

# Bellingen Shire Residents Association

## Appendix B: Stallholder Guidelines

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### Overview

The Bellingen Community Market (BCM) is run and operated by the Bellingen Shire Residents Association (BSRA) a not for profit association run by volunteers that donated proceeds from the markets back into the local Bellingen Shire community via education (schools), health, not for profit groups/organisations, charities, sporting groups and essential services.

The park facilities are run by the Section 355 Management Committee of the local shire council.

The association employs a manager and staff to run the monthly event.

### Contacts

BCM ..... [info@bellingenmarkets.com.au](mailto:info@bellingenmarkets.com.au)  
BSRA ..... [bellingshireresidents@gmail.com](mailto:bellingshireresidents@gmail.com)

As a stallholder or prospective stallholder please familiarise yourself with the following guidelines.

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### How to book a casual stall

To book a casual stall:

1. Read the following “stallholder guidelines” so you know your obligations as a stallholder.
2. Book a site:
  - a. Go to our webpage <https://www.bellingenmarkets.com.au/casualbooking/> and complete the booking form
  - b. If you have no internet access, call the BCM Manager on 0400 261693 to inquire.
3. Manager will be in contact to advise of next steps

**Note:** All bookings will require your name, contact details (phone/email), product/s, stall size and requirements.

### Set-up / Pack-up Times

All Stallholders with vehicles must enter the market park via one of the three (3) vehicular entrances:

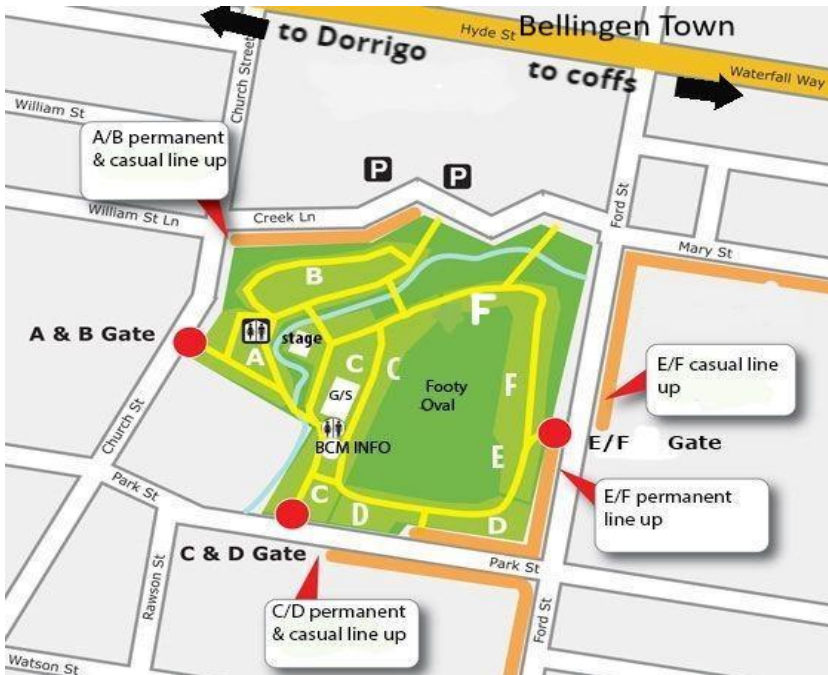
- Church Street Gate
- Park Street Gate
- Ford Street Gate

Each gate and section will have BCM staff to direct traffic movements during the designated set-up and pack-up times.

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### Morning Entry/Exit, and Afternoon Entry/Exit from, the Park

Stallholders queue as per map directions

6.30am to 7am

Stallholders to:

- enter the park as directed by BCM staff
- permanent stallholders at 6.30am and casuals from 6.45am
- slowly proceed to their allocated stall site with staff assistance if required
- park where appropriate next to their site and allow other stallholders passage
- not block any pathways or driveways
- unpack all required items in a timely manner
- join the exit queue and follow directions of the BCM staff
- park away from the market perimeter to allow visitor access and parking
- respect our neighbours and do not park in driveways or cause excessive noise
- turn engines off while in queue or unpacking

**Important Note:** No cars to be driven on the surface of the playing fields

7.30am to 2pm

Gates closed

- no vehicles permitted to enter or leave the park - this does not apply to emergency services vehicles

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2pm to 3pm Stallholders to:

- enter the park as directed by BCM staff
- proceed to their site
- park where appropriate next to their site and allow other stallholders passage
- not block any pathways or driveways
- pack all required items in a timely manner
- ensure site is clean and tidy
- join the exit queue and follow directions of the BCM staff
- respect our neighbours and not park in driveways or cause excessive noise
- turn engines off while in queue or packing

**Important Note:** All stalls to vacate park by 4pm at the latest when gates are locked

### Stall Allocation Procedures

Stall sites are not the property of the stallholders and cannot be traded, sold or purchased. New owners of a sold stall business are not guaranteed a site.

**Important Note:** All sites are subject to change at little or no notice. If a stall is to be relocated the staff will endeavour to find a suitable replacement.

### Permanent Sites Allocation

6.30am to 7.15am: Permanent stallholders sited.

**Note:** Permanent Stallholder sites not occupied by 7.30am will be re-allocated by Section Coordinator and filled by a replacement casual stall.

### Booked Casual Sites

6.45am to 7.30am: Casual stallholders sited.  
Queue at gate indicated when pre-booking.  
Casuals must be on the queue no later than 6.45am or risk losing their site.

### Unbooked Casual Sites

Before 8am: Unbooked casuals are allocated sites pending available space.

**Note:** This refers to sites that turn up on the off chance of receiving a site.

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### Schedule of Fees

Permanent fees are paid one (1) market month in advance and are refundable on termination of permanent status.

- All fees are to be settled on the day
- We ask stallholders to have the correct money for their fees as change is limited
- No EFT is available
- Fees are collected from 10am onwards on market day
- Public Liability insurance can be provided for an additional fee (conditions apply)
- All stalls fees are based on frontage
- Registered charities half price

BELLINGEN COMMUNITY MARKETS SITE FEES		AS AT 20.8.22
<i>Therapeutic supplements/treatments including massage, or products placed in the mouth or on the skin must SUPPLY AND DISPLAY</i>		
<i>a copy of their OWN current insurance. Limited insurance cover for all other stallholders is available at an extra cost</i>		
SITE CATEGORY	PERM	CASUAL
Small (no gazebo - less than 2m )	30	40
3m sq	38	46
Per m over 3m (wide or deep)	10	10
Insurance	10	10
EAT IN/TAKE AWAY & HOT DRINK SITES:	PERM	CASUAL
3 m sq	\$60	\$75
4x3m (wide or deep)	\$70	\$85
5x3m (wide or deep)	\$80	\$95
6x3m (wide or deep)	\$90	\$105
<i>Eat in/take away food and hot drink site excludes cold drinks, preserves, breads, cakes, fruit and vegetables</i>		
Electricity - (per point at mains)	\$20	\$20
Registered Charities	1/2 price on the above	1/2 price on the above

### Licenses & Certificates

Stallholders must carry and clearly display appropriate licences and certificates as required by local, state or federal laws and BCM Guidelines were applicable e.g. food handlers, 2<sup>nd</sup> hand Dealers License, Electrical Equipment tagging & required insurances.

**Important Note:** All stalls are subject to checks and inspections from various authorities including: Department of Agriculture, Office of Fair Trading, Bellingen Shire Council, Health Dept. BCM Management and other relevant authorities with little or no notice.

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### Vehicles in the park

- Vehicles are permitted during morning set-up and afternoon pack-up.
- Vehicles are limited to a very slow walking pace only
- Stallholders not complying will be refused entry to the park
- Stallholders **must** follow directives from Market Staff on entry & departure
- Market gates are closed to all vehicles 8am and 2pm with the exception of emergency vehicles
- All vehicle movements during the above times will be accompanied by a minimum of one (1) staff.
- No unauthorised vehicles or trailers to remain in Bellingen Park during the market day. An exception to this is made for medical reasons and only if space allows.
- **No vehicles to drive on to the football field.**
- Keep parking around the Market perimeter clear for Market visitors.
- All vehicles to vacate Market by 4.30pm or as may be required/advised.
- Turn off engine when queueing or packing/unpacking sites.
- There are no designated parking areas for stalls

### Insurance

#### Public Liability

The BSRA carry a Public Liability Insurance Policy for the BCM event.

It is the responsibility of the stallholder to ensure that they carry appropriate insurances for their business including Public Liability and Product insurance.

#### Public Liability Cover

Our insurance provider enables us to cover a limited number of stalls under our policy for which we are charged additional fees on our premium.

The BCM can offer stallholders a one (1) day public liability cover (excluding product).

This is scheduled at \$10 per market per stall that wishes to purchase cover and is for public liability only.

Stallholders wishing to purchase their own insurance can check out this site [www.mymarketinsurance.com.au](http://www.mymarketinsurance.com.au)

#### Stallholder requirements

Stallholders wishing to purchase insurance for one (1) day are required to supply the BCM manager with certain details as advised by our insurer. These details include:

- Full Name
- Full Address (post boxes not accepted)
- Contact Phone Number/s
- Drivers Licence ID
- Stall name and product details

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### Food vendors

Food products are considered any product that is covered under the Food, Health and Safety Act and placed in the mouth and ingested whether as food or herbal extracts as they are all under the health act.

Vendors can also expect random checks and inspections from the Health Department or relevant authorities with little or no notice. The BCM or the BSRA are not informed or contacted by authorities as to when these inspections may take place.

### General Requirements

All food vendors:

- Must carry and clearly display appropriate licences and certificates as required by local, state or federal laws and BCM Guidelines were applicable.
- To provide recyclable containers, utensils, cups etc.
- Must have appropriate Fire Extinguishers, Fire Blankets & Safety equipment.
- Provide:
  - Cleaning/Hygiene facilities.
  - Cold/hot storage facilities.

Food vendors are also responsible for:

- All rubbish removal from their site
  - Bulk waste not to be put in market skips
- Removal and disposal of all grey water.
- Removal and disposal of any bulk waste.

**Important Note:** Stallholders or vendors not complying with waste regulations will be charged a premium for cleaning services.

### Electrical and Gas

#### Electrical Requirements

*All stallholders wishing to use power must:*

- Complete a Power application form (please discuss with manager)
- Keep all power cords at least 3m above ground
- Keep all heating appliances/fryers etc. out of reach of public
- Have all electrical appliances and leads tagged
  - Any power cords found to be running *hot* or untagged will be disconnected immediately.
- Not increase equipment/power use without prior application.
- Carry appropriate safety equipment e.g. extinguishers, fire blankets etc.
- Keep and maintain safety check logs from electricians or regulating authorities.
- Stallholders will be allocated required power on application if available; please do not plug in anywhere else. Stallholders not complying will be disconnected.
- A fee is applicable for power (see schedule of fees).

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### Gas Requirements

- All gas bottles, appliances and lines to be regularly inspected by a qualified person for compliance with WHS requirements and tagged accordingly.

### Cancellation / Wet Weather

- The BCM is an all-weather event.
- We only cancel a regular 3<sup>rd</sup> Saturday of the month date if public safety or the park grounds would be at risk by proceeding.
- If a BCM is cancelled in advance our phone message will carry any details as well as social media outlets, and local radio stations.
- If prevailing conditions on the day threaten to pose a potential risk to public or grounds a decision will be made by the Market Manager in consultation with committee members and stallholders if applicable.
- Gates will remain closed until the decision has been made which will be made no later than 7am, following consultation with Market Committee member/s, Staff and a representative sampling of Permanent stall holders.
- If cancelled on the 3<sup>rd</sup> Saturday the Market will be held on the usual date of the following month.
- Casuals will need to re-book.
- No fees apply if a BCM has been cancelled. However if the decision is made to proceed with the Market and you choose not to attend, you will be recorded as not attending and be required to pay the stall fee for that day at the next month's BCM.
- Phone messages will carry details or information updates.
- Permanent stallholders who don't notify of their absence and do not turn up, or advise late (after the Sunday before the market) without fair reason, will be charged a missed stall fee at their next market.
- Casuals who book and confirm and don't turn up at a market will be charged a missed stall fee at their next market, unless there is fair reason.

Conditions to be considered prior to final decision:

- Duration and Volume of rainfall in the two weeks preceding the market.
- If rain is continuous for several days prior to the market with no respite, possible chance is that it will be postponed.
- If the water table is already high from previous downfalls, ground condition will be checked thoroughly, with chances of certain areas being closed or roped off.

**Important Note:** If areas affected are closed stalls will be relocated as required.

### Health Pandemic & Closures

As demonstrated with recent and current health issues facing our society there are occasions when closures of events is mandated by state or federal laws. In these situations we will observe all conditions and guidelines as set by regulating authorities.



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### Waste & Recycling

- BCM actively supports the environment, encouraging waste minimisation and recycling through our Waste Management Scheme.
- You are asked to minimise unnecessary packaging, use only recyclable containers, cups, straws, utensils etc. and encourage customers to dispose of these in the correct coloured bin.
- Cardboard boxes are to be flattened and taken to the bulk skip provided.
- Disposal of Greywater is your responsibility and must not be let runoff into streams and watercourses within Market grounds.

### General Guidelines

- There are 12 BCM events per year (weather permitting)
- Sites within the park are not the property of stallholders & cannot be bought, sold, hired, leased, rented or traded in any way.
- Manager to be advised on any changes being considered to product lines other than those originally noted on application form.
- Items and products banned or prohibited by state and federal laws are prohibited
- All stallholders are responsible for leaving the site clear and rubbish free before departing.
- Permanent status provides for a guaranteed site at each Market.
- A site is allocated by the Manager who reserves the right to relocate that site if required.
- No cats or dogs on Market Day.
- No animals or livestock can be sold at BCM.
- No generators allowed
- No open fires

Note: Management reserves the right to:

- deny access to Bellingen Community Market to any stallholder on the grounds of product/service, safety, health, space restrictions within park or guidelines breach
- alter times, sites, guidelines at little or no notice

Smile, have a great day and happy trading.

### Conduct & Grievances, Dispute Resolution

- As a community event we ask that everyone conduct themselves in a cordial and mutually respectful manner.
- All Stallholders are asked to follow the directions of Market Staff.
- Any issues, disputes or grievances between stallholders, or with BCM Management &/or Staff should be brought to the Managers attention for resolution.
- Management will deny attendance to, or remove from the Market any stallholder behaving in a manner considered to be dangerous or offensive to the public or that is deemed to reflect badly on the reputation of BCM or contravenes BCM Guidelines or is in breach of law.

If you wish to dispute a Management decision you can do so by addressing correspondence to:

email: [bellingenshireresidents@gmail.com](mailto:bellingenshireresidents@gmail.com) or Writing: PO Box 103 Bellingen NSW 2454.