Stallholder's business.
 2. Does not contain exclusion clauses which may prevent or limit a Stallholder's right to make a claim for indemnity under the terms of the Insurance Policy.
 3. that the financial limits on the Insurance Policy cover are adequate for the risks to which the Stallholder is exposed.
 4. The Ballarat Market receives no benefit or remuneration from any insurers however the following companies listed provide insurance from daily to 3,6- or 12-month policies.
 - a. Market insurance
 - b. AAMI
 - c. CGU
 - d. Auzi
- b. Some stallholders may also require Product Insurance.
- c. Stallholders are required to provide evidence of Insurance Currency to the Market Committee prior to attending the market. A certificate of currency can be uploaded in the Members' area on the web page.
- d. Stallholders unable to demonstrate that they have current insurances will not be admitted to the market.

4. Food and Drink Stalls

All stalls selling Food must have their own Food handling certificate and supply evidence of the certificate to Market Committee prior to attending the market. A certificate of currency can be uploaded in the Members' area on the web page.

5. Legislation Compliance

All stallholders must comply with all relevant legislation and requirements of any relevant authority, including The City of Ballarat, and have the necessary permits or licenses appropriate for their type of sales. Copy of certificates must be forwarded at the time of booking.

- a. Product Safety. See Product safety checklist for markets. <https://www.consumer.vic.gov.au/products-and-services>

- b. Food handling must comply with current health regulations and licensing conditions.
- c. Food vendors (including fruit and vegetables, home grown produce, home cooked food and eggs) must have an appropriate current permit to operate, issued by the City of Ballarat. This can be done by registering online at Streetrader.
<https://streetrader.health.vic.gov.au/>.
- d. Licensing and Registration for dealing in second-hand goods see <https://bit.ly/2Yktqw9>
- e. An appropriate Liquor certificate to be able to conduct taste testing and sales.

6. Amusement Rides

Prior permission to operate is required for pony rides, water activities, mechanical rides and inflatable activities.

7. COVID19 Requirements

The Victorian Government has current Health Orders in place. Markets come under General Retail Settings.

- a. All stallholders must have their own QR codes displayed at their stall and a manual method of recording attendees to their stall. Records must be kept for 28 days. QR codes and manual check in sheet templates can be sourced at coronavirus.vic.gov.au/register-to-use-vic-gov-qr-code-service
- b. All stallholders must have a Covid safety plan. Templates available at coronavirus.vic.gov.au/covidsafe-plan
- c. VACCINATIONS
 - *From 22 Oct 2021* all stallholders and those assisting them on their stall/s need to have had one dose of the Covid 19 vaccine.
 - *From 26 Nov 2021* all stallholders and those assisting them on their stall/s need to be double vaccinated.
 - If you are not yet vaccinated, you will need to complete your vaccinations before booking a stall for markets.
 - We consider the health and safety of all our stallholders, volunteers and visitors a priority.
- VACCINATION CERTIFICATES (*from 26 Nov 2021*)
 - Please forward a copy of your Vaccination Certificate, and the certificate of anyone sharing your stall, to accounts@ballaratmarket.com.au.
 - Forward Vaccination Certificate after making your booking. Please include your Market date and stall number in your email.
 - Certificates need to be received at least 72 hours before Market date.

- Failure to do so may result in an email notifying you of booking cancellation and stall fee refunded.
- d. Masks to be worn in accordance with the current directions.
 - e. Everyone attending the market must comply with 1.5. distancing.
 - f. Indoor areas have a density limit of 1 person per 4 sqm.
 - g. Stall holders and the public must comply with The Market Committees Covid Safe Plan.
 - h. Dissuade customers from handling merchandise and use contactless payment wherever possible.
 - i. Encourage the use of payment by card.

8. Market Committee Rights

The Market Committee reserves the right to refuse entry, evict or suspend trading or any stallholder who does not comply with the terms and conditions of the Ballarat market.

9. Terms and Conditions

The terms and conditions of operation may be amended from time to time at the sole discretion of Ballarat Market Committee and will become effective on the date of their publication. Current rules can be found on the Ballarat Market website. It is the responsibility of the stallholder to keep informed any changes.

Note: A booking and payment of a stall at the market by a stall holder is considered to agreeing to the above terms and conditions.

10. On Market Day

- a. Stallholders are admitted between 6 am and 8am via Creswick Road entry.
- b. Stallholders must present a copy of their booking with site number on entry to the market.
- c. Booked sites not occupied by 7.45 am maybe re-let by the Ballarat Market Committee for that day.
- d. Vehicle Access:
 - Pedestrians ALWAYS have right of way.
 - Vehicle movements must not exceed 5km/h (walking pace).
 - No vehicles are allowed to enter after 8.00am. No vehicle traffic while the market is operating. (8 am -1.00pm) No vehicles to leave the market until 1.00pm. Emergency vehicles exempted.

- Parking on vacant sites is not permitted. Site fees can be charged for any vehicle parking on a vacant site.
- Stall holders must vacate the market site by 4.00pm.

11. Stall set up

The sites are defined by their number:

- In the pavilions the site number is above each site or on the floor.
- Outside site numbers are painted on the roadway.
- If there is doubt about the site boundary, contact the staff on duty.
- Goods display shall not obstruct roadways, passageways, aisles or occlude stall site numbers.
- All stall fittings and goods including tables, marquees, must be contained within the boundaries of the site and shall not protrude into the pedestrian area.
- Marquees, umbrellas and all other stall equipment, including tables, must always be erected so as not to cause a safety hazard and weighted or adequately secured. The stallholder maybe requested by the Rotarians on duty to remove any free-standing objects in windy conditions.
- Stall holders' equipment must be in a manner that ensures public safety and in accordance with manufacturer's instructions. The stall holder is solely responsible for their own stock and the Ballarat Market is not liable for any loss, damage to or loss of goods or injury arising from the use of their equipment before, during or after the market.
- To minimise trip hazards by storing all stock not on display under trestles/tables. All sites must be kept clean, free from rubbish and not present a hazard to any persons
- Table hire is available from Ballarat Table Hire: 0481 717 897.

12. Prohibited sale items include:

- Tobacco, firearms, ammunition, explosives, pornographic, indecent, obscene or offensive items or publications.
- New or used motor vehicles, new major electrical appliances (commonly known as white goods), or new furniture (other than wooden or hand- crafted furniture).
- Goods or merchandise that infringe any copyright, trademark or registered design, including pirated audio/video cassettes/compact discs/DVDs or clothing.
- Drugs, drug literature (including clothing that depicts drug messages or scenes) or items for the administration of drugs.
- Any other item deemed inappropriate by the Ballarat Market Committee. The Committee's decision is final, and no negotiation will be entered into.

- f. Note: Alcohol is only exempt if the stallholder holds the appropriate liquor license. A copy of this license must be forwarded at the time of booking.

13. Use of electricity:

- a. Electrical leads run along the ground must have safety trip covers.
- b. Electrical leads are not allowed to pass across roadways and other public access paths.
- c. Electrical leads and appliances must be tagged with an in-date test and tag as per Australian Standards AS/NZS 3760
- d. Electrical leads must be suitable for the load.

14. Compliance with OH&S Legislation is mandatory.

Stallholders are asked to report any safety incident to the market staff on duty.
A stallholder who does not comply with the guidelines and relevant legislation is liable to have their site cancelled and/or be refused admission to the market.

15. Stall pack up

- a. No stallholder may dispose of waste in the rubbish bins provided. These are for the use of customers only.
- b. The Stallholder shall ensure that all their property and effects are removed from the Market at the conclusion of the Market each Sunday. It is the Stallholder's responsibility to leave their site and the surrounding area clean and tidy before 4.00 pm. This includes the removal of all unsold items, papers and packaging. Failure to comply will result in the stallholder being charged for the removal.
- c. At 1.00 pm, or at a time determined by the Rotarians on duty, the Howitt Street gate (at south-east corner of showgrounds) will be opened for Stallholders to exit.

16. Stallholder liabilities:

- a. The Stallholder shall indemnify the Ballarat Market Committee (Rotary Club of Ballarat South Inc.) and keep it indemnified to the fullest extent by law from and against all claims or demands of any nature whatsoever which the Ballarat Market Committee may suffer or incur in connection with loss of life, personal injury or damage to property arising from or out of any occurrence in or upon the premises or the use of the premises by the stallholder or by any of the Stallholder's employees and customers or caused by the stallholders or by the stallholder's employees and customers and whether or not the existence of a dangerous item or dangerous state of affairs was or ought to have been known to the Ballarat Market Committee or Stallholder or both of them.
- b. The Stallholder acknowledges there is no liability or responsibility whatsoever on the Ballarat Market Committee (Rotary Club of Ballarat South Inc.) for any loss or

damage the stallholder may suffer or incur to their property, effects and equipment before, during and after market hours.

17. ENQUIRIES

For market operation should be directed to:

- a. The Ballarat Market phone 0418 518 106.
- b. Email enquiries@ballaratmarket.com.au
- c. Web Page: <http://www.ballaratmarket.com.au/>
- d. Facebook: Ballarat Market.
- e. We do not recommend generic online market advertising sites. They may not contain current information.
- f. If you experience problems associated with the market or have suggestions that may improve the operation of the market for both stallholders and patrons, please direct them in writing addressed to:
 - a. Email enquiries@ballaratmarket.com.au
 - b. The Ballarat Market Committee
Rotary Club of Ballarat South
PO Box 211R
REDAN VIC 3350