

Barkly Square Global Markets

Rules & Regulations

MARKET STALL SELECTION PROCESS

In order to fulfil the mission of the markets and meet customer expectations, priority will be given to stall holders who are local community businesses and organisations, with bespoke & handmade items, however we also permit non-local stall holders to bring more interest and customers to our market, and provide greater income opportunity for locals.

Approval of all applications is at the sole discretion of the Market Committee and all approvals will be based on the information given by the applicant on their application. The selection is based on product suitability, quality of the products, the demand of the product and the available space at our market venue.

The Market Committee has the authority to:

- reject applications that do not comply with the Market Rules and Regulations
- decide the maximum number of stallholders per market
- decide the mix and ratios of stalls
- decide the number and mix of food and drink stalls
- approve the fundraising activities permitted at the market
- approve all entertainment, food preparation demonstrations and other promotional activities undertaken at the markets

By applying for the market, stallholders agree to:

- Hold Public Liability Insurance to the value of \$20 million and provide evidence of such with the application.
- If selling food/drink, traders must hold a Foodtrader (formerly known as Streatrader) registration and provide evidence of such with the application. This includes selling cold food items such as confectionary, relishes, honey, tea etc.
- Abide by the schedule for setup/packdown provided by the organisers.

PAYMENTS

FULL payment for stall/s must be paid no later than 7 days prior to the event. You will receive an invoice with all this information once you have been confirmed as a stallholder for a market.

In situations that may prevent a stallholder from attending the market, please let the Market Committee know ASAP. A credit of the payment will be given to stallholders who provide a minimum of 4 days' notice. If less than 4 days' notice is given, NO credit or refund will be issued.

LOGISTICS

Stallholders are responsible for bringing their own equipment, for setting up and leaving the site and communal areas clean and tidy. You will be provided with a bump in/out schedule the week prior to the event – this is to ensure minimal congestion with stallholders and vehicles.

Stallholders must be set up and ready to trade before the advertised starting time of the market. Any stallholders who are not at the venue 30 min prior to the start time will be marked as a no show and your stall will not be kept, unless special arrangements have been made.

Stallholders **MUST** remain set up and open for trade until the advertised closing time of the market, unless a prior arrangement has been made with the Market Committee. **Any stallholders who pack down or leave before this time will not be permitted to return to events at Barkly Square.**

Stallholders **MUST** remove all materials, including waste and packaging from their stall site. Stallholders are not to place their waste in public bins. Stallholders are not to discharge any liquid waste onto the street or drains. Failure to comply with these cleaning standards will result in a \$30 cleaning fee and possible cancellation for future markets. The bins at the venue are for CUSTOMER USE ONLY.

STALLS

- Stall sizes are 3m x 3m. Vendors are welcome to purchase single stalls, or if you need more space purchase multiple stall spaces.
- Depending on the stall location, vendors will have an approximate square 3x3m space, or an approximate elongated 6 x 1.5m space. This allows for safety requirements in narrow areas.
- Please advise in your application if you have special requirements for your stall and the committee will endeavour to accommodate such requests where possible.

REGULATORY REQUIREMENTS

Smoking and vaping in and around the premises are **NOT** permitted. Barkly Square is a Government-owned building, and as such smoking/vaping is not permitted within 4 metres of entrances. If you do wish to participate in this activity, you must leave the venue grounds, or utilise the dedicated smoking area adjacent to the rear carpark.

All **food vendors MUST** be registered with Foodtrader (formerly known as Streatrader) and must trade in accordance with State food handling regulations and other relevant local health laws. This includes selling cold food items such as confectionary, relishes, honey, tea etc. The City of Ballarat Environmental Health Officer/s may visit the market from time to time to review regulatory compliance. Proof of Foodtrader registration must be provided prior to the event.

Stallholders will exercise good judgement and always be respectful, courteous and professional to the Market Committee, fellow stallholders, volunteers, customers and any others affiliated with the market, in person and on all platforms of social media. Please exercise kindness and tolerance at all times. Offensive behaviour will **not** be tolerated. Vendors are to report any abuse they may incur from customers or traders to the Market Manager who will resolve the matter immediately, or refer to the police if necessary.

Any stallholder's social media activity that brings the reputation of the market and/or Barkly Square into disrepute may lead to immediate termination from the market. There is zero tolerance to bullying and intimidation. If stallholders have concerns or complaints, they are to advise the Market Manager directly.

Failure to comply with the Market Rules and Regulations will result in stallholders being required to cease trading until you remedy the situation. Breaches may result in refusal to participate in future events.

By submitting an application to have a stall at the market, you have agreed to abide by all rules and regulations as outlined in this document.