



GLoucester Spring Market Day

OCTOBER LONG WEEKEND
SATURDAY 2ND OCTOBER 2021

8.00AM - MIDDAY : BILLABONG PARK

Share the local love!

Proudly Presented by Gloucester Farmers Market, Gloucester Community Markets & the Gloucester Business Chamber

MARKET CHARTER 2021

This Charter is governed by the MidCoast Council's Market Policy which relates to markets throughout the MidCoast Council local government area and applies to all regular markets approved by Council on Council owned land and/or Council controlled public land including halls and public buildings.

NB: This Market Day is subject to change pending Covid Restrictions or State Lockdown regulations at the time of the event. If the event is unable to proceed, stallholder fees will be refunded.

1.0 Introduction

The Gloucester Spring Market Day is the Gloucester Community Market which falls on the long weekends throughout the year. The October Long Weekend Market Day will be held on Saturday 2nd October, 2021. The purpose of the Spring Market Day is to capture visitors to Gloucester on a historically busy weekend and to provide;

- a) a sales outlet for interested locals
- b) an opportunity for consumers to support local stallholders and initiatives
- c) a community gathering place - to promote economic growth by assisting new business creation and growth while creating flow-on retail traffic in the Gloucester town centre.

2.0 Market Ethos

The Gloucester Spring Market Day

- a) provides the community with an eclectic selection of vendors, food stalls and activities from local stallholders
- b) encourages and provides an outlet for handmade items from creative locals to reach a wide consumer audience during peak tourism times
- c) provides free stall space to local not-for-profit and charity organisations
- d) encourages local entertainers and up-coming local artists
- e) encourages recycling and use of non-plastic packaging
- f) create a positive and productive working relationship with MidCoast Council
- g) shows our strong community spirit as we move forward from the challenges of Covid19, drought, bushfires and heavy rainfall

3.0 Location & Trading hours

- a) The Gloucester Spring Market Day is located at the Billabong Park (Denison Street), on the southern side of the Billabong suspension bridge.
- b) The market operates on the Saturday of the long weekend - Saturday 2nd October, 2021.
- c) Trading hours 8am to 12noon. Bump in 6.30am and bump out by 1.30pm

4.0 Weather restrictions

The Gloucester Spring Market Day is a weather dependant market, the Market will always proceed unless decided otherwise by the Market Coordinators and announced as early as possible the day prior to the event on the event's Facebook page. Extreme weather conditions will be the reason for the event being cancelled. Stalls are required to use weighted securities on their gazebos/structures to ensure they are secure in case of windy conditions.





5.0 General – Summary of Rules

- a) Stallholders must complete all compulsory aspects of the application process including full application form, risk assessment and insurance details. If all elements are not provided or completed, an application may be denied and the stallholder will be unable to attend.
- b) All applicants will be notified on the outcome of their application in writing via email. Approved Stallholders must pay for their stall space in full prior to the event. If payment is not received, that stall space may be allocated to another applicant.
- c) Stallholders must have copies of appropriate/essential insurance certificates, licenses, tags and permits available on the day in the event of an inspection.
- d) All vendors will receive a site map the day before the event. Special placement requests will be considered but not guaranteed.
- e) Any food vendors are expected to have registered their business with www.foodnotify.nsw.gov.au and are expected to comply with Food Standards Australia rules and regulations www.foodstandards.gov.au
- f) Any food vendors must submit an approved “Notification to Council for Temporary Food Stall” from MidCoast Council before your application can be approved. If you do not have a current approval letter or a FSS Certificate, you are unable to set-up and trade as a temporary food business in the MidCoast Council area. The information you will need to supply to Council:
 - ✓ Notification for Temporary Food Stall
 - ✓ Current FSS Certificate (if required for food processes)
 - ✓ Public & Products Liability Insurance with a limit of indemnity of not less than \$20 million for any one occurrence
 - ✓ Most recent temporary Food Stall inspection reportWhere a food vending vehicle is proposed to be used, Motor Vehicle Insurance with a limit of indemnity of not less than \$20M. MidCoast Council must be named as an interested party. Please call MidCoast Council for further clarification.
- g) Each Stallholder is responsible for the safety of his or her own equipment, own products and is expected to maintain adequate product and public liability insurance. If you have electrical equipment, it must be tested and tagged in accordance with regulations.
- h) Each Stallholder must provide the Market Coordinators with a current copy of insurance each year it renews
- i) Stallholders are expected to stay until the market closes for the day at 12noon and must leave their site “broom clean” at the end of the day
- j) Any Stallholder can be expelled from the Market for failure to comply with the Market Rules. All Stallholders and stall representatives are expected to treat everyone with respect. Any questions, concerns or feedback on the previous event are to be directed to the Market Coordinators and not used publically, online or on location to harm the reputation of this important community event. Any final decisions made by the Market Coordinator/s will be adhered to by all Stallholders. Bullying, intimidation and harassment will not be tolerated in any form leading up to or during this event.

6.0 Who can sell?

Any stallholders approved in accordance with the Market Charter (in accordance with MidCoast Council’s Market Policy) may sell at the Market. Stallholders are required to fill out the application and risk assessment; available through the Gloucester Community Market’s website or by emailing gloucestercommunitymarkets@hotmail.com Applications must be received up until 7 days prior to Market day and wait until approval is given. Stallholders are required to fully complete and provide a stall risk assessment in accordance with OHS&W.





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The Market reserves the right to prohibit anyone from selling at the Market and to ask anyone to leave who, in the opinion of the Market Coordinators, has violated the Rules governing the Market Charter. Fees will not be refunded in this case.

7.0 What can be sold?

7.1 General

All items sold must be included in the stallholder's application. The purchase of items for resale at the Market is not allowed. Stallholders are encouraged to sell a variety of items including home-made, unique and good quality items. All craft and homemade items are welcome.

7.2 Agricultural produce

Agricultural produce is welcome for the October 2021 long weekend as the Gloucester Farmers Market follows on the next weekend. Produce includes fruits, vegetables, grains, flowers, herbs, seedlings, bedding and potted plants. Bedding and potted plants must be grown from seed, cuttings, bulbs or bare root and be established in their current container by the Stallholder. The purchase of plants for resale is not allowed.

7.3 Food items

As previously noted, all food stall holders are to submit a 'Temporary Food Stall Notification' to MidCoast Council's Environmental Health department for assessment and have obtained written approval prior to operating. All food stall holders must operate in compliance with the requirements of the Food Act 2003, Food Safety Standards and the NSW Food Authority's 'lines for food businesses at temporary events'.

7.4 Takeaway drinks & plastic packaging

Single use plastic drink bottles, popper packs and aluminium cans are permitted for sale at the Gloucester Spring Market Day however this is a work in progress and regularly reviewed to move towards helping to reduce waste, especially with a focus on reducing plastic waste. The Gloucester Community Market continues to work towards being plastic free and appreciates every effort stallholders make to reach our goal of being free of plastic.

7.5 Community Groups and Raffles

Any local community organisation, sporting group or school is more than welcome to apply to either have a stall, host a BBQ or run a raffle. A separate application form is required for a BBQ including food handling guidelines and Council regulations. Any group who would like to sell raffle tickets for a fundraising initiative will need to complete a stallholder application form and if approved, will be allocated a site FOC. Raffle tickets may only sold from an approved stall – no roaming direct selling is permitted at this event, customers are stallholders are there to feel comfortable and to shop at their leisure, they are not to be approached and feel pressured by ticket sellers and needs to remain fair to others who have followed the correct procedure.

8.0 Stallholder Guidelines

8.1 Pricing & measurements

Stallholders are required to set and display their own selling prices. Prices should be set in keeping with customer satisfaction, profitability and consideration of other Stallholders and town retailers.





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8.2 Site Allocation

Site allocation will be decided by the Market Coordinators only. Special requests may be submitted up until one week prior to the event which will be confirmed in writing by the Market Coordinator. Stallholders will not be permitted to take it upon themselves to choose their own location, take assumed ownership of a previously held location or swap with other stallholders on the day. A site map will be distributed the day before the event via email to all stallholders. Anyone without an email address will need to check in with the Coordinator on the morning of the event for site details.

8.3 Complaints

Any grievance regarding Stallholders or their products *should not* be directed to the Stallholder in question or made public on social media platforms, but should be reported to the Market Coordinator who will advise those involved of what action is to be taken. The Market Coordinators reserve the right to prohibit any stallholder from returning to the event if they believe the stallholder has not acted in accordance with the Market Charter.

8.4 Inappropriate behaviour

Inappropriate language, behaviour, music or lighting, profanity, noise or other harassment or abuse by a stallholder/participant is grounds for immediate and permanent expulsion from the Market. This also extends to online behaviour and interactions. Negative, personal or derogatory comments made online will be reported, deleted and will result in permanent expulsion for those involved.

8.5 Vehicle movement during market

No Stallholder or customer vehicles will be allowed to move in or out of the Market site during Market hours. Access points will be blocked off during Market hours. Set-up must be completed before the commencement of the Market at 8:00am and 1.5 hours will be allowed after the market closing time (12noon) for completion of sales, bump-out and site clean-up. In the event of wet weather leading up to the event, MidCoast Council reserves the right to deny vehicle access onto the park on the day of the event and stallholders will be notified as quickly as possible.

8.6 General cleanliness

It is the responsibility of individual Stallholders to maintain a clean and healthy environment within their assigned site area and are required to leave that area free of rubbish, debris and “broom clean” at the conclusion of each Market day. Nothing, including ‘oil’ or ‘grease’ is to be spilt or dumped within the Market site area or in the surrounding area or gardens. Waste from the general public must be disposed of in an appropriate manner using the waste bins provided as appropriate (waste/recycling). Stallholder waste *is not* to be disposed of in Council bins.

8.7 Gazebos

Gazebos, canopies, tents, umbrellas etc shall always be safely and securely weighted from unexpected weather events. This safety requirement may be inspected at any time on any of the allocated Market Days.

8.8 Packaging

Plastic bags are not encouraged at Gloucester Spring Market Day and will not be allowed when notified by the Market Coordinator. The preference is for customers to bring their own bags. Non-biodegradable, supermarket-type carrier bags are to be avoided.





8.9 Sub-Letting

Vendors are not permitted to re-sell, sublease or allow anyone else to use their space if not attending the Market on market day. If a site is not to be used by the Vendor who applied for the stall, the Market Coordinator can re-assign the available space to another stallholder. The site fee is non-refundable and the Stallholder forfeits this fee and the right to the site if not attending on Market day, unless prior notice is provided 3 business days before the Market commences and approval given by the Market Coordinators.

10.0 Market Fees

Market fees must be paid in full by direct debit prior to the day of the event or unless specified. A receipt will be supplied once payment has been received. Special requests for stallholder payments/receipts on the day of the event must be made at least one week prior to the event. In the event of 'on-the-day' payments, fees will be collected by the Market Coordinators on the day of the market from 10.30am in accordance with the Market's Security & Money Handling procedures.

Site fees - Stallholders

3m x 3m site (Unpowered)	\$30 per market
3m x 3m site (Powered)	\$35 per market

NB: Powered sites are limited and reserved for Food & Beverage vendors only

Site Fees – Not-for-profits

Not-for-profit organisations or charities are not required to pay for a site but must still complete the application process

11.00 Cancellation or change of market arrangements

The Gloucester Spring Market Day will be held regardless of forecasted weather unless decided on by the Market Coordinator and formal notice given. In the event that there is a need to cancel or change the Market arrangements from proceeding as normal, stallholders will be advised as early as possible the day prior to the event. In the event of a severe/extreme weather contact the Market Coordinator the morning of the market. The Market reserves the right to change the size, shape of the market precinct, which may alter the position of any stallholder site(s) as may be necessary.

12.00 Legal Requirements

12.1 Notification to Council for Temporary Food Stall

Please refer to Point 5.0(f).

12.2 Electrical testing & tagging requirements

Workcover stipulates that all electrical equipment used at the market by the vendors is required to be tested and tagged every 12 months at the expense of the vendor.

12.2 Work, Health & Safety – OHS Workcover

As previously noted, each Stallholder is required to complete a Risk Assessment of their stall before attending the Market. A risk assessment is an evaluation of potential risks and the measures you have put in place to reduce or eliminate potential harm to staff or customers. For more information about general risk management go to. www.workcover.nsw.gov.au Any shelters, equipment, fittings or materials deemed not to comply with OHS&W regulations, or are considered to be unsafe for any reason, shall be removed from the site at the expense of the Stallholder.





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12.3 Packaging & labelling

All Stallholder must comply with appropriate packaging and labelling regulations and be in possession of any necessary licenses or permits required to produce or sell their products. Copies of these licenses or permits must be available for inspection on Market Day. For more information go to www.foodstandards.gov.au/code/Pages/default.aspx

12.3 Weights and measures

Where required, Stallholder must possess the means to weigh all goods for sale using certified scales as required under the Weights & Measures Act.

12.4 Food safety

The construction, fit out, finishes and operation of all food stalls must comply with the NSW Food Act, 2003 including Standards 3.2.2 and 3.2.3 of the Australian and New Zealand Food Standards Code. Guidance may be obtained from "Food Handling Guidelines for Temporary Events" available from the NSW Food Authority. As previously noted, all food stall holders are to submit a 'temporary food stall notification' to MidCoast Council's Environmental Health department for assessment and have obtained written approval prior to operating. All food stall holders must operate in compliance with the requirements of the Food Act 2003, Food Safety Standards and the NSW Food Authority's 'lines for food businesses at temporary events'.

12.5 Wine/Alcohol vendors

Any wine or alcohol vendors must have a copy of their license(s) available on Market Day and must display all required signage as stipulated by the NSW Casino Liquor and Gaming Control Authority. All wine/alcohol stall participants must hold and have copies of their current RSA certificates available on each Market Day.

13.00 Insurance & GST

The Gloucester Spring Market Day is not responsible for public and product liability insurance or for the collection and payment of sales tax (GST) for individual Stallholders. Stallholders must have appropriate public and/or product liability insurance 'Certificate of Currency' when reserving a site (typically by providing policy details) and/or at the commencement of trading at the Market and provide promptly a copy of any annual renewal thereof. Failure to provide current insurance policy details will preclude participation in the Market.

14.00 Digital Media

14.1 Website

The Gloucester Community Market website will be optimized for mobile users. Any stallholder page links made available at the time of application will be included on Facebook & Instagram pages if possible or appropriate, and potentially the inclusion of a brief outline of the products sold. This site will need time to build to its full capacity.

14.2 Social Media

Please like and share any Gloucester Spring Market Day posts & images through your social media channels, this expands your reach and creates a market network. We suggest sharing the Facebook event for the Gloucester Spring Market Day onto your page.





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14.3 Tagging

We suggest tagging your posts with @GloucesterSpringMarketDay @GloucesterCommunityMarket @BarringtonCoast

14.3 Hashtags

We suggest using the following hashtags on any posts related to the Gloucester Spring Market Day:-

- #gloucesterspringmarketday
- #communitymarkets
- #gloucestercommunitymarkets
- #barringtoncoast
- #gloucester
- #gloucesterlongweekends

15.0 Use of Logos & Market photos

If you wish to use the Gloucester Spring Market Day Logo or an image please advise the Market Coordinators explaining how the Market logo(s) will be used. Written authorisation will be provided for appropriate use.

15.1 Covid Plan & Best Practice Measures

A Covid Safe Plan and Best Practice Measures are in place for the Gloucester Spring Market Day. Stallholders can find a copy on our website or request a copy via email. All stallholders must comply with the guidelines outlined in the Covid safe plan and contribute to making this a safe “shop and go” outdoor event for everyone involved. Please liaise with the Market Coordinators with any questions or concerns relating to current Covid regulations and our responsibilities.

