

## **Regulations & Guidelines for Stallholders at the funkya@unkya Market.**

### **Latest version 23 August 2016**

The following regulations & guidelines are in place to assist the market to run smoothly with minimum interruption.

#### **Stallholder Fees**

A 3m x 3m site is \$15 (as at 23 August 2016).

Food stalls that require electricity or more space are charged additional to the usual site fees. However, there are a very limited number of stalls that have electricity. Please contact the Stallholder coordinator to discuss this.

#### **Insurance**

A **minimum** of \$10 million public risk/product liability insurance is required. You must show your Certificate of Currency to the Stallholder Coordinator on Market Day.

#### **Stallholder Sites**

Each market stallholder needs to have the own site. The market policy does not allow shared sites. If you are a stallholder please be aware that this is strictly adhered to on all market days.

#### **Permanent Stallholders**

If you are unable to attend the upcoming market and are a permanent stallholder please notify the Stallholder Coordinator by 5pm on the Monday before the market at the very latest. Your stall will be reallocated to a stallholder on the waiting list. You will be expected to pay for your stall at the following market should you not advise the Coordinator of your intended absence.

Should you miss 2 markets in a row or more than 3 markets in a calendar year without prior arrangement then you will lose your permanent site status.

#### **Food Stalls**

Market stallholders who sell food are bound by the requirements of the Food Act 2003 & The Food Standard Code. For more information you should read the Guidelines for food businesses at temporary events at

[http://www.foodauthority.nsw.gov.au/Documents/industry\\_pdf/temp\\_events\\_guideline.pdf](http://www.foodauthority.nsw.gov.au/Documents/industry_pdf/temp_events_guideline.pdf)

All stallholders that sell food for consumption at the Market should clearly display **required** licences/or certificates as required by Local Council or relevant authorities

All heating appliances/fryers etc must be out of reach of the public.

All electrical appliances and leads used must be regularly inspected by a qualified electrician for compliance with WH&S requirements and tagged accordingly.

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

Cleaning/Hygiene facilities are to be provided.

Soft drinks are not permitted to be sold at the market.

### **Casual Stallholders**

There are 10 casual sites. Please contact Market Co-ordinator on 0425 205 737 or email at [stallholders@unkya.co.au](mailto:stallholders@unkya.co.au) should you wish to apply for a casual stall. The Stallholder coordinator will confirm with you. You must have your own insurance.

### **Site locations**

The Site Map showing the site numbers & location can be downloaded from the Website.

### **Garbage**

All stallholders must take their rubbish with them and leave their site clean. All Stallholders are encouraged to use environmentally friendly products.

### **Market Hours**

The market is open from 8am to 2pm. Stallholders can set up from 6.30am on market day.

### **Wet Weather/Cancellation Policy**

Unless threatened by extreme weather conditions the market will be on. Final decision in regard to cancellation due to extreme weather will be made on morning of market no later than 6.00am

If cancelled, a message will be left on mobile phone no. 0425 205 737, on Facebook and local ABC radio will be contacted and asked to place a cancellation announcement as well.

Weather conditions commencing prior to final decision to cancel;

- Duration and volume of rainfall in the week before the market.
- If it rains continuously for several days prior to a market with no respite it is a chance the market will be cancelled.
- All consideration must be given to public safety & all WH&S issues must be taken into account.

### **Cancellation of Market Day & Next Market**

If Market has to be cancelled on advertised Market Day the next Market will then be held on the last Sunday of the next even month. Please confirm with the Market Coordinator that you will require your allocated site at this next market.

### **Complaints Handling & Suggestions/Feedback**

Each stallholder or staff member is free to put forward any complaints, suggestions or feedback to the Market Committee either on the day (at the Canteen) or via email to [funkya@unkya.com.au](mailto:funkya@unkya.com.au)